

ACADEMIC CATALOGUE

2023-2024



WELCOME TO COLUMBIA BIBLE COLL





EDGE

WELCOME!

We are excited that you have joined the Columbia community and believe that God will use your time here to shape you for his unique calling for your life.



All of our academic programs at Columbia are rooted in our mission as a college. We want to equip the next generation of disciples and leaders for service in their local churches and communities. We believe that only a Christ-shaped vision of transformation is big enough to guide students through their own journey of self-discovery while inviting them to a life of service and ministry.

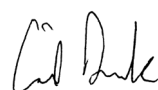
Our focus at Columbia is practical theology. This is just a technical way of saying that we care about the ways that our theology connects with on-the-ground experience in the church and the world. Because of this, our programs are designed to bring a strong biblical core curriculum into conversation with a variety of practical areas and applications.

Our questions in each of these conversations are the same. Who has God shown himself to be in Scripture? How does this vision illuminate the key questions that arise as we engage with the world? How does it clarify our calling, both as individuals and as members of Christ's church? How can we develop the skills and capacities we need to develop in order to pursue these callings? These are the questions of practical theology.

Columbia is an academic community. In a world where knowledge is increasingly fragmented and where education is often pieced together for an immediate return on investment, we see our task as both formational and vocational. We believe that extended time spent studying the Bible together actually grounds us in God's love and shapes us for his purposes. We believe that we learn best when guided by wise and caring mentors who take us seriously. We believe that it is from this place that we can be equipped for the vocations that God has called us to.

Our prayer is that God will use your time at Columbia in deep and transformative ways. We believe God wants to do this in the life of each student that crosses our path. And we believe that God wants to do this for the building up of the church, for the sake of the world that he loves.

Blessings,



Gil Dueck
Academic Dean



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2023-2024 ACADEMIC CALENDAR

FALL 2023 SEMESTER

AUGUST

15 Fall Semester Payment Due

SEPTEMBER

3-4 New & Returning Student Orientation
5 Day & Evening Classes Begin
5-11 Course Add/Drop Week
12 75% Refund for Withdrawal Starts
26 50% Refund for Withdrawal Starts

OCTOBER

1 Second Payment Due for Deferred Payment Plan
2 National Day for Truth & Reconciliation observation
(no day or evening classes)
9 Thanksgiving (no day or evening classes)
10 0% Refund for Withdrawal Starts
23 Mid-semester grades posted

NOVEMBER

1 Final Payment Due for Deferred Payment Plan
6 Last Day for Withdrawal Without Academic Penalty
6 Pre-Registration for Winter Semester Starts
13 Remembrance Day observation (no day or evening classes)

DECEMBER

8 Last day of Classes
11-18 Final Exam Week
15 Winter Semester Payment Due Date
19-Jan 7 Christmas Break (Residence Closed Dec 16 - Jan 7)

WINTER 2024 SEMESTER

JANUARY

7 New Student Orientation
8 Day & Evening Classes Begin
8-14 Course Add/Drop Week
15 75% Refund for Withdrawal Starts
29 50% Refund for Withdrawal Starts

FEBRUARY

1 Second Payment Due for Deferred Payment Plan
12 0% Refund for Withdrawal Starts
17-25 Family Day / Reading Week (no day or evening classes)
26 Mid-semester grades posted

MARCH

1 Final Payment Due for Deferred Payment Plan
11 Last day for Withdrawal Without Academic Penalty
11 Pre-registration for Fall Semester Starts
7 Good Friday (no day or evening classes)

APRIL

1 Easter Monday (no day or evening classes)
12 Last Day of Classes
15-19 Final Exams
20 Commencement Ceremony & Reception

SPRING/SUMMER 2024 SEMESTER

APRIL

15 Spring Semester Payment Due Date
22 Spring Modular Classes Begin

MAY

1 Spring Online Classes Begin

CAMPUS VIEW DAYS are the best times to come and visit. View Days include a campus tour, attending class and meeting with financial aid, admissions, faculty, and students. You are also welcome to stay overnight in the dorm.

Visit our website for View Day and View Evening dates, to sign up for a View Day and other information

FACULTY AND COLLEGE LEADERSHIP

LEADERSHIP TEAM



GIL DUECK

BCM, MA, PGCTH, PhD
Academic Dean



KURTIS KUBE

BA, MBA
Director of Development, Co-Director of Applied Leadership Program, Director of Social Entrepreneurship Program



KELLY ENS

BA
Executive Associate, Leadership Team



DEREK ROGUSKY

MBA
Acting President, Chief Financial Officer



MATT KAMINSKI

BA, MSc
Co-Director of Applied Leadership Program



JEREMY WALKER

BA, MA
Director of QUEST Program

FACULTY/PROGRAM DIRECTORS



CHRIS CLEMENTS

BRE, MDiv, MA, PhD
Director of Youth Work Program



ERWIN KLASSEN

BRE, MATS
Registrar



DOROTHY GEBERT

BA, MA, MLIS
Library Director



JESSE NICKEL

BA, MCS, PhD
Faculty



STACEY GLEDDIESMITH

BA, MDiv
Director of Worship Arts Program



JERRY PAULS

Bth, MDiv, ThM
Director of Biblical Studies Program

FACULTY



JEFF PETERS

MTh, MA

Director of External Relations, Director of Internships, Faculty



MICHAEL SZUK

BTh, MCS

Faculty



TINA RICHARDSON

BA

Admissions Director, Director of Columbia ONE Program, Director of Educational Assistant Program



JULIET TEETER

BA, MA

Director of Counselling Program



TOBY STAHL

BA, MA

Director of Outdoor Leadership Program



GREG THIESSEN

BA, MA

Director of General Studies Program

FACULTY EMERITI



JANET BOLDT

BA, MA, MTS

Faculty Emerita



JOHN VOOYS

BA, MA, MDiv

Faculty Emeritus



KEN ESAU

BA, BRS, BEd, MDiv, ThM

Faculty Emeritus



RON VOTH

ThB, BA, MA, MTS

Faculty Emeritus



GWEN REESE

BA, MRE

Faculty Emerita

GENERAL INFORMATION

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GENERAL INFORMATION

MISSION STATEMENT

To equip people for a life of discipleship, ministry, and leadership in service to the church and community.

CORE VALUES

- Following Jesus whole-heartedly
- Pursuing the trust with humility
- Caring for the good and growth of one another
- Doing together what needs to be done

CONFESSION OF FAITH

Columbia Bible College is an evangelical Anabaptist college that operates with respect to two Confessions of Faith: the Mennonite Brethren Confession of Faith and the Mennonite Church Canada Confession of Faith.

Please visit our website for both confessional statements

ACCREDITATION

Columbia Bible College is an accredited member (since 1991) of the Association for Biblical Higher Education (ABHE), an autonomous association of Canadian and US colleges seeking to enhance Christ-centered biblically-based higher education in North America. Columbia Bible College is an accredited member (since 2016) with the Private Training Institutions Branch (PTIB) for its one to two year career training programs.

LOCATION INFORMATION

Columbia Bible College is located in Abbotsford, British Columbia, Canada, 45 minutes east of Vancouver and two hours north of Seattle. Abbotsford is within two to three hours driving distance from several major ski areas including Whistler. There are many parks and recreational areas in the vicinity of the college. The campus has attractive facilities and grounds on nine acres of property.

Please visit our website for more information

ADMISSIONS REQUIREMENTS

Regular student (full- or part-time) applicants

- Must be at least 17 years of age.
- Must be a Christian and willing to grow in discipleship.
- Must hold a high school diploma with a minimum average of 60%. This average will be calculated using the student's top 5 grades from their last two years of high school. 3 of these 5 grades must be academic courses and one of these 3 must be English 12 or the provincial/state equivalent. Applicable grade 12 courses take precedence over grade 11 courses.
- Must have a final grade of 65% in English 12 or the provincial/state equivalent.
- Must demonstrate the potential for academic success at Columbia Bible College.
- Must arrange for reference form(s) to be submitted on their behalf.

Conditional admission may be granted if:

- The applicant is waiting for final transcripts
- The applicant has mature student status (must be a minimum of 21 years of age and has been out of school for at least one year. The applicant will be required to write a Columbia-approved English entrance exam or enroll in ENGL 099 in their first semester). These applications for admission will be considered on an individual basis.
- The applicant enrolls in ENGL 099 or its equivalent.

ADDITIONAL REQUIREMENTS

Educational Assistant Program Students

- An additional reference from someone involved in working with children and youth must be submitted.

Outdoor Leadership Program Students

Applicants will be required to:

- Read the *Outdoor Leadership View Book and Risk Management for Outdoor Programs: A Guide for Students*.
- Complete and submit the following legal documents: Medical Questionnaire, Waiver Form, Indemnification Form, Acknowledgement of Risk Form for Olympic National Park.

GENERAL INFORMATION

Transfer Students

Students who have earned 30 credit hours or more at another post-secondary institution will be evaluated for admission based on their post-secondary GPA. A minimum of an overall 2.0 (60%) GPA is required. Conditional Admission may be granted to transfer students who do not meet these requirements. Such decisions will be made at the discretion of the Admissions Committee.

Only courses completed with a minimum grade of C (normally 65%) will be considered for transfer credit to Columbia.

Home Educated Students

Columbia welcomes graduates of home-based schools and other unaccredited and/or non-traditional secondary education programs. Each candidate who is unable to present provincially/state-examined matriculation subjects is evaluated on an individual basis in order to gauge their readiness for college-level studies. Applicants are required to provide evidence of academic ability including, but not limited to: essays, home education charts, SAT, ACT or GED test scores.

International Students

Applicants applying from outside Canada or the US:

- Must have proof of English competency. A foreign student who did not graduate from either secondary or post-secondary institution in the United Kingdom, The Republic of Ireland, Australia, New Zealand or Jamaica, or an accredited English international school must have a minimum score of 550 for the paper based TOEFL or 213 for the computer based TOEFL or 79 for the internet-based TOEFL or an IELTS score of 6.5 (Academic Module).
- Applicants must arrange to be tested by an approved TOEFL or IELTS agency in their country. Applicants should do this at least two (2) months prior to the beginning of the semester at Columbia Bible College. This will allow time for the results to be submitted to Columbia. Acceptance at Columbia will be dependent on receiving these test scores.

The requirement for TOEFL or IELTS test results may be waived if the applicant has met the following conditions:

- The applicant has completed three or more years of study at either a secondary or post-secondary institution where English is the primary language of instruction and evaluation (United Kingdom, The Republic of Ireland, Australia, New Zealand or Jamaica or an accredited international school).

- The applicant has successfully graduated from a North American high school and successfully completed ENG 12 (or its equivalent in any other province/state) with a final grade of 65% or higher.
- The applicant has studied for at least one year at an accredited North American post-secondary institution and successfully completed an English Literature, Composition or Writing for College course (or its equivalent) with a final grade of 60% or higher.

The Admissions Committee may also evaluate English proficiency on an individual basis by requiring that the applicant write an entrance examination.

Admission Requirements for Casual/Audit Applicants

- Must be at least 17 years of age.
- Must hold a high school diploma or be at least 21 years of age.
- Must be able to demonstrate potential for academic success at Columbia Bible College.
- Must complete and submit the casual/audit studies application form.

Documentation Requirements

Conditional admissions decision can be made based on unofficial transcripts but final official copies (copies e-mailed, mailed or faxed directly from the issuing institution) of secondary and post-secondary transcripts or notarized copies of official transcripts (when official copies are not obtainable) must be submitted to the admissions office in order to have conditions and holds removed.

Residential Recovery Program Graduates

For graduates of residential recovery programs Columbia requires having at least six months of successful independent living away from the program before applying for admission program study at Columbia Bible College.

Recovering Students

If the applicant has a background of addiction and substance abuse, a minimum of one year of sobriety and active membership in a recovery-related community (celebrate recovery, AA, etc.) is required before beginning program studies at Columbia Bible College.

PRIORITY DATES

- **March 15** — September-entry students must be accepted by March 14 in order to be considered for Entrance Scholarships.
- **May 15** — September-entry priority application deadline and financial aid application deadline.
- **June 1** — September-entry International Student (not including USA) application deadline.
- **August 15** — September-entry application and deposit deadline. (\$50 late fee is applied after this date, and residence deposits are non refundable)
- **October 1** — January-entry International Student (not including USA) application deadline.
- **November 25** — January-entry priority application deadline and financial aid application deadline.
- **December 15** — January-entry application and deposit deadline. (\$50 late fee is applied after this date, and residence deposits are non refundable)

USA Students

Please ensure that your application is complete at least one month prior to the start of the semester so that all student visa letters can be sent to you in time for you to enter Canada.

Non-USA International Students

Application must be received by June 1 for a September start and October 1 for January start in order to give time for processing documents and visa acquisition.

GRADUATION REQUIREMENTS

It is the desire of Columbia Bible College that all of its graduates would be growing disciples of Jesus reflecting his character and values, committed to service in his church, and engaged in his Kingdom mission for the world. The minimum requirements for students desiring to graduate from Columbia Bible College include the following:

- Successful completion of the coursework specified for the chosen program, as listed in the academic catalogue at the time of the student's entry, with a minimum total of 126 credit hours for the Bachelor of Arts degree, 62 credit hours for the Diploma, and 31 credit hours for the Certificate. Specialized certificates (e.g., Educational Assistant) may have reduced hours.

- Be in good standing with all Columbia departments (e.g. Academics, Student Development, etc.).
- Have a minimum cumulative grade point average (GPA) of 2.0.
- Have completed at least 24 credit hours at Columbia (all programs with the exception of EA). Bachelor of Arts graduates cannot substitute or transfer RELS 460: Theological Confessions, EXPL 3XX: Internship, and CHRM 421: Spiritual Formation and Discernment into their program at Columbia.
- Have no outstanding financial obligations to the College.

DEFINITION OF ACADEMIC TERMS

Credit Hour

A credit hour represents one hour in class per week and an expectation of 2 hours outside of class. A typical course is 3 credit hours (3 hours in class per week). 12 or more credits is considered full time at Columbia Bible College.

Core

The core is a cluster of courses which the faculty hold as a necessary base of educational knowledge and skills for a Bible College student. It includes a range of courses in Bible and theology, general studies, and integrated learning. Columbia's accrediting body also specifies a minimum number of credit hours in various areas so that a student receives a certain breadth and depth of exposure to knowledge.

Major

A major is a combination of courses which the faculty has put together to help prepare a student with the needed knowledge and skills in a given subject or professional area, at an under-graduate level. It builds on the core program which the College requires for students. Typically at Columbia, a major involves approximately 67 credit hours in that subject or professional area.

Concentration or Track

In a few of the programs, students can concentrate their training on a special area. For example, in Worship Arts on Worship leadership, Music performance or teaching, Drama or Production/Recording.

Minor

A Minor is a cluster of 18 credit hours (usually 6 courses) which provide a focus on an area different from the student's major area.



DEGREE PROGRAMS

OPTIONS FOR MAJORS ARE:

APPLIED LEADERSHIP

BIBLICAL STUDIES

COUNSELLING

WORSHIP ARTS

YOUTH WORK

CORE CURRICULUM

All students must complete the following Core Curriculum Requirements. Students in a Bachelor of Arts or Bachelor of Arts in Practical Theology program will complete all requirements. Students in a Diploma program will complete all Year One and Year Two requirements and students in most Certificate programs will complete some or all Year One requirements.

YEAR ONE

BIBLE & THEOLOGY:

- RELS 101 Old Testament Survey (3 credits)
- RELS 102 New Testament Survey (3 credits)
- RELS 160 Intro to Christian Theology (3 credits)
- RELS 170 Spiritual Formation & Discipleship (3 credits)

GENERAL STUDIES:

- IDIS 121 Intro to Healthy Relationships (3 credits)
- ENGL 105 Academic Writing (3 credits)

CHURCH MINISTRY:

- EXPL 101 Service Practicum I (0.5 credits)
- EXPL 102 Service Practicum II (0.5 credits)

YEAR TWO

BIBLE & THEOLOGY:

- RELS Elective - 100 or 200 level (3 credits)
- RELS 211 Biblical Hermeneutics (3 credits)

GENERAL STUDIES:

- HIST 221 Anabaptist History & Thought (3 credits)
- PHIL 231 Ethical Reasoning (3 credits)

CHURCH MINISTRY:

- EXPL 201 Service Practicum III (0.5 credits)
- EXPL 202 Service Practicum IV (0.5 credits)

YEAR THREE AND FOUR

BIBLE & THEOLOGY:

- RELS 301 Old Testament Theology (3 credits)
- RELS 302 New Testament Theology (3 credits)
- RELS 460 Theological Confessions (3 credits)

GENERAL STUDIES:

- COMM 321 Effective Communication OR
- COMM 341 Homiletics (3 credits)
- COMM 351 Conflict Management (3 credits)
- LDRS 201 Intro to Leadership Studies (3 credits)

CHURCH MINISTRY:

- CHRM 421 Spiritual Formation & Discernment (3 credits)



APPLIED LEADERSHIP MAJOR

FOUR-YEAR BACHELOR OF ARTS IN PRACTICAL THEOLOGY DEGREE PROGRAM - 126 CREDIT HOURS



MATT KAMINSKI



KURTIS KUBE

The Applied Leadership degree is designed to equip students with leadership skills for ministry and the marketplace. The program has two main goals: to develop Christian faith and Christ-like character through biblical studies and spiritual formation courses, and to teach the theory and practice of authentic, transformational, servant leadership. In years one and two, students will learn how to lead self and others in ways that demonstrate health and effectiveness. In years three and four, students will build on this knowledge by discovering how organizations behave, how to empower staff and team members, and develop further business management

awareness. Learning takes place in and out of the classroom, with opportunities for lectures, reflective assignments, experiential exercise, hands-on training, and personal mentoring.

CAREER PATH OPTIONS

This program will provide a foundational education in leadership and management, enabling students to be more fully engaged employees in roles where they are responsible for leading or facilitating teams. Future jobs could be found in either not-for-profit or for-profit sectors.

FUTURE EDUCATION POSSIBILITIES

This program provides students with undergraduate prerequisites for graduate studies at a seminary or Christian university.

COURSE REQUIREMENTS

In addition to the Core Requirements (see page 10) students will need to complete the courses listed on the right in order to fulfill the requirements for the Applied Leadership Major.

YEAR ONE

BUSI 101 Intro to Business (3 credits)
LDRS 111 Self-Management (3 credits)
IDIS 123 Decision Making & Vocation (3 credits)
LDRS 201 Intro to Leadership Studies (3 credits)
Core Requirements (19 Credits)

YEAR TWO

GEOG 231 Community Development (3 credits)
LDRS 203 Theology of Leadership (3 credits)
LDRS 232 Leadership & Team-Building (3 credits)
LDRS 251 Leadership & Culture (3 credits)
Core Requirements (13 credits)

YEAR THREE & FOUR

Selected Concentration Courses (12 credits)
Core Requirements (18 credits)
EXPL 301, 302, 303, 304 Internship (4 credits)

OPTIONAL - EXTENDED CROSS CULTURAL INTERNSHIP

EXPL 331 Extended Internship (3 credits)
DS-ICST 322 Mission Contextualization (3 credits)
DS-ANTH 332 World Religions Seminar (3 credits)
DS-ICST 321 Intercultural Adaptation (3 credits)
OR DS-ANTH 321 Ethnography (3 credits)

18 Credits Minor/Electives

CONCENTRATION OPTIONS

OPTION #1 - LEADER DEVELOPMENT CONCENTRATION

LDRS 391 Leadership Seminar (3 credits)
 LDRS 334 Empowering Leadership (3 credits)
 LDRS 351 Leading Change (3 credits)
 PSYC 252 Social Psychology (3 credits)

OPTION #2 - SOCIAL ENTREPRENEURSHIP CONCENTRATION

ECON 101 Principles of Macroeconomics (3 credits)
 ECON 102 Principles of Microeconomics (3 credits)
 BUSI 246 Accounting II (3 credits)
 BUSI 304 Non-Profit Organization Management (3 credits)

OPTION #3- INTERCULTURAL ENGAGEMENT CONCENTRATION

ANTH 201 Cultural Anthropology (3 credits)
 ICST 231 Global Migration & Displacement (3 credits)
 ICST 222 Intercultural Fluency (3 credits)
 ANTH 232 World Religions (3 credits)
 OR ON-IDIS 172 Indigenous Studies (3 credits)
 OR RELS 264 Global Theologies (3 credits)

OUTDOOR LEADERSHIP CONCENTRATION

YEAR ONE

HKIN 132 Emergency Medical Responder (2 credits)
 HKIN 142 Rope Rescue Technician (2 credits)
 OUTL 103 Emergency Rescue Technician I (2 credits)
 OUTL 104 Emergency Rescue Technician II (2 credits)
 HKIN 143 Avalanche Safety Training (2 credits)
 HKIN 161 ERT Skills Evaluation (2 credits)
 Core Requirements (19 Credits)

YEAR TWO

HKIN 232 Wilderness First Aid Bridge (2 credits)
 HKIN 243 Rock Climbing (2 credits)
 HKIN 244 Mountaineering (2 credits)
 HKIN 251 River Kayaking (2 credits)
 HKIN 252 Ocean Kayaking (2 credits)
 HKIN 254 Swiftwater Rescue Technician (2 credits)
 Core Requirements (13 credits)

YEAR THREE & FOUR

BUSI 101 Intro to Business (3 credits)
 LDRS 203 Theology of Leadership (3 credits)
 GEOG 231 Community Development (3 credits)
 LDRS 251 Leadership & Culture (3 credits)
 BUSI 221 Essentials of Marketing (3 credits)
 BUSI 224 Accounting (3 credits)
 BUSI 350 Entrepreneurial Operations (3 credits)
 LDRS 311 Leadership Sustainability (3 credits)
 LDRS 332 Organizational Behaviour (3 credits)
 LDRS 401 Applied Leadership Capstone (3 credits)
 Core Requirements (21 credits)
 EXPL 301, 302, 303, 304 Internship (4 credits)

15 Credits Minor/Electives



BIBLICAL STUDIES MAJOR

FOUR-YEAR BACHELOR OF ARTS DEGREE PROGRAM - 126 CREDIT HOURS



JERRY PAULS

The BA in Biblical Studies is designed to prepare men and women for a vocational ministry and graduate studies in Bible, theology, and related fields. Students in the program are led deep into the Bible and encouraged to wrestle with significant theological questions as they develop foundational skills for interpreting the Bible and connecting it with contemporary

life. Students graduate with a firm grounding in biblical theology and a substantial understanding of the Old and New Testaments, including an introduction to their historical, geographical, sociological, and archeological backgrounds. In addition, students are challenged to grow in personal spiritual formation, interpersonal relationships, ethics, critical thinking, and ministry skills. We believe that the discipline of biblical studies is about loving God with our minds and that it equips lives to participate in kingdom service, ministry, and leadership.

REQUIREMENTS

All BA students in Biblical Studies must complete 18 credit hours of an eligible Minor. Eligible Minors include: Church Ministry, Youth Work, Worship Arts, Intercultural Engagement, Outdoor Leadership, Bible Teaching, Applied Leadership, Social Entrepreneurship, Counselling, and Practical Ministry.

CAREER PATH OPTIONS

Graduates are prepared for ministry positions in churches and parachurch organizations.

FUTURE EDUCATION POSSIBILITIES

This program prepares students and meets requirements for graduate studies in Bible, theology, and related fields at a seminary or Christian university.

COURSE REQUIREMENTS

In addition to the Core Requirements (see page 10) students will need to complete the courses listed on the right in order to fulfill the requirements for the Biblical Studies Major.

YEAR ONE

RELS Elective - 100 level (3 credits)
 RELS Elective - 100 level (3 credits)
 CHRM, ICST, WORA or YTHW Elective (3 credits)
 HIST 211 History of Christianity (3 credits)
 Core Requirements (19 Credits)

YEAR TWO

RELS Elective - 200 level (3 credits)
 RELS Elective - 200 level (3 credits)
 HIST 131 Modern Western Civilization (3 credits)
 CHRM 212 Philosophy of Ministry (3 credits)
 PSYC 101 Intro to Psychology I (3 credits)
 OR PSYC 102 Intro to Psychology II (3 credits)
 OR ICST 222 Intercultural Fluency (3 credits)
 OR ANTH 201 Cultural Anthropology (3 credits)
 Core Requirements (13 credits)

YEAR THREE & FOUR

RELS Elective - 300 or 400 Level (3 credits)
 OR Biblical Language
 RELS Elective - 300 or 400 Level (3 credits)
 OR Biblical Language
 COMM 341 Homiletics (3 credits)
 TBA (3 credits)
 GEOG 221 Environmental Issues (3 credits)
 RELS 211 Intro to Hebrew & Greek Exegesis (3 credits)
 RELS 311 Issues in Hermeneutics (3 credits)
 Core Requirements (21 credits)

EXPL 301, 302, 303, 304 Internship (4 credits)

18 Credits Minor/3 Credits Electives



COUNSELLING MAJOR

FOUR-YEAR BACHELOR OF ARTS IN PRACTICAL THEOLOGY DEGREE PROGRAM - 126 CREDIT HOURS



JULIET TEETER

The Counselling program at Columbia is unique in that it incorporates courses in psychology, biblical studies, and theology to offer holistic insight into the human condition. The program incorporates the best of these academic disciplines and offers students a foundation for integrating Christian faith with current psychological research and practice. The purpose of the program is two-fold. The curriculum is designed to equip students with the knowledge, skills and attitudes necessary for working within human services organizations. In addition, students will be prepared for additional education in the helping professions, particularly graduate studies in counselling psychology and human services. Students receive an academic foundation for a variety of occupations within the people helping professions.

CAREER PATH OPTIONS

The student will be equipped with the knowledge and skills for entry-level positions in social services agencies, church and parachurch programs, and community organizations and groups.

FUTURE EDUCATION POSSIBILITIES

The degree provides the prerequisites for application to post-graduate programs in counselling psychology, marriage and family therapy, or pastoral counselling at several universities and seminaries.

COURSE REQUIREMENTS

In addition to the Core Requirements (see page 10) students will need to complete the courses listed on the right in order to fulfill the requirements for the Counselling Major.

YEAR ONE

RELS Elective - 100 or 200 level (3 credits)
 PSYC 101 Intro to Psychology I (3 credits)
 PSYC 102 Intro to Psychology II (3 credits)
 ANTH 232 World Religions (3 credits)
 OR HIST 131 Modern Western Civilization (3 credits)
 OR HIST 211 History of Christianity (3 credits)
 OR ON-ICST 172 Intro to Indigenous Studies (3 credits)
 Core Requirements (19 Credits)

YEAR TWO

PSYC 223 Lifespan Development (3 credits)
 PSYC 231 Basic Counselling Skills (3 credits)
 PSYC 252 Social Psychology (3 credits)
 ICST 222 Intercultural Fluency (3 credits)
 OR ANTH 201 Cultural Anthropology (3 credits)
 OR ENGL 121 English Literature (3 credits)
 OR IDIS 331 Christian Classics & Thought (3 credits)
 Core Requirements (13 credits)

YEAR THREE & FOUR

BUSI 101 Intro to Business (3 credits)
 OR LDRS 332 Organizational Behaviour (3 credits)
 IDIS 321 Foundations of Soul Care (3 credits)
 PSYC 202 Research Methods (3 credits)
 PSYC 303 Intro to Statistics (3 credits)
 PSYC 311 Theories of Personality (3 credits)
 PSYC 312 Abnormal Psychology (3 credits)
 PSYC 331 Theories of Counselling (3 credits)
 PSYC 351 Brain & Behaviour (3 credits)
 PSYC 431 Integration of Faith & Psychology (3 credits)
 Core Requirements (21 credits)
 EXPL 301, 302, 303, 304 Internship (4 credits)

18 Credits Minor/Electives



WORSHIP ARTS MAJOR

FOUR-YEAR BACHELOR OF ARTS IN PRACTICAL THEOLOGY DEGREE PROGRAM - 126 CREDIT HOURS



STACEY GLEEDSMITH

The Worship Arts program develops arts practitioners with a strong theological foundation that supports practical and pastoral skills in worship planning and leadership, and an ability to think critically about the intersection of faith, culture, the arts, and theological studies. The program is designed to develop leaders who view worship as a life-long, creative, personal, and intellectual response to the character and action of God.

CAREER PATH OPTIONS

The major is designed to prepare students for service and leadership in worship and arts opportunities in church and community organizations.

FUTURE EDUCATION POSSIBILITIES

This degree program will provide students with the undergraduate prerequisites for graduate studies at a seminary or Christian university.

COURSE REQUIREMENTS

In addition to the Core Requirements (see page 10) students will need to complete the courses listed on the right in order to fulfill the requirements for the Worship Arts Major.

YEAR ONE

WORA 101 Theology of Worship (3 credits)
WORA 121 Introduction to Leading Worship (3 credits)
Core Requirements (19 Credits)

Music Requirement Year One & Two

MUSI 112 Music Theory (2 credits)

Applied Music (4 credits)

OR Ensemble

OR MUSI 112 Music Theory (2 credits)

YEAR TWO

ARTS 101 Introduction to the Arts (3 credits)

WORA 241 Sound & Media (3 credits)

ARTS 201 Visual Arts (3 credits)

OR THTR 101 Intro to Theater (3 credits)

WORA 221 Pastoral Worship Leadership (3 credits)

Core Requirements (13 credits)

YEAR THREE & FOUR

CHRM 331 Pastoral Practices (3 credits)

CHRM 212 Philosophy of Ministry (3 credits)

BUSI 101 Intro to Business (3 credits)

GEOG 221 Environmental Issues (3 credits)

OR BUSI 245 Accounting (3 credits)

IDIS 373 Film, Faith, and Culture (3 credits)

OR IDIS 374 Rock, Faith, and Pop Culture (3 credits)

IDIS 371 Theology Through the Arts (3 credits)

WORA 401 Worship Arts Senior Seminar (3 credits)

Worship Arts Elective (3 credits)

Worship Arts Elective (3 credits)

Core Requirements (21 credits)

EXPL 301, 302, 303, 304 Internship (4 credits)

18 Credits Minor/Electives

*BAPT Elective Options:

WORA 341 Recording and Production Basics

MUSI 312 Music Arranging

ARTS 201 Visual Arts

THTR 101 Intro to Theater

IDIS 373 Film, Faith, and Culture

IDIS 374 Rock, Faith, and Pop Culture

3 Credits Hours of Applied Music

Additional theory credits

** Directed Study opportunities may be available in the areas of conducting, theater direction or writing for the church.*





YOUTH WORK MAJOR

FOUR-YEAR BACHELOR OF ARTS IN PRACTICAL THEOLOGY DEGREE PROGRAM - 126 CREDIT HOURS



CHRIS CLEMENTS

Youth Work is a demanding vocation, whether in a church or community organization. Columbia Bible College offers a four-year degree for those who wish to make a difference in the lives of adolescents and their families. Through mentorship, instruction and service learning, students will have opportunity

to discover their abilities and gifts for working with youth. Students have the opportunity to spend their third year in a fulltime internship placement. The program provides a diverse spectrum of instructors and youth workers who bring reality and practicality to the classroom.

During the degree program students will have opportunity to be involved as participants and leaders in youth conferences and events. The Third-Year Internship Track provides a more intense internship experience. Students will spend their entire third year in an internship setting.

CAREER PATH OPTIONS

This major is designed to prepare students for positions in churches, parachurch ministries, and community organizations.

FUTURE EDUCATION POSSIBILITIES

This degree program will provide students with the undergraduate prerequisites for graduate studies at a seminary or Christian university.

COURSE REQUIREMENTS

In addition to the Core Requirements (see page 10) students will need to complete the courses listed on the right in order to fulfill the requirements for the Youth Work Major with a third-year internship.

YEAR ONE

RELS 262 Apologetics (3 credits)
 YTHW 131 Youth Culture (3 credits)
 PSYC 102 Intro to Psychology II (3 credits)
 YTHW 121 Youth Worker's Conference (1.5 credits)
 YTHW 111 Youth Work Essentials (3 credits)
 Core Requirements (19 Credits)

YEAR TWO

CHRM 212 Philosophy of Ministry (3 credits)
 LDRS 201 Intro to Leadership Studies (3 credits)
 WORA 101 Theology of Worship (3 credits)
 YTHW 121 Youth Worker's Conference (1.5 credits)
 Core Requirements (13 credits)

YEAR THREE & FOUR

BUSI 101 Intro to Business (3 credits)

CHRM 331 Pastoral Practices (3 credits)

IDIS 373 Film, Faith & Culture (3 credits)

OR IDIS 374 Rock Faith & Pop Culture (3 credits)

OR IDIS 371 Theology Through the Arts (3 credits)

LDRS 334 Empowering Leadership (3 credits)

PSYC 231 Basic Counselling Skills (3 credits)

RELS 265 Theological Anthropology (3 credits)

YTHW 331 Youth Issues (3 credits)

Core Requirements (21 credits)

12 Credits Extended YW Internship/6 Credits Electives

OR 18 Credits Electives

YOUTH WORK INTERNSHIP

DS-IDIS 331 Christian Classics & Thought (3 credits)

DS-YTHW 421 Vocational Youth Work (3 credits)

EXPL 300 Internship (4 credits)

EXPL 331 Extended Internship (3 credits)

OPTIONAL - EXTENDED YOUTH WORK INTERNSHIP

DS-YTHW 333 Ministry and Theology in Context I (3 credits)

DS-YTHW 334 Ministry and Theology in Context II (3 credits)

EXPL 332 Extended Internship (3 credits)

EXPL 333 Extended Internship (3 credits)

MINOR IN APPLIED LEADERSHIP

18 CREDIT HOURS

Successful completion of BA (Biblical Studies) or BAPT requirements including the following 18 credit hours, with a minimum GPA of 2.0, completes the Minor requirements for graduation.

COURSE REQUIREMENTS

LDRS 111 Self-Management (3 credits)
LDRS 203 Theology of Leadership (3 credits)
LDRS 232 Leadership & Team Building (3 credits)
LDRS 311 Leadership Sustainability (3 credits)
LDRS 351 Leadership & Culture (3 credits)
LDRS 334 Empowering Leadership (3 credits)

If any of the above are already present in a student's Major, one or more of the following must be taken to complete the Minor:

LDRS 332 Organizational Behaviour (3 credits)
LDRS 391 Leadership Seminar (3 credits)

MINOR IN BIBLICAL STUDIES

18 CREDIT HOURS

Successful completion of BA requirements including the following 18 credit hours, with a minimum GPA of 2.0, completes the Minor requirements for graduation.

COURSE REQUIREMENTS

COMM 321 Effective Communication (3 credits)

OR COMM 341 Homiletics (3 credits)*

HIST 211 History of Christianity (3 credits)

RELS Elective - 100+ level (3 credits)

RELS Elective - 200+ level (3 credits)

RELS Elective - 200+ level (3 credits)

RELS Elective - 300 or 400 level (3 credits)

OR RELS 380 Physical Settings of the Bible (4 credits)

HIST 211 History of Christianity (3 credits)

** Students are required to take one of these courses in their Major and the other for the Minor in Biblical Studies.*

MINOR IN BIBLE TEACHING*

18 CREDIT HOURS

This Minor can only be taken in conjunction with the Biblical Studies Major. Successful completion of BA (Biblical Studies) or BAPT requirements including the following 18 credit hours, with a minimum GPA of 2.0, completes the Minor requirements for graduation.

COURSE REQUIREMENTS

GREE 201 New Testament Greek I (3 credits)

GREE 202 New Testament Greek II (3 credits)

HEBR 201 Classical Hebrew I (3 credits)

OR DS-GREE 311 Intermediate Readings in Greek III (3 credits)

HEBR 202 Classical Hebrew II (3 credits)

OR DS-GREE 312 Intermediate Readings in Greek IV (3 credits)

RELS 380 Physical Settings of the Bible (4 credits)

Students will select ONE of the following options:

1. Off-campus Teaching Internship**

EXPL 305 Internship (1 credit)

EXPL 306 Internship (1 credit)

2. Bible elective

RELS 300 Elective (3 credits)

** Due to limited internship opportunities, students must have approval from Biblical Studies Program Director to enter this Minor.*

*** These 2 extra credit hours of internship join with the 4 in the Biblical Studies program to allow for an intensive 15 week (6 credit) teaching internship off campus in a Christian High School setting.*

MINOR IN CHURCH MINISTRY

18 CREDIT HOURS

Successful completion of BA (Biblical Studies) or BAPT requirements including the following 18 credit hours, with a minimum GPA of 2.0, completes the Minor requirements for graduation.

COURSE REQUIREMENTS

CHRM 212 Philosophy of Ministry (3 credits)

CHRM 331 Pastoral Practices (3 credits)

COMM 341 Homiletics (3 credits)

OR COMM 321 Effective Communication (3 credits)

PSYC 231 Basic Counselling Skills (3 credits)

RELS 262 Apologetics (3 credits)

WORA 101 Theology of Worship (3 credits)

One course from list below

If any of the above are already present in a student's Major, one or more of the following must be taken to complete the Minor.

ANTH 232 World Religions (3 credits)

BUSI 101 Intro to Business (3 credits)

BUSI 304 Non-Profit Organization Management (3 credits)

CHRM 321 Principles of Church Planting (3 credits)

GEOG 231 Intro to Community Development & Transformation (3 credits)

LDRS 232 Leadership & Team-Building (3 credits)

LDRS 252 Leadership & Culture (3 credits)

LDRS 311 Leadership Sustainability (3 credits)

WORA 121 Introduction to Leading Worship (3 credits)

YTHW 111 Youth Work Essentials (3 credits)

MINOR IN COUNSELLING

18 CREDIT HOURS

Successful completion of BA (Biblical Studies) or BAPT requirements including the following 18 credit hours, with a minimum GPA of 2.0, completes the Minor requirements for graduation.

COURSE REQUIREMENTS

PSYC 101 Intro to Psychology I (3 credits)
 PSYC 102 Intro to Psychology II (3 credits)
 PSYC 223 Lifespan Development (3 credits)
 PSYC 231 Basic Counselling Skills (3 credits)
 PSYC 331 Theories of Counselling (3 credits)
 PSYC 311 Theories of Personality (3 credits)
 OR PSYC 312 Abnormal Psychology (3 credits)
 OR PSYC 351 Brain & Behaviour (3 credits)
 OR PSYC 431 Integration of Faith & Psychology (3 credits)

MINOR IN INTERCULTURAL ENGAGEMENT

18 CREDIT HOURS

Successful completion of BA (Biblical Studies) or BAPT requirements including the following 18 credit hours, with a minimum GPA of 2.0, completes the Minor requirements for graduation.

COURSE REQUIREMENTS

ANTH 201 Cultural Anthropology (3 credits)
 GEOG 231 Intro to Community Development & Transformation (3 credits)
 ICST 222 Intercultural Fluency (3 credits)
 ICST 231 Global Migration & Displacement (3 credits)
 LDRS 251 Leadership & Culture (3 credits)
 ANTH 232 World Religions (3 credits)
 OR ICST 331 Urban Mission (3 credits)
 RELS 264 Global Theologies (3 credits)

MINOR IN PRACTICAL MINISTRY

18 CREDIT HOURS

Successful completion of BA (Biblical Studies) or BAPT requirements including the following 18 credit hours, with a minimum GPA of 2.0, completes the Minor requirements for graduation.

COURSE REQUIREMENTS

PSYC 231 Basic Counselling Skills (3 credits)
 CHRM 221 Evangelism (3 credits)
 OR CHRM 321 Principles of Church Planting (3 credits)
 RELS 261 Peace & Justice Issues
 OR GEOG 231 Intro to Community Development & Transformation (3 credits)
 BUSI 101 Intro to Business (3 credits)
 OR BUSI 304 Non-Profit Organization Management (3 credits)
 LDRS 311 Leadership Sustainability (3 credits)
 OR LDRS 232 Leadership & Team-Building (3 credits)
 OR LDRS 251 Leadership & Culture (3 credits)
 One course from list below

If any of the above are already present in a student's Major, one or more of the following must be taken to complete the Minor:

CHRM 331 Pastoral Practices (3 credits)
 ICST 331 Urban Mission (3 credits)
 LDRS 321 Risk Management & Legal Liability (3 credits)
 WORA 101 Theology of Worship (3 credits)
 YTHW 111 Youth Work Essentials (3 credits)

MINOR IN SOCIAL ENTREPRENEURSHIP

18 CREDIT HOURS

Successful completion of BA (Biblical Studies) or BAPT requirements including the following 18 credit hours, with a minimum GPA of 2.0, completes the Minor requirements for graduation.

COURSE REQUIREMENTS

BUSI 101 Intro to Business (3 credits)
 ECON 101 Principles of Macroeconomics (3 credits)
 BUSI 221 Essentials of Marketing (3 credits)
 BUSI 245 Accounting I (3 credits)
 BUSI 304 Non-Profit Organization Management (3 credits)
 BUSI 350 Entrepreneurial Operations (3 credits)

MINOR IN WORSHIP ARTS

18 CREDIT HOURS

Successful completion of BA (Biblical Studies) or BAPT requirements including the following 18 credit hours, with a minimum GPA of 2.0, completes the Minor requirements for graduation.

COURSE REQUIREMENTS

ARTS 101 Intro to the Arts (3 credits)
OR IDIS 371 Theology Through the Arts (3 credits)
 WORA 101 Theology of Worship (3 credits)
 WORA 121 Intro to Leading Worship (3 credits)
 WORA 221 Pastoral Worship Leadership (3 credits)
 Worship Arts Elective/Applied Music/Ensemble (3 credits)
 One course from the list below

If any of the above are already present in a student's Major, one or more of the following must be taken to complete the Minor.

ARTS 201 Visual Arts (3 credits)
 THTR 101 Intro to Theater (3 credits)
 WORA 241 Sound & Media (3 credits)

MINOR IN YOUTH WORK

18 CREDIT HOURS

Successful completion of BA (Biblical Studies) or BAPT requirements including the following 18 credit hours, with a minimum GPA of 2.0, completes the Minor requirements for graduation.

COURSE REQUIREMENTS

CHRM 212 Philosophy of Ministry (3 credits)
 YTHW 111 Youth Work Essentials (3 credits)
 YTHW 131 Youth Culture (3 credits)
 YTHW 331 Youth Issues (3 credits)
OR YTHW 121 Youth Worker's Conference #1 (1.5 credits) &
 YTHW 121 Youth Worker's Conference #2 (1 credit)
 BUSI 101 Intro to Business (3 credits)
OR CHRM 331 Pastoral Practices (3 credits)
OR LDRS 334 Empowering Leadership (3 credits)
OR PSYC 231 Basic Counselling Skills (3 credits)
OR RELS 262 Apologetics (3 credits)
OR RELS 265 Theological Anthropology (3 credits)
OR WORA 101 Theology of Worship (3 credits)
 IDIS 371 Theology Through the Arts (3 credits)
OR IDIS 373 Film, Faith & Culture
OR IDIS 374 Rock, Faith & Pop Culture



DIPLOMA PROGRAMS

PROGRAMS INCLUDE:

APPLIED LEADERSHIP

BIBLICAL STUDIES

GENERAL STUDIES

OUTDOOR LEADERSHIP

SOCIAL ENTREPRENEURSHIP

WORSHIP ARTS

YOUTH WORK



APPLIED LEADERSHIP

TWO-YEAR PROGRAM - 62 CREDIT HOURS



MATT KAMINSKI



KURTIS KUBE

The Applied Leadership diploma is designed to equip students with leadership skills for ministry and the marketplace. The program has two main goals: to develop Christian faith and Christ-like character through biblical studies and spiritual formation courses, and to teach the theory and practice of authentic, transformational, servant leadership, including team-building, understanding of culture, and healthy self-leadership. Learning takes place in and out of the classroom, with opportunities for lectures, reflective assignments, experiential exercise, hands-on training, and personal mentoring.

CAREER PATH OPTIONS

This program will provide a foundational education in leadership and management, enabling students to be more fully engaged employees in roles where they are responsible for leading or facilitating teams. Future jobs could be found in either not-for-profit or for-profit sectors.

FUTURE EDUCATION POSSIBILITIES

Graduates can use this diploma as part of the Bachelor of Arts in Practical Theology with a Major in Applied Leadership at Columbia Bible College.

COURSE REQUIREMENTS

In addition to the Year One and Year Two Core Requirements (see page 10) students will need to complete the courses listed on the right in order to fulfill the requirements for the Applied Leadership Diploma.

YEAR ONE

LDRS 111 Self-Management (3 credits)
 BUSI 101 Intro to Business (3 credits)
 IDIS 123 Decision Making & Vocation (3 credits)
 LDRS 201 Intro to Leadership Studies (3 credits)
 Core Requirements (19 credits)

YEAR TWO

GEOG 231 Community Development (3 credits)
 LDRS 203 Theology of Leadership (3 credits)
 LDRS 232 Leadership & Team-Building (3 credits)
 LDRS 251 Leadership & Culture (3 credits)
 Core Requirements (13 credits)

6 Credits Electives



BIBLICAL STUDIES

TWO-YEAR PROGRAM - 62 CREDIT HOURS



JERRY PAULS

The Diploma in Biblical Studies is designed to equip the student with a practical, working knowledge of the Scriptures. It strives to accomplish this by grounding students in the Old and New Testaments, by encouraging the development of a biblical theology, and by developing awareness of Anabaptist theological distinctives.

CAREER PATH OPTIONS

Students may use this diploma to meet educational requirements for participation in missions or compassionate ministry organizations or as a post-degree diploma to be added to a bachelor's degree.

FUTURE EDUCATION POSSIBILITIES

Graduates can use this diploma as the first two years towards a BA degree in Biblical Studies.

COURSE REQUIREMENTS

In addition to the Year One and Year Two Core Requirements (see page 10) students will need to complete the courses listed on the right in order to fulfill the requirements for the Biblical Studies Diploma.

YEAR ONE

RELS Elective - 100 level (3 credits)
 RELS Elective - 100 level (3 credits)
 CHRM, ICST, WORA or YTHW Elective (3 credits)
 HIST 211 History of Christianity (3 credits)
 Core Requirements (19 credits)

YEAR TWO

RELS Elective - 200 level (3 credits)
 RELS Elective - 200 level (3 credits)
 HIST 131 Modern Western Civilization (3 credits)
 CHRM 212 Philosophy of Ministry (3 credits)
 PSYC 101 Intro to Psychology I (3 credits)
 OR PSYC 102 Intro to Psychology II (3 credits)
 OR ICST 222 Intercultural Fluency (3 credits)
 OR ANTH 201 Cultural Anthropology (3 credits)
 Core Requirements (13 credits)

6 Credits of Electives

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Why is it here?

Because we couldn't figure out what to put here. Enjoy.



GENERAL STUDIES

TWO-YEAR PROGRAM - 62 CREDIT HOURS



GREG THIESSEN

This program combines personal development with foundational learning through a selection of humanities and biblical studies courses that transfer directly to university.

CAREER PATH OPTIONS

In some contexts, graduates may use this diploma to meet educational requirements for participation in community service organizations or church/missions ministries.

FUTURE EDUCATION POSSIBILITIES

Graduates can use this diploma for 59 credits in the Bachelor of Integrated Studies* at the University of the Fraser Valley (UFV) or transfer up to 59 credits into another UFV program. Up to 59 credits of this diploma can be transferred into select programs at Trinity Western University.

* Any pre-Columbia transfer credits used towards this Diploma may or may not be applied to the UVF BIS. UFV will determine transferability for all non-Columbia credits. No substitutions permitted.

COLLEGE PREREQUISITE

ENGL 099 Writing for College (3 Credits)

YEAR ONE

ENGL 105 Academic Writing (3 credits)
 RELS 101 Old Testament Survey (3 credits)
 RELS 102 New Testament Survey (3 credits)
 RELS 160 Intro to Christian Theology (3 credits)
 RELS 170 Spiritual Formation & Discipleship (3 credits)
 IDIS 121 Intro to Healthy Relationships (3 credits)
 EXPL 101 Service Practicum I (0.5 credit)
 EXPL 102 Service Practicum II (0.5 credit)

YEAR TWO

RELS Elective - 100 or 200 level (3 credits)
 RELS 211 Biblical Hermeneutics (3 credits)
 HIST 221 Anabaptist History & Thought (3 credits)
 PHIL 231 Ethical Reasoning (3 credits)
 EXPL 201 Service Practicum III (0.5 credit)
 EXPL 202 Service Practicum IV (0.5 credit)

YEAR ONE & YEAR TWO GS CORE

ECON 101 Macroeconomics (3 credits)
OR BUSI 245 Accounting (3 credits)
 GEOG 221 Environmental Issues (3 credits)
OR PSYC 202 Research Methods (3 credits)
 ICST 222 Intercultural Fluency (3 credits)
OR LDRS 251 Leadership & Culture (3 credits)

21 Credits Electives

YEAR ONE & YEAR TWO GS ELECTIVES

CHOOSE 7 COURSES OF INTEREST FROM AN EXTENSIVE LIST OF APPROVED COURSES IN A VARIETY OF AREAS OF STUDY:

- | | |
|---|---|
| Any RELS Elective (3 credits) | PSYC 102 Intro to Psychology II (3 credits) |
| ANTH 201 Cultural Anthropology (3 credits) | PSYC 202 Research Methods (3 credits) |
| ANTH 232 World Religions (3 credits) | PSYC 223 Lifespan Development (3 credits) |
| ARTS 101 Intro to the Arts (3 credits) | PSYC 231 Basic Counselling Skills (3 credits) |
| ARTS 201 Visual Arts (3 credits) | PSYC 252 Social Psychology (3 credits) |
| BUSI 101 Intro to Business (3 credits) | RELS 261 Peace & Justice Issues (3 credits) |
| BUSI 221 Essentials of Marketing (3 credits) | THTR 101 Intro to Theater (3 credits) |
| BUSI 245 Accounting (3 credits) | WORA 121 Intro to Leading Worship (3 credits) |
| BUSI 304 Non-Profit Organization Management (3 credits) | WORA 241 Sound & Media (3 credits) |
| BUSI 350 Entrepreneurial Operations (3 credits) | |
| COMM 321 Effective Communication (3 credits) | |
| ECON 101 Principles of Macroeconomics (3 credits) | |
| ENGL 121 English Literature (3 credits) | |
| GEOG 221 Environmental Issues (3 credits) | |
| GEOG 231 Intro to Community Development (3 credits) | |
| HIST 131 Modern Western Civilization (3 credits) | |
| HIST 211 History of Christianity (3 credits) | |
| HKIN 101 Intro to Health & Fitness (3 credits) | |
| ICST 222 Intercultural Fluency (3 credits) | |
| IDIS 171 Intro to Culture (3 credits) | |
| IDIS 331 Christian Classics & Thought (3 credits) | |
| IDIS 373 Film, Faith, & Culture (3 credits) | |
| IDIS 374 Rock, Faith, & Popular Culture (3 credits) | |
| LDRS 201 Intro to Leadership (3 credits) | |
| LDRS 203 Theology of Leadership (3 credits) | |
| LDRS 232 Leadership & Team-Building (3 credits) | |
| LDRS 251 Leadership & Culture (3 credits) | |
| PSYC 101 Intro to Psychology I (3 credits) | |



OUTDOOR LEADERSHIP

TWO-YEAR PROGRAM - 62 CREDIT HOURS



TOBY STAHL

The Diploma in Outdoor Leadership program prepares students with an overview of guiding and operating skills necessary for leadership in outdoor adventure based disciplines. For the first year, students will complete the Certificate in Emergency Rescue Technician skills program. The second year adds technical skill training in

both aquatic and alpine adventure sports.

CAREER PATH OPTIONS

In some contexts, graduates may use this diploma to meet educational requirements for participation in missions or compassionate ministry organizations or as a post-degree diploma to be added to a bachelor's degree. As well, graduates are well positioned to seek higher levels of industry certification and enter the adventure tourism and guiding workforce.

FUTURE EDUCATION POSSIBILITIES

Graduates can use this diploma as the first two years towards a Bachelor of Arts in Practical Theology degree with a Major in Applied Leadership (Outdoor Leadership Concentration).

COURSE REQUIREMENTS

In addition to the Year One and Year Two Core Requirements (see page 10) students will need to complete the courses listed on the right in order to fulfill the requirements for the Outdoor Leadership Diploma.

YEAR ONE

HKIN 232 Wilderness First Responder (2 credits)
 HKIN 142 Rope Rescue Technician (2 credits)
 OUTL 103 Emergency Rescue Technician I (2 credits)
 OUTL 104 Emergency Rescue Technician II (2 credits)
 HKIN 143 Avalanche Safety Training (2 credits)
 HKIN 161 ERT Skills Evaluation (2 credits)
 Core Requirements (19 credits)

YEAR TWO

HKIN 243 Rock Climbing (2 credits)
 HKIN 244 Mountaineering (2 credits)
 HKIN 251 River Kayaking (2 credits)
 HKIN 252 Ocean Kayaking (2 credits)
 HKIN 254 Swiftwater Rescue Technician (2 credits)
 Core Requirements (13 credits)

6 Credits Electives



SOCIAL ENTREPRENEURSHIP

TWO-YEAR PROGRAM - 62 CREDIT HOURS



KURTIS KUBE

The Diploma in Social Entrepreneurship is designed to integrate a Biblical worldview within the business and management environment. Its purpose is to train and equip students with foundational managerial skills for entry-level management positions in church, non-profit and/or for-profit organizations.

CAREER PATH OPTIONS

This program will provide a foundational education in business administration studies that will enable students to be more fully engaged employees in both not-for-profit and for profit employment sectors.

Employment opportunities may include entry-level leadership/administrative positions within churches, NPOs/Registered Charities, and small businesses.

FUTURE EDUCATION POSSIBILITIES

Graduates can use this diploma as the first two years towards a Bachelor of Arts in Practical Theology degree with a Major in Applied Leadership at Columbia Bible College. Several courses are also transferable to the University of the Fraser Valley and Trinity Western University.

COURSE REQUIREMENTS

In addition to the Year One and Year Two Core Requirements (see page 10) students will need to complete the courses listed on the right in order to fulfill the requirements for the Social Entrepreneurship Diploma.

YEAR ONE

BUSI 101 Intro to Business (3 credits)
ECON 101 Principles of Macroeconomics (3 credits)
ECON 102 Principles of Microeconomics (3 credits)
IDIS 123 Decision-Making & Vocation (3 credits)
Core Requirements (19 credits)

YEAR TWO

BUSI 221 Essentials of Marketing (3 credits)
BUSI 245 Accounting I (3 credits)
GEOG 231 Community Development (3 credits)
LDRS 201 Intro to Leadership Studies (3 credits)
Core Requirements (13 credits)

6 Credits Electives



WORSHIP ARTS

TWO-YEAR PROGRAM - 62 CREDIT HOURS



STACEY GLEDDIESMITH

This diploma program equips students to be effective lay leaders in the area of worship and music ministries in the church.

CAREER PATH OPTIONS

In some contexts, graduates may use this diploma to obtain work as a worship pastor (although the BAPT is recommended). Graduates may also use this diploma to meet educational requirements for participation in missions or compassionate ministry organizations.

FUTURE EDUCATION POSSIBILITIES

Graduates can use this diploma as the first two years towards a Bachelor of Arts in Practical Theology degree with a Major in Worship Arts.

COURSE REQUIREMENTS

In addition to the Year One and Year Two Core Requirements (see page 10) students will need to complete the courses listed on the right in order to fulfill the requirements for the Worship Arts Diploma.

YEAR ONE

WORA 101 Theology of Worship (3 credits)
WORA 121 Intro to Leading Worship (3 credits)
Core Requirements (19 credits)

MUSIC REQUIREMENT

MUSI 112 Music Theory (2 credits)
Music Elective (4 credits)

Choose from:

Applied Music (Guitar, Piano, Voice)
Ensemble (Voice, Guitar, or TMT)
Additional Music Theory

YEAR TWO

ARTS 101 Intro to the Arts (3 credits)
WORA 221 Pastoral Worship Leadership (3 credits)
WORA 241 Sound & Media (3 credits)
ARTS 201 Visual Arts (3 credits)
OR THTR 101 Intro to Theater
Core Requirements (13 credits)

6 Credits Electives



YOUTH WORK

TWO-YEAR PROGRAM - 62 CREDIT HOURS



CHRIS CLEMENTS

The Diploma in Youth Work is designed to equip students to effectively serve as youth sponsors or in support roles such as Youth For Christ or Young Life.

CAREER PATH OPTIONS

In some contexts, graduates may use this diploma to meet educational requirements for participation in missions or compassionate ministry organizations, or as a post-degree diploma to be added to a bachelor's degree.

FUTURE EDUCATION POSSIBILITIES

Graduates can use this diploma as the first two years towards a Bachelor of Arts in Practical Theology degree with a Major in Youth Work.

COURSE REQUIREMENTS

In addition to the Year One and Year Two Core Requirements (see page 10) students will need to complete the courses listed on the right in order to fulfill the requirements for the Youth Work Diploma.

YEAR ONE

RELS 262 Apologetics (3 credits)
 YTHW 131 Youth Culture (3 credits)
 PSYC 102 Intro to Psychology II (3 credits)
 YTHW 111 Youth Work Essentials (3 credits)
 YTHW 121 Youth Worker's Conference (1.5 credits)
 Core Requirements (19 credits)

YEAR TWO

CHRM 212 Philosophy of Ministry (3 credits)
 LDRS 201 Intro to Leadership Studies (3 credits)
 WORA 101 Theology of Worship (3 credits)
 YTHW 121 Youth Worker's Conference (1.5 credits)
 Core Requirements (13 credits)

6 Credits Electives



CERTIFICATE PROGRAMS

PROGRAMS INCLUDE:

COLUMBIA ONE

EDUCATIONAL ASSISTANT

EMERGENCY RESCUE TECHNICIAN

ONLINE CERTIFICATE IN CHRISTIAN STUDIES

QUEST



COLUMBIA ONE

ONE-YEAR CERTIFICATE IN CHRISTIAN STUDIES PROGRAM - 31 CREDIT HOURS



TINA RICHARDSON

This program offers a one-year certificate that allows students to pursue their interests through flexible programming while exploring the Bible, deepening their faith, and experiencing Christ-centered community.

FUTURE EDUCATION POSSIBILITIES

As these courses are easily transferable to most of our other majors, students may continue their studies in a diploma or BA program at Columbia. The program also gives a biblical and faith foundation for university or other public programs. Several of the courses are also transferable into programs at UFV and TWU.

COURSE REQUIREMENTS

RELS 101 Old Testament Survey (3 credits)
 RELS 102 New Testament Survey (3 credits)
 RELS 160 Intro to Christian Theology (3 credits)
 RELS 170 Spiritual Formation & Discipleship (3 credits)
 IDIS 121 Intro to Healthy Relationships (3 credits)
 EXPL 101 Service Practicum I (0.5 credits)
 EXPL 102 Service Practicum II (0.5 credits)
 IDIS 123 Decision-Making & Vocation (3 credits)
 Electives (12 credits)

RECOMMENDED YEAR

FALL

RELS 101 Old Testament Survey (3 credits)
 RELS 170 Spiritual Formation & Discipleship (3 credits)
 IDIS 121 Intro to Healthy Relationships (3 credits)
 EXPL 101 Service Practicum (0.5 credits)
 Electives (6 credits)

WINTER

RELS 102 New Testament Survey (3 credits)
 RELS 160 Intro to Christian Theology (3 credits)
 IDIS 123 Decision-Making & Vocation (3 credits)
 EXPL 102 Service Practicum (0.5 credits)
 Electives (6 credits)



EDUCATIONAL ASSISTANT

ONE-YEAR CERTIFICATE - 14 CREDIT HOURS



TINA RICHARDSON

The program provides the knowledge and skills to new and existing assistants to work with children and adolescents who require special assistance in the learning process. This certificate is designed as a continuing education part-time program, completed through evening and weekend classes.

CAREER PATH OPTIONS

Students will be equipped with the knowledge necessary to work as a teaching assistant in private Christian schools and in some public school districts. In addition, certified Educational Assistants can work with children who are home schooled and require assistance in the learning process.

REQUIREMENTS (14 credits)

EDUA 121 Child, Adolescent & Adult Development (1 credit)
 EDUA 122 Health & Wellness (2 credits)
 EDUA 123 Inclusion & Behaviour Management (3 credits)
 EDUA 124 Learning & Support Strategies (3 credits)
 EDUA 125 Interpersonal Communication (1 credit)
 EDUA 126 Christian Worldview (1 credit)
 EDUA 127 Practice, Practicum & Accountability (2 credits)
 EDUA 128 Community, Diversity & Specialized Supports (1 credit)

EDUCATIONAL ASSISTANT / COLUMBIA ONE OPTION (31 credits)

FALL

RELS 101 Old Testament Survey (3 credits)
 RELS 170 Spiritual Formation & Discipleship (3 credits)
 IDIS 121 Intro to Healthy Relationships (3 credits)
 EDUA 121 Child, Adolescent, & Adult Development (1 credit)
 EDUA 122 Health & Wellness (2 credits)
 EDUA 123 Inclusion & Behaviour Management (3 credits)
 EDUA 127A Practice, Practicum & Accountability (0 credits)

WINTER

RELS 102 New Testament Survey (3 credits)
 RELS 160 Intro to Christian Theology (3 credits)
 IDIS 123 Decision-Making & Vocation (3 credits)
 EDUA 124 Learning & Support Strategies (3 credits)
 EDUA 125 Interpersonal Communication (1 credit)
 EDUA 128 Community, Diversity, & Specialized Supports (1 credit)
 EDUA 127B Practice, Practicum & Accountability (2 credits)

SPRING/SUMMER

EDUA 127B Practice, Practicum & Accountability (0 credits)



EMERGENCY RESCUE TECHNICIAN

ONE-YEAR CERTIFICATE IN EMERGENCY SERVICES - 28 CREDIT HOURS



TOBY STAHL

The Emergency Rescue Technician program is designed to give students a solid grasp of the skills and attitudes needed to pursue a career in emergency services. Students will complete a number of industry certifications and courses and go on to apply the skills learned in these programs through scenarios and exercises

in the fall and winter semesters.

CAREER PATH OPTIONS

Graduates of ERT will have a well-developed and well-rounded resume of key certifications, experiences, and mentorships that will be an asset when applying for emergency service jobs like police, fire, ambulance, and ski/bike park patrol.

FUTURE EDUCATION POSSIBILITIES

Graduates can use this certificate as the first year towards a Diploma in Outdoor Leadership or Degree in Applied Leadership at Columbia. As well, graduates will be well equipped to pursue higher level training and certification in emergency services.

CORE COURSES

RELS 101 Old Testament Survey (3 credits)
 RELS 102 New Testament Survey (3 credits)
 RELS 160 Intro to Christian Theology (3 credits)
 RELS 170 Spiritual Formation & Discipleship (3 credits)
 IDIS 121 Intro to Healthy Relationships (3 credits)
 EXPL 101 Service Practicum I (0.5 credits)
 EXPL 102 Service Practicum II (0.5 credits)

ERT COURSES

HKIN 232 Wilderness First Responder (2 credits)
 HKIN 142 Rope Rescue Technician (2 credits)
 OUTL 103 Emergency Rescue Technician I (2 credits)
 OUTL 104 Emergency Rescue Technician II (2 credits)
 HKIN 143 Avalanche Safety Training (2 credits)
 HKIN 161 ERT Skills Evaluation (2 credits)



ONLINE CERTIFICATE IN CHRISTIAN STUDIES

ONE-YEAR CERTIFICATE - 30 CREDIT HOURS



The program provides the opportunity to dive into the Scriptures with the flexibility of online learning.

MARTIJN VAN RAMSHORST

FUTURE EDUCATION POSSIBILITIES

As these courses are easily transferable to most of our other majors, students may continue their studies in a diploma or BA program at Columbia. The program also gives a biblical and faith foundation for university or other public programs.

REQUIREMENTS (30 credits)

- ON-ICST 111 The Mission of God's People (3 credits)
- ON-RELS 101 Old Testament Survey (3 credits)
- ON-RELS 102 New Testament Survey (3 credits)
- ON-RELS 160 Intro to Christian Theology (3 credits)
- ON-RELS 211 Biblical Hermeneutics (3 credits)
- ON-ANTH 232 World Religions (3 credits)
- ON-PHIL 231 Ethical Reasoning (3 credits)
- ON-RELS 121 Genesis (3 credits)
- ON-RELS 245 Life of Jesus (3 credits)
- ON-RELS 247 Romans (3 credits)



QUEST

ONE-YEAR CERTIFICATE IN CHRISTIAN STUDIES PROGRAM - 25 CREDIT HOURS



JEREMY WALKER

Quest is an adventure discipleship program that will challenge the student academically, spiritually and physically in the context of an authentic, caring community. Quest provides an opportunity to intentionally pursue God and explore His vast creation. The outdoor component of the program

facilitates beginner and experienced outdoor enthusiasts alike.

FUTURE EDUCATION POSSIBILITIES

Quest courses are easily transferrable to Columbia's BA, BAPT, and Diploma programs. The academic component of the Quest program also prepares students with skills that will help them to enter other university and college programs. Quest courses are easily transferable to most of Columbia's other majors.

FALL SEMESTER

EXPL 101 Q Service Practicum I (0.5 credits)
 HKIN 125 Q Intro to Outdoor Adventure (3 credits)
 LDRS 111 Q Self-Management (3 credits)
 RELS 101 Q Old Testament Survey (3 credits)
 RELS 170 Q Spiritual Formation & Discipleship (3 credits)
 IDIS 121 Q Intro to Healthy Relationships (3 credits)

WINTER SEMESTER

EXPL 102 Q Service Practicum II (0.5 credits)
 HKIN 125 Q Intro to Outdoor Adventure (3 credits)
 IDIS 123 Q Christian Decision-Making (3 credits)
 RELS 102 Q New Testament Survey (3 credits)
 RELS 170 Q Spiritual Formation & Discipleship (3 credits)
 LDRS 201 Q Intro to Leadership Studies (3 credits)

TUITION & FEES

TUITION

Regular Tuition	\$375	per credit hour
Audit Tuition*	\$100	per credit hour
Music Lessons (Voice/Piano/Guitar)	\$425	per semester

ROOM & BOARD

Room Rate (starting rate)	\$3,300	per year
Meal Plan (Junior Lite Housing)	\$2,000 + GST	per semester
Meal Plan (Junior Housing)	\$2,400 + GST	per semester
Meal Plan (Sophomore Housing)	\$1,100 + GST	per semester
Meal Plan (Senior Housing)	\$600 + GST	per semester

ADDITIONAL FEES

	<i>Resident</i>	<i>Commuter</i>
Logos Bible Software (one-time fee)**	\$15	\$15
Recreation Fee (per year)**	\$110	\$110
Student Council Fee*		
Full-time (12 credits/semester or more)	\$60	\$60
Part-time (less than 12 credits/semester)	\$30	\$30
Parking Pass (per year)	\$200	\$160
Technology Fee (per year)**	\$100	\$70
Printing Fee (per sheet)	\$0.10	\$0.10
Laundry (per load)	\$3.00	
Athletics Fee (Bearcat Athletes only) (per year)	\$300	\$300
Guard Me Health Insurance Fee (International Students)	\$190	\$190
Graduation Fee (Graduating students only)	\$150	\$150
Deferred Payment Plan (DPP) or		
Student Loan Payment Plan (SLPP) Documentation Fee***	\$100	\$100
Program Specific Fees:		
Quest Trip Fees (per year)	\$4,000	\$4,000
Educational Assistant	\$5,250	\$5,250
ERT Course Fees (per year)	\$6,884	\$6,884
Outdoor Leadership	\$6,470	\$6,470

All fees are per semester unless indicated otherwise.

* Please see "Auditing Courses" section of Academic Manual.

** Mandatory fees for all students.

*** A \$150 charge will be applied to any late payment. Please see the Payment Policy for full details.

Please note that these fees are subject to change without notice. For a more detailed breakdown of costs and fees please contact your Admissions Advisor or Financial Aid.

Confirmation deposits are required after acceptance to confirm your place in courses and residence. Deposits are credited to your account, and are refundable until the deposit deadline (July 15 for September entry and December 15 for January entry). Your deposit amount will be listed in your acceptance letter, and varies depending on which program you enter.

Congratulations. You found our second intentionally blank page.

FINANCIAL AID & SCHOLARSHIPS

Your time at Columbia should be viewed as an investment and we want to ensure that you are fully prepared to fund your education. With the help of our generous donors, we offer our students over \$250,000 in financial aid each year. Using a combination of awards, discounts, and student loans, our Financial Aid department can help you develop a sustainable financial aid strategy for your time here.

CANADIAN STUDENT LOANS

To qualify for government student loans you must be:

- a full-time student registered in 9 or more credit hours each semester
- a citizen or permanent resident of Canada

Students who are registered in 6-8 credit hours may be eligible for a part-time student loan.

Financial need is assessed based on personal income and financial situation. Typically, the maximum amount students can receive is \$10,880 per year. It is important to find additional financial sources to cover your tuition and living expenses. Once your loan has been processed you will receive documents in the mail; it is important to keep your address up-to-date to ensure that you receive all communications they send you. For more information visit the *Canadian Student Loans website*.

[Visit our website to fill out an application](#)

US STUDENT LOANS

Students from the United States have many options for obtaining student loans through private institutions and banks. Columbia participates in two main American financial aid programs: the Federal Student Aid Direct Loan Program and the Sallie Mae Smart Option Loan Program.

[Visit our website for more information](#)

TUITION DISCOUNTS

Columbia offers various tuition discounts to eligible students. Students must apply for tuition discounts each semester. Applications are accepted until the last day of Add/Drop Week each semester. Application received after Add/Drop Week will not be processed.

[Visit our website for Discount info](#)

SCHOLARSHIPS & BURSARIES

Columbia offers many scholarships and bursaries for both new and continuing students to help offset the cost of their education. These awards are often funded by donors who wish to help students achieve their goals of post-secondary education.

To apply for scholarships and bursaries, please review the descriptions of each award and then complete the Award Application for New Students or Continuing Students. Please note the application timeline for both the Fall and Winter semesters.

[Visit our website for more information](#)

BEYOND THE CLASSROOM

ATHLETICS

The Columbia Bearcats play an active, competitive schedule in the following sports:

- Men's Basketball & Women's Basketball (BC College Athletics Association)
- Men's Volleyball & Women's Volleyball (BC College Athletics Association)

[Visit our website to learn more about athletics](#)

STUDENT COUNCIL (STUCO)

Student committees include:

- Spiritual Life
- Missions
- Social/Recreation
- Arts & Communication
- And more

[Visit our website for more information](#)

There are also a variety of recreational and sport opportunities available on and around campus.

WORSHIP ARTS

There are many music, drama and artistic opportunities at Columbia:

- Worship Ensemble
- Vespers Worship Team
- Chapel Worship Teams
- Instrument Lessons
- Voice Lessons

[Visit our website to learn more](#)

There are also a variety of journalism, art, and multimedia opportunities available on and around campus.

COURSE DESCRIPTIONS

EXPLANATION OF ALPHA-NUMERIC COURSE NUMBERS

The four letters indicate the discipline of the course ANTH 101 (ANTH = Anthropology). The first numerical digit of each course number signifies the level of study RELS 130(1 = 1st level). A DS prior to the four letters indicates a Directed Study course.

COURSE DESCRIPTIONS INDEX

Bible & Theology (RELS)
Christian/Church Ministry (CHRM)
Education Assistant (EDUA)
Experiential Learning (EXPL)
Intercultural Studies (ICST)
Outdoor Leadership (OUTL)
Worship Arts (WORA)
Youth Work (YTHW)

GENERAL STUDIES INDEX

Anthropology (ANTH)
Arts (ARTS)
Business (BUSI)
Communication (COMM)
English (ENGL)
Economics (ECON)
Geography (GEOG)
Greek (GREE)
Hebrew (HEBR)
History (HIST)
Human Kinetics (HKIN)
Interdisciplinary Studies (IDIS)
Linguistic Studies (LING)
Music (MUSI)
Philosophy (PHIL)
Psychology (PSYC)
Sociology (SOCL)
Theater (THTR)

COURSE DESCRIPTIONS

BIBLE & THEOLOGY (RELS) - YEAR ONE

RELS 101 OLD TESTAMENT SURVEY

(Alternate version: RELS 101 Q)

3 credits

This course provides a general introduction to the contents of the Old Testament including some background exploration of geography, social/religious culture, literary conventions, and key issues. The focus, however, is on the overall story—with its theological purpose. In addition, students will gain a basic understanding of the majority of books that make up the Old Testament canon. The ultimate goal is for students to gain familiarity with the Old Testament so that it can be applied to contemporary life.

RELS 102 NEW TESTAMENT SURVEY

(Alternate Version: RELS 102 Q)

3 credits

This course provides a general introduction to the contents of the New Testament including some background exploration of geography, social/religious culture, literary conventions, and key issues. Students will gain a basic understanding of the majority of books that make up the New Testament. The ultimate goal is for students to gain familiarity with the New Testament so that it can be applied to contemporary life.

RELS 121 GENESIS

(Alternate Version: ON-RELS 121)

3 credits

This course develops an understanding and application of the book of Genesis in light of its historical, literary, and cultural context. The course focuses on a literary reading of the narrative with the goal of understanding the emphasis of the larger text and on application to the present.

RELS 130 PSALMS

3 credits

This course develops an understanding and application for the book of Psalms in light of its historical, literary, and cultural context. There will be a special emphasis on how the Psalms were used for communal expression and spiritual formation in the context of ancient Israel and on how they can function meaningfully in the contemporary Christian church.

RELS 141 GOSPEL OF MATTHEW

3 credits

This course studies Matthew's Gospel with a view to understanding the background to the book, its theology, and the person, mission, and message of Jesus. The course helps students do a careful literary reading of New Testament narrative texts with the goal of application to the present.

RELS 142 GOSPEL OF MARK

3 credits

This course studies Mark's Gospel with a view to understanding the background to the book, its theology, and the person, mission, and message of Jesus. The course helps students do a careful literary reading of New Testament narrative texts with the goal of application to the present.

RELS 143 GOSPEL OF LUKE

3 credits

This course studies Luke's Gospel with a view to understanding the background to the book, its theology, and the person, mission, and message of Jesus. The course helps students do a careful literary reading of New Testament narrative texts with the goal of application to the present.

RELS 144 SERMON ON THE MOUNT

3 credits

This course is an introduction to the teachings of Jesus through a study of Matthew 5-7 in its literary, historical, and cultural context. Through this study the student will gain an understanding of how to exegete the Gospels and make application in a contemporary context.

RELS 146 ACTS

3 credits

This course studies the book of Acts with a view to understanding the background of the book, its theology, and the key themes. The course helps students do a careful literary reading of New Testament narrative texts with the goal of application to the present.

COURSE DESCRIPTIONS

RELS 148 I CORINTHIANS

3 credits

This course studies the book of I Corinthians in light of its historical, literary, and cultural background. The course helps students gain an understanding of how to exegete the genre of NT letter or epistle especially in light of determining how the themes in this letter speak to contemporary issues.

RELS 149 GALATIANS

3 credits

This course studies the book of Galatians in light of its historical, literary, and cultural background. The course helps students gain an understanding of how to exegete the genre of NT letter or epistle especially in light of determining how the themes in this letter speak to contemporary issues.

RELS 154 TIMOTHY & TITUS

3 credits

This course studies the books of Timothy & Titus in light of their historical, literary, and cultural backgrounds. The course helps students gain an understanding of how to exegete the genre of NT letter or epistle especially in light of determining how the themes in these letters can speak to contemporary issues.

ON-RELS 157 JAMES, PETER, AND JUDE

(Alternate Version: ON-RELS 257)

3 credits

This course studies the books of James, Peter, and Jude in light of their historical, literary, and cultural backgrounds. The course helps students gain an understanding of how to exegete the genre of NT letter or epistle especially in light of determining how the themes in these letters can speak to contemporary issues.

RELS 160 INTRODUCTION TO CHRISTIAN THEOLOGY

(Alternate version: RELS 160 Q, ON-RELS 160)

3 credits

This course explores the nature and method of theological study and engages with key issues. The course focuses on a survey of Christian teachings—primarily in the evangelical tradition—relating to God, Jesus Christ, the Holy Spirit, scripture, salvation, the gospel, humanity, ethics, creation, the church, and the future, in order to help the student understand and articulate their faith within the diverse theological streams of the Christian church.

RELS 170 SPIRITUAL FORMATION & DISCIPLESHIP

(Alternate version: RELS 170A/170B Q)

3 credits

This course encourages spiritual growth and a life of committed discipleship through the study and practice of spiritual disciplines, Christian community, and reflection upon the experience of God. It explores a variety of spiritual disciplines with the understanding that it is through such disciplines that we place ourselves before God and open ourselves up to God's transforming power to live daily as disciples of Jesus.

BIBLE & THEOLOGY (RELS) - YEAR TWO

RELS 211 BIBLICAL HERMENEUTICS

3 credits

Prerequisites: RELS 101 OT Survey, RELS 102 NT Survey, and 3 hours of a 100-level Bible Elective

This course introduces the science and art of biblical interpretation known under the more formal title Hermeneutics. The course assists students through the steps in the exegetical process exploring issues such as historical/cultural background, grammar, and literary features/genre in order to better understand the message of the text to its first readers and ultimately how this message can speak cross-culturally to contemporary readers.

RELS 212 INTRODUCTION TO HEBREW & GREEK EXEGESIS

3 credits

This course will provide students with a basic introduction to the original languages of the Bible and to Logos Bible software, equipping them with important exegetical tools for studying the Bible. Students will learn to read Hebrew and Greek phonetically and will learn to do basic exegetical work in the Bible's original languages. The focus of this course will be on skill development over memorization and language proficiency.

RELS 222 EXODUS

3 credits

Prerequisites: RELS 101 OT Survey, RELS 102 NT Survey, and 3 hours of a 100-level Bible Elective

This course studies selected portions of the book of Exodus covering both legal and historical material. The focus is on a close reading of the text, exploring the questions that emerge, and on trajectories of application to the present.

RELS 223 JOSHUA & JUDGES

3 credits

Prerequisites: RELS 101 OT Survey, RELS 102 NT Survey, and 3 hours of a 100-level Bible Elective

This course introduces Old Testament historical literature and specifically the books of Joshua and Judges. The focus is on a close reading of the narrative texts, exploring the questions that emerge, and on trajectories of application to the present.

RELS 228 RUTH & ESTHER

3 credits

Prerequisites: RELS 101 OT Survey, RELS 102 NT Survey, and 3 hours of a 100-level Bible Elective

This course studies the books of Ruth and Esther in light of their historical, literary, and cultural contexts. The course helps students gain an understanding of how to exegete the genre of OT narrative literature with the goal of application to the present.

RELS 234 JEREMIAH

3 credits

Prerequisites: RELS 101 OT Survey, RELS 102 NT Survey, and 3 hours of a 100-level Bible Elective

This course introduces Old Testament prophetic literature and specifically the book of Jeremiah. The focus is on understanding how these prophetic texts, meant for a specific historical/cultural context, have enduring meaning to the present.

RELS 236 DANIEL

3 credits

Prerequisites: RELS 101 OT Survey, RELS 102 NT Survey, and 3 hours of a 100-level Bible Elective

This course introduces Old Testament prophetic literature and specifically the book of Daniel. The focus is on understanding how these prophetic texts, meant for a specific historical/cultural context, have enduring meaning to the present.

RELS 237 MINOR PROPHETS

3 credits

Prerequisites: RELS 101 OT Survey, RELS 102 NT Survey, and 3 hours of a 100-level Bible Elective

This course introduces Old Testament prophetic literature and specifically the twelve Minor Prophets. The focus is on understanding how these prophetic texts, meant for specific historical/cultural contexts, have enduring meaning to the present.

RELS 245 LIFE OF JESUS

(Alternate Version: ON-RELS 245)

3 credits

Prerequisites: RELS 101 OT Survey, RELS 102 NT Survey, and 3 hours of a 100 Level Bible Elective

This course explores the life of Jesus within the world of first-century Judaism. Using the Gospels as the primary source, particular attention is given to the main events of Jesus' life and the ministry of Jesus in word and deed. The course aims to understand the considerable impact Jesus made upon all who encountered him and what this means for all who follow him today.

ON-RELS 247 ROMANS

3 credits

Prerequisites: RELS 101 OT Survey, RELS 102 NT Survey, and 3 hours of a 100 Level Bible Elective

This course studies the book of Romans in light of its historical, literary, and cultural background. The course helps students gain an understanding of how to exegete the genre of NT letter or epistle especially in light of determining how the themes in this letter speak to contemporary issues.

COURSE DESCRIPTIONS

RELS 250 PRISON EPISTLES

3 credits

Prerequisites: RELS 101 OT Survey, RELS 102 NT Survey, and 3 hours of a 100-level Bible Elective

This course studies the books of Ephesians, Philippians, Colossians, and Philemon in light of their historical, literary and cultural background. The course helps students gain an understanding of how to exegete the genre of NT letter or epistle especially in light of determining how the themes in this letter speak to contemporary issues.

DS-RELS 251 PHILIPPIANS

3 credits

Prerequisites: RELS 101 OT Survey, RELS 102 NT Survey, and 3 hours of a 100-level Bible Elective

This course studies the book of Philippians in light of its historical, literary, and cultural background. The course helps students gain an understanding of how to exegete the genre of NT letter or epistle especially in light of determining how the themes in this letter speak to contemporary issues.

ON-RELS 257 JAMES, PETER, AND JUDE

(Alternate Version: ON-RELS 157)

3 credits

This course studies the books of James, Peter, and Jude in light of their historical, literary, and cultural backgrounds. The course helps students gain an understanding of how to exegete the genre of NT letter or epistle especially in light of determining how the themes in these letters can speak to contemporary issues.

RELS 259 REVELATION

3 credits

Prerequisites: RELS 101 OT Survey, RELS 102 NT Survey, and 3 hours of a 100-level Bible Elective

This course studies the book of Revelation in light of its historical, literary, and cultural background. The course helps students gain an understanding of how to exegete the genre of NT apocalyptic literature. The course surveys and evaluates the variety of ways that this book has been used to speak to contemporary issues.

RELS 261 PEACE & JUSTICE ISSUES

3 credits

Prerequisite: RELS 160 Intro to Christian Theology

This course develops a biblical theology of peace and justice by examining the peace teachings of the Bible and other relevant literature in the context of contemporary situations of violence. It also examines how this theology speaks meaningfully to contemporary issues such as war, ethnic/race relations, gender relations, economic inequality, domestic abuse, international conflict, criminal justice system, and use of power.

RELS 262 APOLOGETICS

(Alternate Version: ON-RELS 262)

3 credits

Prerequisite: RELS 160 Intro to Christian Theology

This course explores the field of Christian apologetics and develops a basic level of proficiency in its application. Historical, philosophical and cultural perspectives will be employed to respond to positions that refute Christian beliefs. Students develop and practice critical thinking skills and grow in their ability to express logically valid arguments both orally and in writing.

RELS 263 THEMES IN BIBLICAL THEOLOGY

3 credits

Prerequisite: RELS 101 OT Survey, RELS 102 NT Survey, and RELS 160 Intro to Christian Theology

This course is designed to focus on a specific theological theme such as soteriology, pneumatology, and eschatology. Each offering of the course will be focused on only one of these themes, exploring it from a biblical-theological perspective by tracing its development through the Old and New Testaments. The course engages students in a careful reading of the biblical texts, challenging them to think more deeply about their own theology and the way it is applied in daily living.

RELS 264 GLOBAL THEOLOGIES

3 credits

Prerequisite: RELS 160 Intro to Christian Theology, RELS 101 OT Survey, RELS 102 NT Survey, and 3 hours of a 100-level Bible elective

Tourse explores theological implications of the demographic shift in Christianity from the West to the Global South. It examines contemporary theological themes and issues from the perspective of different contexts around the world, paying close attention to the ways in which culture, economics, and geography influence our understanding, articulation, and application of theological truth.

RELS 265 THEOLOGICAL ANTHROPOLOGY

3 credits

Prerequisite: RELS 160 Intro to Christian Theology

This course provides students with a biblically and theologically rooted understanding of human identity, purpose, and destiny. Special attention will be paid to both historical and philosophical trends toward dehumanization with a view to critical engagement. Students will engage theoretically and practically as they explore how a biblical theology of the human person offers a guide for both life and ministry.

BIBLE & THEOLOGY (RELS) - YEAR THREE & FOUR

RELS 301 OLD TESTAMENT THEOLOGY

3 credits

Prerequisites: RELS 211 Biblical Hermeneutics and HIST 221 Anabaptist History & Thought

This course surveys the historical and methodological issues in OT Theology before it launches into the OT as a theological narrative. This study helps the student develop a theological framework for reading the Bible and understanding the foundational themes of such a diverse document as the Old Testament. Students are challenged to reflect on how the Old Testament theological themes inform and shape their theology, faith, life, and ministry.

RELS 302 NEW TESTAMENT THEOLOGY

3 credits

Prerequisites: RELS 211 Biblical Hermeneutics and HIST 221 Anabaptist History & Thought

This course surveys the historical and methodological issues in NT Theology before it launches into an exploration of the key theological themes that emerge in the New Testament. Students are challenged to reflect on how these New Testament theological themes inform and shape their theology, faith, life, and ministry.

RELS 311 ISSUES IN HERMENEUTICS

3 credits

Prerequisites: RELS 211 Biblical Hermeneutics and HIST 221 Anabaptist History & Thought

This course is an advanced study of hermeneutics providing an overview of various hermeneutical approaches and wrestling with selected key issues such as the role of the reader and the reader's worldview in interpretation. Students develop skills not only in reading the biblical texts more thoughtfully but also in becoming more critical and perceptive readers of the secondary literature available which reflects on those texts.

RELS 322 DEUTERONOMY

3 credits

Prerequisites: RELS 211 Biblical Hermeneutics and 3 hours of a 200-level Bible Elective

This course is an advanced study of Old Testament law specifically dealing with selected portions of the book of Deuteronomy. While some critical issues are explored, the course focuses on understanding how this book can speak meaningfully to issues Christians wrestle with today. The course helps students engage in a careful literary reading of Old Testament texts with the goal of application to the present.

COURSE DESCRIPTIONS

RELS 326 SAMUEL & KINGS

3 credits

Prerequisites: RELS 211 Biblical Hermeneutics and 3 hours of a 200-level Bible Elective

This course is an advanced study of Old Testament narrative specifically dealing with selected portions of the books of Samuel and Kings. While some critical issues are explored, the course focuses on understanding how these books can speak meaningfully to issues Christians wrestle with today. The course helps students engage in a careful literary reading of Old Testament narrative texts with the goal of application to the present.

RELS 329 JOB & PROVERBS

3 credits

Prerequisites: RELS 211 Biblical Hermeneutics and 3 hours of a 200-level Bible Elective

This course is an advanced study of the books of Job and Proverbs in light of their historical, literary, and cultural contexts. The course provides an introduction to the genre of Wisdom Literature and provides an interpretive framework to deal fairly with these types of books. The course focuses on a literary analysis with the goal of understanding the emphasis of the larger text and on application to the present.

RELS 333 ISAIAH

3 credits

Prerequisites: RELS 211 Biblical Hermeneutics and 3 hours of a 200-level Bible Elective

This course serves as an advanced study of Old Testament prophetic literature and specifically the book of Isaiah. While some critical issues (authorship, date, historical context) are explored, the course focuses on understanding what these prophetic texts meant for specific historical/cultural contexts and how they can have enduring meaning to the present.

RELS 334 EZEKIEL

3 credits

Prerequisites: RELS 211 Biblical Hermeneutics and 3 hours of a 200-level Bible Elective

This course is an advanced study of Old Testament prophetic literature and specifically the book of Ezekiel. While some critical issues (authorship, date, historical context) are explored, the course focuses on understanding what this prophetic text meant for specific historical/cultural contexts and how they can have enduring meaning to the present.

RELS 344 GOSPEL OF JOHN

3 credits

Prerequisites: RELS 211 Biblical Hermeneutics and 3 hours of a 200-level Bible Elective

This course is an advanced study of New Testament gospel narrative specifically dealing with selected portions of the Gospel of John. While some critical issues are explored, the course focuses on understanding how this book provides a significant portrait of Jesus. The course helps students engage in a careful literary reading of New Testament narrative texts with the goal of application to the present.

RELS 347 ROMANS

3 credits

Prerequisites: RELS 211 Biblical Hermeneutics and 3 hours of a 200-level Bible Elective

This course is an advanced study of New Testament epistle genre specifically dealing with the Book of Romans. While some critical issues are explored, the course focuses on understanding how this book can speak meaningfully to issues Christians wrestle with today. The course helps students engage in a careful literary reading of New Testament epistle texts with the goal of application to the present.

RELS 349 II CORINTHIANS

3 credits

Prerequisites: RELS 211 Biblical Hermeneutics and 3 hours of a 200-level Bible Elective

This course is an advanced study of New Testament epistle genre specifically dealing with the book of Second Corinthians. While some critical issues are explored, the course focuses on understanding how this book can speak meaningfully to issues Christians wrestle with today. The course helps students engage in a careful literary reading of New Testament epistle texts with the goal of application to the present.

RELS 355 HEBREWS

3 credits

Prerequisites: RELS 211 Biblical Hermeneutics and 3 hours of a 200-level Bible Elective

This course is an advanced study of New Testament epistle genre specifically dealing with the book of Hebrews. While some critical issues are explored, the course focuses on understanding how this book can speak meaningfully to issues Christians wrestle with today. The course helps students engage in a careful literary reading of New Testament epistle texts with the goal of application to the present.

RELS 380 PHYSICAL SETTINGS OF THE BIBLE

4 credits

Prerequisites: RELS 211 Biblical Hermeneutics and 3 hours of a 200-level Bible Elective

This course studies the geography, history, and archaeology of the land of the Bible. Students do extensive map work prior to spending three weeks in classes and fieldtrips in Israel. The goal is to give students a deeper understanding of how the land of the biblical story plays a key role in interpreting the Bible. The course is taught in Israel by Jerusalem University College with which Columbia is an Associated School.

RELS 460 THEOLOGICAL CONFESSIONS

3 credits

Prerequisites: RELS 301 OT Theology, RELS 302 NT Theology (one of these may be taken concurrently with RELS 460) and 100 hours of college credit.

This course enables senior students to synthesize their thinking on issues related to theology, ethics, and spiritual devotion. Students become familiar with a variety of options related to theological/ethical issues and are prepared to express and defend orally and in writing personal convictions in a variety of areas. The course helps students apply their biblical and hermeneutical training to the task of theological confession.

CHRISTIAN/CHURCH MINISTRY (CHRM)

CHRM 221 PHILOSOPHY OF MINISTRY

3 credits

This course considers ministry as an activity of the body of Christ participating in God's action. Ministry is approached as an activity of individual Christians in everyday situations, and as an activity of the Christian community together. Theological and practical depth for ministry in everyday Christian living, in para-church settings, in organizational support roles, and in church-based roles and responsibilities will be discussed. How Christian presence, action, and language can be used to invite persons to hear and respond to God revealed in Jesus Christ will be considered.

CHRM 221 EVANGELISM

3 credits

Prerequisite: CHRM 101 The Church in Mission

This course emphasizes evangelism as a way of life, focusing on the importance of building relationships with a goal of forming Christian community. A primary concern is to understand the gospel, evangelism and life transformation from a biblical perspective. New Testament stories that illustrate the meaning of the gospel, the nature of conversion to Christ and the ways in which Christians can best engage in God's mission of reconciliation provide the majority of the teaching and discussion content.

COURSE DESCRIPTIONS

CHRM 331 PASTORAL PRACTICES SEMINAR

3 credits

Prerequisite: 60 hours of college credit

This course prepares students for the variety of practical roles and functions expected of church staff members. Subjects explored include the theology and practice of various church rituals, getting a good start in ministry, professional relationships in the ministry context, basic administration, and pastoral ethics, health and accountability.

CHRM 421 SPIRITUAL FORMATION & DISCERNMENT

3 credits

Prerequisite: 90 hours of college credit

This course integrates previous studies and experiences of formation in preparation for a life of discipleship, ministry and leadership. The course is taught from a multi-disciplinary perspective with a focus on developing an understanding of spiritual formation in the context of biblical theology, human development and contemporary culture. Course content and activities involve the pursuit of a healthy self-awareness, learning strategies to nurture a vital and growing life-long faith, developing mentoring skills, and vocational discernment.

EDUCATIONAL ASSISTANT (EDUA) EDUA 121 CHILD, ADOLESCENT & ADULT DEVELOPMENT

1 credit

This course emphasizes the developmental characteristics of children through adolescence and into adulthood. The course also presents the developmental needs of children and adolescents with disabilities.

EDUA 122 HEALTH & WELLNESS

2 credits

This course assists in understanding the role of a team member in supporting elementary school children with special needs in the classroom. The course focuses on the health and personal care needs of the child.

EDUA 123 INCLUSION & BEHAVIOUR MANAGEMENT

3 credits

This course presents a variety of learning and support strategies that can be applied in today's classrooms. The course emphasizes ways to adapt the learning environment and scaffold learning tasks so children are successful in meeting their learning objectives.

EDUA 124 LEARNING & SUPPORT STRATEGIES

3 credits

This course presents a variety of instructional strategies and teaches the ability to articulate informed suggestions that support the child's individualized educational goals.

EDUA 125 INTERPERSONAL COMMUNICATION

1 credit

This course assists in understanding the supportive role to children and adolescents' communication needs. The course explores augmented and alternative modes of communication as well.

EDUA 126 CHRISTIAN WORLDVIEW FOR EDUCATIONAL ASSISTANTS

1 credit

This course explores the concept of worldview in general and a Christian worldview in particular, as well as the implications of this worldview to the work of an Educational Assistant in the educational system.

EDUA 127 PROFESSIONAL PRACTICE, PRACTICUM & ACCOUNTABILITY

2 credits

Prerequisites: EDUA 121 Child, Adolescent & Adult Development, EDUA 122 Health & Wellness, EDUA 123 Inclusion & Behaviour Management.

This course is comprised of experiential learning in a supervised work environment as a Special Needs Educational Assistant (SEA) and Learning Educational Assistant (LEA) within the Elementary and Secondary School settings. The course also includes seminar sessions on the professional role of the Educational Assistant in the educational system.

EDUA 128 COMMUNITY, DIVERSITY, AND SPECIALIZED SUPPORTS

1 credit

This course develops individual and community strategies to support the diverse needs of students with neurological disorders, such as autism.

EXPERIENTIAL LEARNING (EXPL) EXPL 101, 102 (I & II), 201, & 202 (III & IV) SERVICE PRACTICUM

(Alternate Versions: EXPL 101 Q, 102 Q)

0.5 credits each (2 credits total)

Prerequisite: None for SP I, but after SP I the previous SP credit.

This course combines volunteer experience with reporting, supervision, and evaluation. Service Practicum gives students opportunities to serve in the community, as part of a Christian lifestyle, in a practical learning experience related to their major or interest.

EXPL 233 COSTA RICA SERVICE PRACTICUM

1 credit

Prerequisites: EXPL 101 and 102, LDRS 251 Leadership and Culture

This course is a key experiential learning component for the Diploma in Applied Leadership curriculum. Students serve in the cross-cultural context of Costa Rica for 10 weeks in the Spring Semester.

EXPL 301, 302, 303, 304 INTERNSHIP

1 credit each (4 credits total)

Prerequisite: EXPL 202 Service Practicum IV, LDRS 201 Intro to Leadership Studies, and 60 hours of college credit

The Internship experience provides students with hands-on ministry training, which is an integral part of the learning process at Columbia Bible College. Under an approved Supervisor, interns receive a total of 420 hours (105/credit hour) of on-the-field exposure, training and experience in a practical service assignment.

EXPL 305, 306 INTERNSHIP (BIBLE TEACHING MINOR)

1 credit each (2 credits total)

Prerequisite: EXPL 202 Service Practicum IV, LDRS 201 Intro to Leadership Studies, and 60 hours of college credit

This Internship allows for hands-on teaching experience either on campus under the supervision of a Columbia faculty member or in the context of a Christian school under the supervision of a teacher or administrator. The school-based Internship requires a combination of EXPL 305/306 with the four credit EXPL 301-304 to allow for a total of 630 hours (105/credit hour) of practicum in a teaching environment. This course is specifically for students in the Bible Teaching Minor.

EXPL 311, 312 CROSS-CULTURAL INTERNSHIP

12 credits total

Prerequisite: EXPL 202 Service Practicum IV, LDRS 201 Intro to Leadership Studies, and 60 hours of college credit

This course is a key experiential learning component for the Intercultural Studies BA curriculum. Scheduled for the entire third year of the ICS program, students serve in a cross-cultural setting under the supervision of an experienced mentor. Students are expected to journal, reflect, and report on their experiences for personal and professional growth.

EXPL 314 CROSS-CULTURAL INTERNSHIP

7 credits total

Prerequisite: EXPL 202 Service Practicum IV, LDRS 201 Intro to Leadership Studies, and 60 hours of college credit

This course is a key experiential learning component for the Intercultural Studies BA curriculum. Scheduled for a semester in the third year of the ICS program, students serve in a cross-cultural setting under the supervision of an experienced mentor. Students are expected to journal, reflect, and report on their experiences for personal and professional growth.

COURSE DESCRIPTIONS

EXPL 321, 322 YOUTH MINISTRY INTERNSHIP

15 credits total

Prerequisite: EXPL 202 Service Practicum IV, LDRS 201 Intro to Leadership Studies, and 60 hours of college credit

This course is a key experiential learning component for the Youth Work BA curriculum. Scheduled for the entire third year of the YW program, students serve in a youth work setting under the supervision of an experienced mentor. Students are expected to journal, reflect, and report on their experiences for personal and professional growth.

INTERCULTURAL STUDIES (ICST)

ON-ICST 111 THE MISSION OF GOD'S PEOPLE

3 credits

This course explores what it means for the church to participate in the mission of God. The primary objective of the course is to consider what the Bible as a whole has to tell us about why the people of God exist and what it is they are supposed to be and do in the world. The course seeks to read the Bible through a missional lens in order to comprehend God's overarching plan, from creation to new creation.

ICST 222 INTERCULTURAL FLUENCY

3 credits

This course equips students to begin developing intercultural competencies, defined as the understanding and behaviours that allow one to bridge cultural differences appropriately and effectively. In Canada, immigration, migration of peoples, rapid urbanization and the nation's multicultural identity provide both opportunity and challenge for the development of these competencies.

ICST 231 GLOBAL MIGRATION AND DISPLACEMENT

3 credits

Prerequisite: CHRM 101 Church in Mission

This course examines the dynamics of voluntary and involuntary migration and displacement of individuals around the world. This includes temporary labour, international workers, Third Culture Kids, and refugees. Focused on practical theology, this course equips students to understand the complexities of different migratory identities and appropriate responses to their needs.

ICST 251 INTERCULTURAL PRACTICUM

3 credits

Prerequisite: Intercultural Studies Minor Program Enrollment

This course cultivates cross-cultural ministry skills within a multi-cultural experience. The course clarifies the call to global mission, develops interpersonal skills and encourages commitment to sharing the love of Christ. This practicum is supervised by an on-site mentor.

DS-ICST 321 INTERCULTURAL ADAPTATION

3 credits

Prerequisite: 60 hours of credit in the Intercultural Studies (ICS) Major

Co-requisite: EXPL 311/312 Cross-Cultural Internship

This course equips ICS interns to live and work effectively with people of a different cultural background. Within the context of intercultural differences, the course reflects on the challenges and dynamics of life and ministry in cross-cultural contexts. The course studies theoretical and practical examples of cross-cultural adaptation.

DS-ICST 322 MISSION CONTEXTUALIZATION

3 credits

Prerequisite: 60 hours of credit in the Intercultural Studies (ICS) Major

Co-requisite: EXPL 311/312 Cross-Cultural Internship

This course addresses the process and principles of gospel contextualization, with special attention given to the intern's specific cultural location. Every culture has its own worldview, values, practices and terms of reference. The ability to explain the good news of Jesus Christ across cultures in a way that can be readily heard and understood is of critical importance for anyone considering mission in an intercultural context.

ICST 411 MISSION SEMINAR

1 credit

Prerequisite: EXPL 311/312 Cross-Cultural Internship

This course offers fourth year Intercultural Studies students an opportunity to reflect missiologically upon their one year cross-cultural field placement experience. Theological, cultural, and interpersonal issues that may impact students considering further cross-cultural service are identified, discussed and addressed.

OUTDOOR LEADERSHIP (OUTL)

OUTL 103 EMERGENCY RESCUE TECHNICIAN I

2 credits

Prerequisite: HKIN 132 Emergency Medical Responder

This course introduces and develops technical and operational skills common to a variety of emergency rescue technician career paths. Students are introduced to rescue operations through training and scenario based learning opportunities focusing on wilderness operations and travel, ground search and rescue, incident command system, hazardous environment management and personal safety.

OUTL 104 EMERGENCY RESCUE TECHNICIAN II

2 credits

Prerequisites: HKIN 132 Emergency Medical Responder, OUTL 103 Emergency Rescue Technician 1, HKIN 141 Rope Rescue Technician, HKIN 143 Avalanche Safety Training

This course continues to develop the technical and operational skills introduced in OUTL 101 Emergency Rescue Technician 1. In this course students will be further introduced to rescue operations through training and scenario based learning opportunities focused on winter travel and safety, winter search and rescue, resort rescue operations, legal liability and risk management, occupational health and safety regulations, weather observation and forecasting, leadership, and group/team leadership dynamics.

WORSHIP ARTS (WORA)

WORA 101 THEOLOGY OF WORSHIP

3 credits

This course introduces students to the theology of Christian worship by exploring Scriptural themes such as formation, idolatry, creation, redemption, and restoration and forms and structures of worship. This course addresses both the gathered worship of the church and worship as the primary orientation of human life.

WORA 121 INTRODUCTION TO LEADING WORSHIP

3 credits

This course explores various facets of worship leading in the Christian community. It enhances students' abilities to serve effectively as worshipers and leaders of worship in today's church.

WORA 221 PASTORAL WORSHIP LEADERSHIP

3 credits

Prerequisite: WORA 121 Introduction to Leading Worship

This course explores various facets of worship leading in the Christian community. Special attention is given to discovering what it means to plan and lead worship both hospitably and pastorally. While a number of different worship forms are explored, this course emphasizes the leading of worship through musical expression.

COURSE DESCRIPTIONS

WORA 241 SOUND & MEDIA

3 credits

This course surveys basic knowledge and skills of sound and media. The course includes: sound system components, setup, signal flow, mixing, and signal processing as well as media software, stage management, professional etiquette, and the philosophy of sound and media.

WORA 341 RECORDING & PRODUCTION BASICS

3 credits

Prerequisite: WORA 241 Sound & Media

This course introduces students to audio recording through a hands-on look at the basic elements of contemporary recording techniques, including microphone techniques, tracking, editing, mixing, and mastering. There is an emphasis on critical listening and analysis, as well as discussion of music and musical form.

WORA 401 WORSHIP ARTS SENIOR SEMINAR

3 credits

Prerequisites: WORA 101 Theology of Worship, WORA 121 Intro to Leading Worship, WORA 221 Pastoral Worship Leadership

Corequisite: EXPL 301-304 Internship

This seminar course explores the connection between worship theology and worship praxis. Significant focus is given to a biblical theology of worship. As part of the course, students do in-depth, independent research in an area of worship theology, apply this to their practice, and teach a class on their chosen topic.

YOUTH WORK (YTHW)

YTHW 111 YOUTH WORK ESSENTIALS

3 credits

This course explores the capacities and competencies needed to become a youth worker. The course provides an understanding of the various components of youth work, both in the local church and in parachurch contexts. While the course has a theoretical foundation, it focuses on the practical skills and planning required for leadership of successful youth work.

YTHW 121/122 YOUTH WORKERS CONFERENCE

1.5 credits

This course explores and interacts with youth work themes presented at Columbia's Youth Workers Conference. It includes conference participation and assignments based on conference material.

DS-YTHW 321 YOUTH LEADERSHIP

3 credits

Previously offered as CM452

This course is designed to help students learn and observe leadership during their 10-month internship. Students will seek to know, understand, and embrace their own personal leadership style, plus understand the importance of leading and leadership through practicum.

YTHW 331 YOUTH ISSUES

3 credits

Prerequisite: YTHW 201 Philosophy of Youth Work

This advanced course provides an understanding of the complex issues that teens face in society. The course develops biblically consistent strategies for responding to problems faced by teens, their parents, and society.

YTHW 421 VOCATIONAL YOUTH WORK

3 credits

Prerequisite: EXPL 321/2 Youth Ministry Internship or EXPL 301-4 Internship

This course offers fourth year Youth Work students an opportunity to reflect upon their internship experience and addresses the challenges of long term youth work. It outlines the vocational life stages in youth work and develops the skills needed to persevere.

COURSE DESCRIPTIONS: GENERAL STUDIES

ANTHROPOLOGY (ANTH)

ANTH 201 CULTURAL ANTHROPOLOGY

3 credits

Prerequisite: CHRM 101 The Church in Mission

This course introduces the anthropological study of various cultures including such topics as social belonging, kinship, gender relations, religion, art, sociolinguistics, economic relations and aspects of global cultural change. The course explores ways to understand the world views and beliefs of people in order to assist the student in living and working respectfully and effectively in different cultural contexts.

ANTH 232 WORLD RELIGIONS

3 credits

Prerequisite: RELS 160 Intro to Christian Theology

This course will provide a comprehensive survey of five major world religions, each vastly different in its concerns, tenets and objectives. Understanding belief paradigms requires knowledge of the facts of religious history, beliefs and practices. In addition, this course will help students compare and contrast ideologies, identify current sources of religious tension, and sensitively build bridges with members of different faiths with the goal of impacting the world as peacemakers.

DS-ANTH 321 ETHNOGRAPHY

3 credits

Prerequisite: 60 hours of credit in the Intercultural Studies (ICS) major including ANTH 201 Cultural Anthropology

Co-requisite: EXPL 311/312 Cross-Cultural Internship

This course develops the method of qualitative research while living in a cross-cultural environment. Through the course, the student produces a written ethnographic account with cultural analysis of three anthropological subsystems from an emic perspective.

DS-ANTH 332 WORLD RELIGIONS SEMINAR

3 credits

Prerequisite: 60 hours of credit in the Intercultural Studies (ICS) major including ANTH 201 Cultural Anthropology

Co-requisite: EXPL 311/312 Cross-Cultural Internship

This course studies key elements, including beliefs and rituals, of the predominant religion practiced in the ICS intern's cross-cultural location. Interns develop an understanding of what religion means and how religion functions in the life of individuals in the context. The course explores the way religions change and adapt themselves to new historical and geographical settings.

ARTS (ARTS)

ARTS 101 INTRODUCTION TO THE ARTS

3 credits

This course develops an understanding of artistic expression through an analysis and evaluation of various artistic forms throughout history. The course develops interpretive skills and creativity for meaningful involvement with the arts.

ARTS 201 VISUAL ARTS

3 credits

This course introduces visual arts through a workshop format. The course develops a greater appreciation and understanding of art from the deeply engrained and rich history within Christianity. It highlights a perspective on how and why art can and should be used as a form of worship.

COURSE DESCRIPTIONS: GENERAL STUDIES

BUSINESS (BUSI)

BUSI 101 INTRO TO BUSINESS

3 credits

This course introduces basic management and business administration concepts and skills. It provides the necessary skills required for administering in both for-profit and not-for-profit organizations. It also engages in real-world situations through game-based learning exercises.

BUSI 221 ESSENTIALS OF MARKETING

3 credits

Prerequisite: BUSI 101 Intro to Business

This course demonstrates the function of marketing and its application in any type of organizational context. Students investigate the foundational principles of marketing, including: the role of marketing, market characteristics, consumer sentiment, utility, market segmentation and demographics, and product development, from both a goods as well as services perspective.

Students engage in team projects in order to develop a marketing plan. Case studies are utilized in order to reinforce the underlying course objectives and provide real world examples.

BUSI 245 ACCOUNTING I

3 credits plus 1 credit lab

Prerequisite: BUSI 101 Intro to Business

This course introduces students to fundamental accounting principles and applications. The basic and expanded accounting equations serve as a framework for the course. Financial reports, including the balance sheet, income statement and statement of cash flows, are both prepared and interpreted. Students will complete the entire accounting cycle by analyzing, documenting, recording and producing reports. Students will learn to interpret, categorize and document the various accounting categories (Assets, Liabilities, Owners Equity, Revenue, and Expense) and their respective accounts.

BUSI 304 NON-PROFIT ORGANIZATION MANAGEMENT

3 credits

Prerequisite: LDRS 201 Intro to Leadership Studies, BUSI 101 Intro to Business, and 60 hours of credit or BUSI 221 Essentials of Marketing and BUSI 245 Accounting

This course introduces a wide range of tasks (e.g., vision building, planning, team-development, work organization, information management, budgeting) that are part of leadership in a non-profit organization. It explores leadership and organizational theories, management strategies, legal issues, and ethical considerations that are central to the work of non-profit organizations.

BUSI 350 ENTREPRENEURIAL OPERATIONS

3 credits

Prerequisite: BUSI 221 Essentials of Marketing, BUSI 245 Accounting and BUSI 304 Non-Profit Organizational Management.

This course introduces a wide range of tasks (e.g. vision-building, planning, team-development, work organization, information management, budgeting) that are a part of leadership in a non-profit organization. It explores leadership and organizational theories, management strategies, legal issues, and ethical considerations that are central to the work of non-profit organizations.

COMMUNICATION (COMM)

COMM 321 EFFECTIVE COMMUNICATION

3 credits

Prerequisite: 60 hours of college credit

This skill-based course teaches the theories and strategies that sustain and foster effective communication. It equips students with the skills and knowledge to communicate successfully on many levels, including writing, speaking, conducting meetings, leading small group discussion, teaching and giving presentations, and using electronic media. Students are given the opportunity to work with various techniques to learn valuable communication tools to successfully support them in their careers, personal lives, and service to the church and community.

COMM 341 HOMILETICS

3 credits

Prerequisite: 60 hours of college credit and RELS 211 Biblical Hermeneutics

This course provides a theoretical and practical introduction to communication as oratory, particularly as practiced in Christian preaching contexts. The course introduces the structure of communication and rhetoric. Students have the opportunity to practice proficiency in persuasive and argument based speech focusing on the exposition of Christian Scripture.

DS-COMM 342 SPEAKING TO YOUTH

3 credits

This course focuses on the content, delivery, and rhetorical methodology of a speech. The course provides opportunity to practice proficiency in persuasive and argument based speech to a youth audience.

COMM 351 CONFLICT MANAGEMENT

3 credits

Prerequisite: 60 hours of college credit

This course surveys approaches to understanding and dealing with conflict. It provides a theoretical and biblical framework for communicating in interpersonal and small group conflict, as well as offers opportunities to learn and practice interpersonal communication skills.

ECONOMICS (ECON)

ECON 101 PRINCIPLES OF MACROECONOMICS

3 credits

This course serves as an introduction to macroeconomic issues such as growth, deflation and inflation, employment, government policies and intervention, as well as the impact of monetary policy and the role of the financial system. Students learn to comprehend and articulate the various positions surrounding current macroeconomic issues. Methods in calculating cumulative variables are used in order to understand, critique and evaluate economic policy.

ENGLISH (ENGL)

ENGL 099 WRITING FOR COLLEGE

(Alternate Version: ON-ENGL 099)

3 credits (non-degree credit)

This course provides the necessary English prerequisites needed for entry-level college writing and comprehension. This course reviews the basic skills of English grammar and mechanics, reading comprehension, academic writing and academic research necessary for success in college or university courses.

ENGL 105 ACADEMIC WRITING

(Alternate Version: ON-ENGL 105)

3 credits

This course explores the conventions of reading, writing, and research expected at a college-level. The course develops competence in critical reading and writing by analyzing the context, content, and form of compositions; by conducting and documenting academic research; and by writing a variety of academic compositions.

ENGL 121 ENGLISH LITERATURE

3 credits

This course introduces the fundamentals of literary study and the necessary skills to think and write critically about literature. Course topics include: the social function of English literature, its content and form, and the role of the reader in interpretation. The course develops the ability to do close reading through the recognition of genre, themes, and rhetorical methods.

GEOGRAPHY (GEOG)

GEOG 221 ENVIRONMENTAL ISSUES

3 credits

This course investigates the question of how humans should interact with and take care of the physical creation. The course explores the issue from a geographical perspective, as well as the larger philosophical and religious attitudes that have contributed to the present "crisis." It develops a responsible Christian environmental ethic and application to global environmental issues.

COURSE DESCRIPTIONS: GENERAL STUDIES

GEOG 231 INTRO TO COMMUNITY DEVELOPMENT AND TRANSFORMATION

3 credits

Prerequisite: 30 hours of credit

This course explores the principles of local and international community development and draws upon the expertise of multiple organizations. Key areas of study include the evolution of development theory, factors underlying poverty and injustice, conflict and displacement, dependency, paternalism and sustainability. The course critically evaluates root causes of poverty and marginalization through a biblical lens and considers what solutions may exist.

GREEK (GREE)

GREE 201 NEW TESTAMENT GREEK I

3 credits

Prerequisite: 30 hours of college credit

This course introduces the basic features of New Testament Greek, including morphology, syntax, grammar, vocabulary (words occurring 50 times or more in the GNT) and oral reading. The result is the ability to read and translate simple sentences of the Greek New Testament with the aid of a Greek Lexicon.

GREE 202 NEW TESTAMENT GREEK II

(Alternate Version: ON-GREE 202)

3 credits

Prerequisite: GREE 201 New Testament Greek I

This course is a continuation of GREE 201 New Testament Greek I. The course completes the study of elementary grammar, morphology and syntax. It develops further vocabulary skills (words occurring 30 times or more in the GNT) and focuses attention on effective and accurate translation of extended passages of the Greek New Testament. The result is the ability to read longer portions of text with the aid of a Greek Lexicon.

DS-GREE 311 INTERMEDIATE READINGS IN NEW TESTAMENT GREEK III

3 credits

Prerequisite: GREE 202 New Testament Greek II

This course builds upon the grammar, vocabulary and morphology of GREE 201 New Testament Greek I and GREE 202 New Testament Greek II. Students are exposed to longer narrative passages of the Greek New Testament that are written in Semitic style (John, Mark, Revelation) with the goal of strengthening reading and exegetical skills. Vocabulary competence is honed to words occurring 20 times or more in the Greek New Testament.

DS-GREE 312 INTERMEDIATE READINGS IN NEW TESTAMENT GREEK IV

3 credits

Prerequisite: DS-GREE 311 Intermediate Readings in New Testament Greek III

This course increases competence in reading Koine Greek by reading and interpreting passages that are written in a more conversational (Philippians) and literary Koine Greek style (Hebrews, Acts, I Peter, Jude). Vocabulary competence is honed to words occurring 10 times or more in the Greek New Testament.

HEBREW (HEBR)

HEBR 201 CLASSICAL HEBREW I

(Alternate Version: ON-HEBR 201)

3 credits

Prerequisite: 30 hours of college credit

This course introduces the grammar and vocabulary of Old Testament Hebrew in order to read the Hebrew scriptures.

HEBR 202 CLASSICAL HEBREW II

3 credits

Prerequisite: HEBR 201 Classical Hebrew I

This course builds the capacity to understand and apply the grammar and vocabulary of Old Testament Hebrew. The course develops the ability to translate selected portions of the Hebrew scriptures.

HISTORY (HIST)

HIST 131 MODERN WESTERN CIVILIZATION

3 credits

This course surveys the economic, religious, political, intellectual, and societal changes that have shaped the western world from the Early Modern period (1600) to the present.

HIST 211 HISTORY OF CHRISTIANITY

3 credits

Prerequisite: RELS 160 Intro to Christian Theology

This course surveys the history of Christianity from its inception through the contemporary era, identifying key leaders, events and forces that shaped this movement. The course analyzes the interaction between the religious, economic, political, sociological, aesthetic, and philosophical factors to produce this diverse historical movement.

HIST 221 ANABAPTIST HISTORY & THOUGHT

3 credits

Prerequisite: RELS 160 Intro to Christian Theology

This course examines the history and theology of the Anabaptist movement of the sixteenth century within the context of the Reformation and the larger history of the Christian church.

HUMAN KINETICS (HKIN)

HKIN 101 INTRO TO HEALTH & FITNESS

3 credits

This course introduces primary topics within health and fitness. In addition to basic principles and science of proper exercise and nutrition, it addresses other aspects of physical wellbeing such as flexibility, posture, sleep and stress reduction. The course provides practical lessons on how to implement changes, enabling students to improve their own physical well-being in healthy, sustainable ways.

HKIN 111 BASKETBALL

1 credit

This course develops athletic skills in basketball as well as interpersonal, service and leadership skills. The course supplements the learning of students on a Columbia basketball team.

HKIN 112 COACHING FUNDAMENTALS

3 credits

This course introduces students to the practice of coaching, including the role of the coach, coaching philosophies, coaching from a faith perspective, and core coaching concepts. Students will be involved in planning, execution, evaluation and review in relation to coaching practices and games. Interested students can also inquire about NCCP theory certification.

HKIN 115 VOLLEYBALL

1 credit

This course develops athletic skills in volleyball as well as interpersonal, service and leadership skills. The course supplements the learning of students on a Columbia volleyball team.

HKIN 125 Q INTRO TO OUTDOOR ADVENTURE

3 credits

This course provides an experiential introduction to outdoor adventure including: canoeing, backpacking, rock climbing, sailing, caving, cross-country skiing, downhill skiing/snowboarding, winter camping, and emergency response. Focus is placed on basic skill development, recreation, and practical time outside. The course also provides a foundation for biblical stewardship of all God's creation.

HKIN 132 EMERGENCY MEDICAL RESPONDER

2 credits

This course offers fundamental medical training for anyone entering the health care field focusing on developing the skills needed to respond to trauma and medical emergencies. Training also includes the fundamentals of anatomy, physiology, pathophysiology, pharmacology and medical terminology.

COURSE DESCRIPTIONS: GENERAL STUDIES

HKIN 142 ROPE RESCUE TECHNICIAN

2 credits

This course improves student's rope handling and technical problem solving abilities. Throughout this course students will be responding as an organized rescue team to a series of incidents at various locations both day and night. Students will be technically challenged as they learn the skills necessary to affect a top-down, two-rope rescue efficiently and professionally. This course is broken into three modules: Topside Operations, Over the Edge Operations and Rope Team Leadership.

HKIN 143 AVALANCHE SAFETY TRAINING

2 credits

This course combines the Avalanche Safety Training Level 1 and 2 certificates, developed by the Canadian Avalanche Center, in an expanded format including a 6 day introduction to wilderness touring. This course teaches the basics of the formation and nature of avalanches, avalanche terrain, and avalanche rescue. This course teaches students to use decision making frameworks, developed by avalanche professionals, to make key safety decisions for travel in avalanche terrain.

HKIN 161 ERT SKILLS EVALUATION

2 credits

Prerequisites: HKIN 132 Emergency Medical Responder, OUTL 103 Emergency Rescue Technician 1, OUTL 104 Emergency Rescue Technician 2, HKIN 142 Rope Rescue Technician, HKIN 143 Avalanche Safety Training

This course is a benchmark that ensures all students graduating with a certificate in Emergency Rescue Technician meet the basic industry standards/common practices for rescue operations. Students will have the opportunity to develop, plan and lead numerous full scale simulated emergency callouts. Students will be individually assessed to ensure competency in basic rescue operations.

HKIN 232 WILDERNESS FIRST AID BRIDGE

Prerequisite: HKIN 132 Emergency Medical Responder

This course is the industry standard for outdoor professionals. It includes a review of all topics covered in Emergency Medical Responder plus numerous additional topics, case studies, patient assessment drills, and simulations with a wilderness focus. This course is for outdoor professionals and outdoor recreationalists who may have to care for an injured or ill patient for an extended period of time.

HKIN 243 ROCK CLIMBING

2 credits

Prerequisite: HKIN 161 ERT Skills Evaluation

This course enables students to gain experience and knowledge of safety procedures and principles of rock climbing including anchor-building techniques, advanced rope management skills, rappelling and belay systems, rescue fundamentals as well as route finding and lead climbing techniques. The course is under the leadership of Association of Canadian Mountain Guide (ACMG) instructors.

HKIN 244 MOUNTAINEERING

2 credits

Prerequisite: HKIN 161 ERT Skills Evaluation

This course builds a comprehensive foundation in all aspects of mountaineering in order to assist students to develop the experience and skills required to become self-reliant in the mountains. The course covers snow and glacier travel, ice climbing, rock climbing, map and compass, mountain navigation, route planning, weather evaluation, hazard assessment and crevasse rescue techniques as well as summit objectives. The course is under the leadership of Association of Canadian Mountain Guide (ACMG) instructors.

HKIN 251 RIVER KAYAKING

2 credits

Prerequisite: HKIN 161 ERT Skills Evaluation

This course instructs boat design and outfitting, paddle design and fit, clothing options for kayaking in cold water, as well as safety equipment and its use. The course teaches basic river reading skills, how to perform a self-rescue and how to assist someone who is in the water. Also, the course emphasizes the skills to maneuver a kayak in a moving water environment using techniques such as the eddy turn, ferries, surfing and playing.

HKIN 252 OCEAN KAYAKING

2 credits

Prerequisite: HKIN 161 ERT Skills Evaluation

This course introduces sea kayaking, as well as guiding and leadership in the industry. The course enables students to pursue employment and further training within the sea kayak guiding industry. In addition to paddling skills, topics covered are: Ocean navigation, weather interpretation, rescue and incident response, equipment and clothing, trip planning and camping skills, judgment and group management.

HKIN 254 SWIFTWATER RESCUE TECHNICIAN

2 credits

Prerequisite: HKIN 161 ERT Skills Evaluation

This comprehensive swiftwater course focuses on the safe work procedures that personnel should follow if they must enter moving water in the course of their work. The curriculum emphasizes hazard assessment, site safety, self-rescue, and a range of options for rescuing others, as well as the decision-making process required to choose the most appropriate rescue approach. The curriculum includes the advanced swimming skills required for self-rescue and rescue of others from more extreme whitewater, as well as high angle rope rescue skills that enable access to areas like canyons and gorges. The course also covers logistical, communications and safety considerations for operating in moving water in low visibility or darkness.

INTERDISCIPLINARY STUDIES (IDIS)

IDIS 121 INTRODUCTION TO HEALTHY RELATIONSHIPS

3 credits

This course is an interdisciplinary study of human relationships and interpersonal awareness. This course approaches relational health from a faith-based, holistic perspective, exploring topics such as: love, community, friendship, marriage, singleness, sexuality and family. This course is designed to combine both theory and practice-based learning.

IDIS 123 Q CHRISTIAN DECISION MAKING

3 credits

Prerequisite: Quest Program Enrollment

This course explores a biblical and psychological framework for decision making. It will combine an overview of God's guidance in both the Old and New Testament with an understanding of the basic psychological factors at work when exercising discernment. The course is purposed to provide a functional framework for decision making for major life decisions, as well as, navigating daily life choices as a disciple of Christ.

IDIS 125 INTEGRATION OF FAITH & SPORT

3 credits

This course seeks to help students live out their faith through sport and play. Students will consider the interface between Christianity and sport, including a sampling of current research on motives and identity in athletic culture

IDIS 171 INTRO TO CULTURE

3 credits

This course introduces the study of culture. It examines theoretical approaches for defining culture, including a survey of the integration of theology and culture. The course reviews both institutional and informal aspects of culture (politics, economics, globalization, etc.) along with engaging cultural practices of everyday life (shopping, sports, eating, spiritual devotion, etc.). It will equip students with the theoretical tools and historical contexts necessary to critically analyze their roles as participants in culture.

COURSE DESCRIPTIONS: GENERAL STUDIES

ON-IDIS 172 INTRODUCTION TO INDIGENOUS STUDIES

3 credits

This is a survey course of Indigenous peoples and issues from their origins in North America to the contemporary period. In general, this course seeks to legitimize the place (and indeed, centrality) of Indigenous peoples and issues within historic and contemporary Canada.

Utilizing Indigenous and non-Indigenous literature and research, this course will explore Indigenous cultures in Canada, with attention paid to Indigenous histories, worldview, knowledge and belief systems, subjectivities, and identities, as well as concepts including post-Indigeneity, Indigenous experience in everyday life, cultural production, culture as socially constructed, and performativity, among others. In addition, the course will examine the impact of colonization, including residential schools, intergenerational trauma and healing, wellbeing, lifeways, and cultures. Using the lenses of critical Indigenous studies theories and others, we will explore these aspects of Indigeneity.

IDIS 313 BIBLICAL BACKGROUNDS

3 credits

Prerequisite: 60 hours of college credit and RELS 211 Biblical Hermeneutics

This course introduces the historical, geographical, political, and religious settings of the ancient Near East and the Second Temple Period as they relate to both the Old and New Testaments. This course utilizes an interdisciplinary approach (literary, historical, sociological) to explore the background contexts upon which the biblical literature is set.

IDIS 321 FOUNDATIONS OF SOUL CARE

3 credits

Prerequisite: 60 hours of college credit

This course introduces both theory and tools necessary to foster psycho-spiritual growth and health of the whole person, emphasizing particular attention to their inner lives. Foundational knowledge of the principles of prayer ministry and spiritual direction practices are considered as tools to assist people to overcome barriers and inner life wounds. Use of these principles and practices will bring support, restoration, and well-being to persons who seek deeper knowledge of God and self. This course is experiential and will include large and small group work, personal reflection, dialogue and a variety of prayer experiences.

IDIS 331 CHRISTIAN CLASSICS & THOUGHT

3 credits

Prerequisite: 60 hours of college credit

This course studies a number of classic texts that have been influential in the history of Christian thought and spirituality. The course explores these classics in the context of disciplines like history, English, and theology. Literature from a wide range of traditions, time periods, and genres will be examined.

IDIS 371 THEOLOGY THROUGH THE ARTS

3 credits

Prerequisite: 60 hours of college credit

This course demonstrates how Christian doctrine is explored and expressed through the arts. The course surveys how theology has been communicated in an artistic way throughout history. It helps students cultivate analytical skills, and evaluate the theological themes found in the arts.

IDIS 373 FILM, FAITH & CULTURE

3 credits

Prerequisite: 60 hours of college credit

This course engages students in a dialogue between the Christian faith and contemporary culture through the medium of film. The course examines religious themes, portrayals of Christ and Christians, and the various ways that film depict the human condition. The course analyzes and evaluates films from various genres.

IDIS 374 ROCK, FAITH & POP CULTURE

3 credits

Prerequisite: 60 hours of college credit

This course engages students in a dialogue between the Christian faith and contemporary culture through the medium of rock music. The course traces the historical development of rock 'n' roll from its birth in the 1950s until today. It examines how rock music has shaped and reflected popular culture, helps students cultivate critical listening skills, and analyzes as well as evaluates the dominant themes found in rock music..

LEADERSHIP STUDIES (LDRS)

LDRS 111 SELF-MANAGEMENT

(Alternate Version: LDRS 111Q)

3 credits

This course explores personal awareness, development and management of self through the lenses of practical theology and leadership theory. Emphasis is placed on strengthening character, building habits, establishing personal direction, discovering personal uniqueness, and ultimately leading as a wise steward of personal gifts and abilities.

LDRS 201 INTRO TO LEADERSHIP STUDIES

3 credits

Prerequisite: 30 hours of college credit

This course introduces leadership studies in three areas: leader development (self-awareness and leadership ethics), leadership education (an understanding of leadership), and leadership training (leadership skills and competencies). Primary competencies that are explored include working with teams, bringing about change, sustaining effectiveness, and using strengths. The course assists students in making a difference in the church and community.

LDRS 203 THEOLOGY OF LEADERSHIP

3 credits

Prerequisite: LDRS 201 Intro to Leadership Studies or 30 hours of college credit

This course assists students to develop and articulate a biblically based theology of Christian leadership and its application in the church and the community.

LDRS 232 LEADERSHIP & TEAM BUILDING

3 credits

Prerequisite: LDRS 201 Intro to Leadership Studies or 30 hours of college credit

This course explores team development and effectiveness in a variety of settings. The course also introduces conflict management theory and communications strategies in the context of a team.

LDRS 251 LEADERSHIP & CULTURE

3 credits

Prerequisite: LDRS 201 Intro to Leadership Studies or 30 hours of college credit

This course explores the complexities of culture, and how leadership is both affected by, and can have effect on, culture. The course examines cultural dimensions, characteristics of effective global leaders, and how to bring about change in a cross-cultural setting.

LDRS 311 LEADERSHIP SUSTAINABILITY

3 credits

Prerequisites: LDRS 111 Self-Management and LDRS 201 Intro to Leadership Studies or 60 hours of college credit

This course explores personal and organizational sustainability for authentic transformational servant leadership. Understanding burnout as a significant risk, participants will interact with, study, and apply various dimensions of self-care and sustainability from both theological and psychological perspectives.

COURSE DESCRIPTIONS: GENERAL STUDIES

LDRS 332 ORGANIZATIONAL BEHAVIOUR

3 credits

Prerequisite: LDRS 232 Leadership & Team Building or 60 hours of college credit

This course explores the structure, culture, and dynamics of organizations and the subsequent challenges generated in organizational situations. Students will explore organizational theory, and examine practical methods regarding the aspects of organizational culture, growth, change, while acknowledging personal and individual behavior within the organizational context.

LDRS 334 EMPOWERING LEADERSHIP

3 credits

Prerequisite: 6 hours of 200 level LDRS classes or 90 hours of college credit

This course explores the role of influence, and the ability to develop others within the practice of leadership. A variety of relational models, such as coaching, mentoring, and spiritual directing, are considered in detail.

LDRS 391 LEADERSHIP SEMINAR

3 credits

Prerequisite: 6 hours of 300 level LDRS classes

This course explores the current leadership issues that have relevance for not-for-profit and business sectors. The course introduces a variety of leaders to participants with opportunity for real-time engagement and interaction.

LDRS 401 APPLIED LEADERSHIP CAPSTONE

3 credits

Prerequisite: Applied Leadership Program enrollment and 90 hours of college credit (this course should be taken in a student's final year at Columbia, preferably in the final semester)

This self-directed course provides students the opportunity to create a professional portfolio, serving as a culminating project of the Applied Leadership degree. Students utilize the capstone to demonstrate their learning and application of leadership understanding and skills, and present the final project in preparation for work post-graduation.

MUSIC (MUSI)

MUSI 112 MUSIC THEORY

This course consists of private instruction in music theory designed to increase personal proficiency in music theory regardless of level. Students may begin with basic notes, rhythms, scales, and intervals, or may begin with or progress into more advanced study of triads, key transposition, chord progressions, modes, cadences, harmony, and the development of chord charts—depending on student level and interest.

MUSI 131 GUITAR LESSONS

This course consists of private instruction in guitar. Focus includes exploration of mechanics and fundamentals of guitar and the development of a repertoire of 2-4 songs, depending on student ability and interest.

MUSI 132 PIANO LESSONS

This course consists of private instruction in piano. Focus includes exploration of mechanics and fundamentals of piano, and the development of a repertoire of 2-4 songs, depending on student ability and interest.

MUSI 133 VOICE LESSONS

This course consists of private instruction in voice. Focus includes exploration of mechanics and fundamentals of voice, and the development of a repertoire of 2-4 songs, depending on student ability and interest.

MUSI 142 GUITAR ENSEMBLE

This course provides group instruction in guitar—learning classical methods that allow students to play as a quartet or quintet. Content is dependent on the students' interest and level of expertise.

MUSI 143 VOCAL ENSEMBLE

1 credit

This course provides group instruction in choral voice—learning vocal warm-ups, sight singing techniques, and singing methods that allow students to sing together chorally. Content is dependent on the students' interest and level of expertise.

MUSI 151 WORSHIP ENSEMBLE

1.5 credits

This course provides opportunity to develop musical and ministry skills as part of a worship ministry team that serves primarily off campus on 15-18 occasions during the school year. The ensemble of up to 20 singers and instrumentalists learns and presents a wide range of music within the church and performance contexts.

MUSI 312 MUSIC ARRANGING

3 credits

Prerequisites: 4 credits of MUSI 112 Music Theory, 1 credit of Applied Music

This course develops the ability to arrange music by teaching principles for original composition and arrangement of a wider variety of instrumentation. The course covers a variety of musical styles, forms, and techniques and requires student focus on worship band, choral or instrumental arrangement in order to produce a piece of significant merit. Students have the opportunity to pursue a specific composition interest in one of these areas, and workshop their composition in class. Depending on student strengths and interest, further topics may include: orchestration for winds/strings/brasses/percussion, instrumental writing techniques, as well as choral styles and voicing.

PHILOSOPHY (PHIL)

PHIL 231 ETHICAL REASONING

(Alternate Version: ON-PHIL 231)

3 credits

Prerequisite: RELS 160 Intro to Christian Theology

This course investigates and creates theories about the nature of right and wrong, duty, obligation, freedom, virtue, and similar issues facing humanity. The course examines both Moral Philosophy and Christian Ethics as part of the investigation. The course applies some of the historical and contemporary moral theories to current ethical issues our society and churches are facing.

PSYCHOLOGY (PSYC)

PSYC 101 INTRODUCTION TO PSYCHOLOGY I

3 credits

This course introduces the following major areas within psychology: history, main perspectives, research methods, biopsychology, sensation, perception, consciousness, learning, memory, human development, and gender. The introduction focuses on current research as well as long standing concepts and theories.

PSYC 102 INTRODUCTION TO PSYCHOLOGY II

3 credits

This course introduces the following major areas within psychology: cognition, language, intelligence, health, human sexuality, motivation, emotion, personality, abnormal therapy, social, culture, and ethnicity. The introduction focuses on current research as well as long-standing concepts and theories.

PSYC 202 RESEARCH METHODS

3 credits

Prerequisites: PSYC 101 Intro to Psychology I & PSYC 102 Intro to Psychology II

This course introduces the procedures used in social science research along with the logic underlying them. Experimental, correlational and observational approaches are considered. Topics include strengths and weaknesses of different approaches to research, the formulation of testable questions, the control of extraneous influences and the drawing of valid conclusions from empirical evidence. Students gain hands-on experience evaluating research and conducting and writing up several small research projects.

PSYC 223 LIFESPAN DEVELOPMENT

3 credits

Prerequisites: PSYC 101 Intro to Psychology I & PSYC 102 Intro to Psychology II OR YTHW 111 Youth Work Essentials for YW Majors

This course introduces students to the study of human development across the lifespan. Major theories of biological, cognitive, social and emotional development from infancy, adolescence, and adulthood are surveyed.

COURSE DESCRIPTIONS: GENERAL STUDIES

PSYC 231 BASIC COUNSELLING SKILLS

3 credits

Prerequisites: PSYC 101 Intro to Psychology I & PSYC 102 Intro to Psychology II

This course explores theoretical and practical knowledge foundational to individual counselling. It facilitates experiential learning with a core set of counselling skills that includes attending, active empathic listening, empathic responding, probing, summarizing appropriate use of questions, and strength based challenging. It focuses on important counselling values, such as respect, empathy, genuineness, and appreciation of diversity and introduces important ethical issues within counselling psychology.

PSYC 252 SOCIAL PSYCHOLOGY

3 credits

Prerequisites: PSYC 101 Intro to Psychology I & PSYC 102 Intro to Psychology II

This course introduces key theories of social psychology and their social contexts, highlighting the relationship between the individual and society. Key aspects such as attitudes, goals, values, group memberships, self and identity, culture and personality are examined.

PSYC 303 INTRODUCTION TO STATISTICS

3 credits

Prerequisite: PSYC 202 Research Methods

This course examines the logic and application of data analysis techniques suitable for the behavioural sciences. Major topics include descriptive statistics, inferential statistics, correlation and regression and selected non-parametric methods.

PSYC 311 THEORIES OF PERSONALITY

3 credits

Prerequisites: 6 hours of 200-level Psychology classes

This course examines the major theories of personality in the field of psychology. It follows the classic approach to personality, starting with an exploration of Freud's psychoanalytic theory and working forward to contemporary conceptualizations of personality. Working within this framework the course also incorporates an exploration of current personality research.

PSYC 312 ABNORMAL PSYCHOLOGY

3 credits

Prerequisites: 6 hours of 200-level Psychology classes

This course surveys the subject of abnormal behavior with an emphasis on a scientific approach to understanding its origins, maintenance and treatment. It examines the history and scope of abnormal behavior as well as contemporary definitions and current diagnostic criteria for the major disorders. Students apply and develop critical thinking skills related to theories and treatments for each disorder.

PSYC 331 THEORIES OF COUNSELLING

3 credits

Prerequisite: 6 hours of 200-level Psychology classes

This course introduces the major contemporary approaches to counselling and psychotherapy. It includes a thorough examination of the main concept, therapeutic processes and change mechanisms forwarded within each approach. The course reviews research evidence regarding the approaches' applicability and effectiveness and provides brief overviews of their history and models of personality. Lastly, the course examines an integrative model of psychotherapy and invites students to examine the central assumptions underlying different approaches to counselling and psychotherapy.3 ude neurological disorders, developmental neuroscience, neurobiology, and the brain's role in health and sickness, violence, and psychopathology.

PSYC 351 BRAIN & BEHAVIOUR

3 credits

Prerequisites: 6 hours of 200-level Psychology classes

This course explores the biological basis for human behaviour by examining the elements of the nervous system as well as the specific systems responsible for sensation, perception, motor control, emotions, learning and memory. Other topics include neurological disorders, developmental neuroscience, neurobiology, and the brain's role in health and sickness, violence, and psychopathology.

PSYC 431 INTEGRATION OF FAITH & PSYCHOLOGY

3 credits

Prerequisites: 6 hours of 300 level Psychology classes and 75 hours of credit

This course considers the relationship between psychology and Christian theology. It provides students with opportunities to explore the concepts and meanings that each utilizes to understand the human condition. The course invites reflection on multiple levels beginning with foundational philosophical assumptions (i.e. ontological, epistemological, and axiological) before considering specific knowledge claims and practical applications drawn from them. It considers convergent and divergent meanings while facilitating each student's integrative efforts.

SOCIOLOGY (SOCI)

DS-SOCI 303 YOUTH CULTURE

3 credits

This course explores the current trends and issues prevalent in youth culture so that students may effectively interact and function within that culture. This course is available to Youth Work Students during the internship year.

THEATRE (THTR)

THTR 101 INTRO TO THEATER

3 credits

This course introduces the basic components of theatre. It explores the theatrical elements of voice, movement, characterization and improvisation, both theoretically and experientially. It also explores various roles and positions within theatre and how they contribute to meaning. The course develops the tools needed to successfully take a story, scripture or script and produce it on stage.

ACADEMIC MANUAL

2023-2024

ACADEMIC MANUAL INDEX

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GUIDING PHILOSOPHY

COLUMBIA'S MISSION

To equip people for a life of discipleship, ministry, and leadership in service to the church and community.

COLUMBIA'S CORE VALUES

FOLLOWING JESUS WHOLEHEARTEDLY

- We worship Jesus Christ as the one true King and seek to model a life that embodies his transforming work in the world.
- Hebrews 12:1-3

PURSUING THE TRUTH WITH HUMILITY

- We are curious and courageous, seeking truth, building trust, and bearing witness to what we believe by the power of the Holy Spirit.
- Matthew 7:7-8

CARING FOR THE GOOD AND GROWTH OF ONE ANOTHER

- We believe people matter because they are created in the image of God. We invest in relationships, pursue growth, and seek to cultivate a Christ-centered community.
- 1 Peter 4:8-11

DOING TOGETHER WHAT NEEDS TO BE DONE

- We commit to and engage in God's holistic mission to reconcile all things to himself; together we lean in, and together we serve.
- Colossians 3:23-24

EDUCATIONAL GOALS

SPIRITUAL AND CHARACTER FORMATION

To foster students' spiritual and character formation toward knowledgeable, biblical character.

Students will demonstrate knowledge of Scripture, both the Old and New Testaments, and learn to properly interpret its message for life; Christian theology, especially evangelical Anabaptism, and ethical frameworks in order to deal with the wide variety of issues they face in today's world.

Students will exhibit spiritual self-care patterns as well as a lifestyle consistent with Christian values.

INTELLECTUAL DEVELOPMENT

To equip students' intellectual development in the domains of knowledge, critical thinking and ability to interact with a variety of viewpoints.

Students will demonstrate knowledge of the best in the world's classics and general studies, integrate such knowledge with a Biblical worldview, as well as the framework of information literacy.

Students will show ability to do critical thinking as well as interact respectfully with persons who may hold varying perspectives.

PREPARATION FOR MINISTRY

To prepare students for competent service and ministry in the church and in the world as shaped by their field of studies.

Students will demonstrate knowledge of the concepts and literature related to their major.

Students will show commitment to God's mission in the world as well as value a servant-leader philosophy of leadership and ministry.

Students will exhibit competence in the key ministry skills related to their major.

GENERAL ACADEMIC INFORMATION

LINE OF COMMUNICATION

Columbia communicates with students in several ways:

1. Columbia email addresses are provided to all students and this is the primary means for all official Columbia communication. Email addresses will be provided to students by the beginning of their first class at Columbia and will remain active until one year following their exit from the College (either through graduation, withdrawal or other means).
2. Microsoft Teams is Columbia's official Learning Management System (LMS). The chat function within this platform is a highly convenient way for students, faculty and staff to communicate with one another based on classes, committees and other group activities. This is a useful tool for less formal matters, particularly around class-related details and other day-to-day communication.
3. The Columbia Website is the primary resource for all college-related information and resources and policies as well as emergency updates.
4. The Student Portal is an individualized resource for all student information around enrollments, course grades, program progression and unofficial transcripts.
5. Ground mail will be used for delivery of all formal documents (e.g. certificates of graduation). These will be delivered to the home address on the student's file. Students are responsible to check their Columbia-provided email account regularly and are accountable for all communication contained therein. They are also responsible to be familiar with Microsoft Teams and monitor related communication.

ACADEMIC ADVISING

The Registrar, Assistant Registrar, Executive Assistant for Academics, and Program Directors are all available for Academic Advising. **However, it is the student's responsibility to be aware of the requirements of their program.** Program requirements for each major are listed on the college website (columbiabc.edu) under the specific program. The goal of academic advising at CBC is to give students clear, concise information on the best way to achieve their academic goals.

To this end, students are invited to "drop-in" and discuss both the success and stresses of college life.

ACADEMIC SUPPORT

The Academic Support Office seeks to equip students for academic success by creating an open, friendly place for students to learn Columbia's academic expectations, discuss learning challenges, and receive help so that students can be confident and efficient in their work. Academic Support Advisors function as a connecting point for students looking to access academic resources, including academic skills training, academic accommodations, and access equity advocacy.

Hours of availability will be posted on the Academic Support page of the Columbia website. The office is located in the library."

ACADEMIC LOAD

see ED.013 Defining Academic Load Policy

While some individual flexibility is assumed, students will be advised to aim at an average of 15.5 credit hours/ semester in order to complete the program requirements in the prescribed time frame (i.e. one year for a certificate, two years for a diploma and four years for a BA or BAPT). However, a student is considered a "full-time student" when taking 12 or more credit hours per semester. A student is considered a "part-time student" when taking less than 12 credit hours per semester. Students on Academic Probation may be restricted to 12 credits/ semester.

ENGLISH LANGUAGE PROFICIENCY

see AM.708 English Language Proficiency (ELP) Entrance Requirements Policy

In order to be accepted as a student of Columbia, proof of English language proficiency is required from all international students with the exception of natives of Australia, Ireland, New Zealand, Jamaica or the United Kingdom, or students who attended an English accredited international school.

Students not fulfilling the above must arrange to be tested by an approved TOEFL or IELTS agency in their country. Students should do this at least two (2) months prior to the beginning of the semester at Columbia Bible College. This will allow time for the results to be returned to Columbia. Acceptance at Columbia will be dependent on receiving these test scores.

A foreign student, who did not graduate from either secondary or post-secondary institution in the United Kingdom, The Republic of Ireland, Australia, New Zealand, Jamaica, or an English accredited international school, must have a minimum score of 550 for the paper based TOEFL or 213 for the computer based TOEFL or 79 for the internet-based TOEFL or an IELTS score of 6.5 (Academic Module).

The requirement for TOEFL or IELTS test results may be waived if the applicant has met the following conditions:

- The applicant has completed three or more years of study at either a secondary or post-secondary institution where English is the primary language of instruction and evaluation.
- The applicant has successfully graduated from a North American high school and successfully completed ENG 12 (or its equivalent in any other province/state) with a final grade of 65% or higher.
- The applicant has studied for at least one year at an accredited North American post-secondary institution and successfully completed an English Literature, Composition or Writing for College course (or its equivalent) with a final grade of 60% or higher.

The Admissions Committee may also evaluate English proficiency on an individual basis by requiring that the applicant write an entrance examination.

INCLUSIVE LANGUAGE

see ED.011 Inclusive Language Policy

We are committed to the use of inclusive language at Columbia. We are aware that some patterns of language, which were once commonly accepted, now are experienced by some as excluding or alienating them. As a result, we at Columbia commit ourselves in the classroom, in written materials, in chapels and in other gatherings to use language that reflects equal respect for both women and men.

Jesus in His ministry modelled sensitivity and respect for both men and women. He did this while going against the cultural expectations of his day. His goal was to create a new community of believers where family relationships of "brother" and "sister" could be found. In this same way, as disciples of Jesus, we are committed to respecting all participants in our community equally.

The following are illustrative of how to achieve inclusive language:

To use the gender neutral and gender inclusive terms as: "he or she", "one", "they" instead of the generic "he", and "humanity" or "women and men" instead of "man."

To avoid expressions or jokes which stereotype an occupation or capability according to gender.

To avoid words which may be demeaning such as referring to women as "girls" rather than women, or referring to a mixed audience as "guys."

To use anecdotes and illustrations which alternate between men and women and which reinforces equality and mutual respect.

Another dimension on inclusiveness is that of denominations. Students at Columbia come from a number of denominations. We cannot count on references to one denomination including the majority of students, so we request that we take a fairly inclusive denominational mindset.

COURSE LEVELS

Generally, the course numbers (e.g. 100, 200, etc.) indicate that these are designed for students in that year of studies. However, first year students who have been out of high school for three years or more, or those who have had advanced studies in post-secondary institutions, may enroll in some 200 Level courses in consultation with the Registrar.

ATTENDANCE POLICY

see ED.009 Attendance Policy

Student class attendance and participation is an important element in effective learning. As a result, Columbia desires that students attend all classes for which they are enrolled. Because perfect attendance is not always possible, an attendance policy dealing with absenteeism is necessary.

In order to gain credit for a course, Students must attend at least 75% of the class sessions. Because of Columbia's commitment to student learning and because the government requires documentation of attendance for students receiving student loans, Instructors are expected to take attendance for every class. Please see the section on Service Practicum Course Attendance Requirements for attendance information specific to Service Practicum.

The College recognizes two types of absences, excused and unexcused. Excused absences are linked with illness and accident or College sanctioned functions. Unexcused absences are any other absences.

UNEXCUSED ABSENCES

Every unexcused absence incurs a grade penalty, and Students can accumulate up to a maximum of 4 unexcused absences in a 3 credit hour course, or 2 in a 1 credit hour course. Each Instructor determines the grade penalty but it will likely be in the range of 1-2% final grade deduction per absence.

EXCUSED ABSENCES FOR PERSONAL REASONS

Students are eligible for a maximum of two excused absences per 3 credit hour course under the following two conditions:

1. That there is an acceptable reason for the absence. Reasons for an absence to be considered excused might include illness, accident, family emergency, immovable medical appointment, etc. Unacceptable reasons would include sleeping through an alarm, writing a term paper, going on a holiday, etc. Instructors are free to use their discernment to determine whether or not an absence is excusable.
2. That the student contact the Instructor via e-mail or Teams telephone on the day of the missed class. When this is not possible due to extenuating circumstances (i.e. hospitalization), the student must contact the Instructor as soon as possible or appoint someone to contact the Instructor on their behalf.

In a three credit hour course Instructors are to grant no more than 2 excused absences for personal reasons. In a 1 credit course instructors are to grant no more than one excused absence.

EXCUSED ABSENCES FOR COLLEGE SANCTIONED FUNCTIONS

College sanctioned functions include Columbia Sports Team games, Columbia Ministry/Service Team engagements, or Registrar approved course field trips. They do not include internship commitments or course conflicts as students are expected to appropriately manage their schedules when they register for a semester.

Any college event that requires students to miss a class must be approved by the Registrar's Office. The Registrar's Office should be informed as soon as a conflict between an engagement and a class becomes evident and the number of these conflicts should be minimized if at all possible. The Athletics Director or Ministry Team Leader must contact the instructor no later than one week prior to a trip and students must confirm their planned absence with the Instructor no later than 48 hours prior to the engagement.

Excused absences for College sanctioned functions may increase the maximum number excused absences allowed but will respectively reduce the number of unexcused absences allowed (i.e. a student with six excused absences has reached the maximum absences allowable in a course and will be withdrawn from the course after two more absences).

There is no grade impact for excused absences. Absences caused by illness beyond the allowed number per course would normally be considered unexcused. In cases of extended illness, students should contact the Academic Support Coordinator and apply for a temporary accommodation.

MAXIMUM EXCUSED PERSONAL ABSENCES ALLOWED

CREDITS	PERSONAL ABSENCES
3 (2 x 75 min blocks/week)	2
1	1

MAXIMUM EXCUSED COLLEGE SANCTIONED ABSENCES ALLOWED

CREDITS	COLLEGE SANCTIONED ABSENCES*		
		MAXIMUM 100%	WITHDRAWN 150%
3 (2 x 75 min blocks/week)	2 (total of 4)	4 (total of 6)	6 (total of 8)
1	1 (total of 2)	2 (total of 3)	3 (total of 4)

**every College Sanctioned excused absence proportionally reduces the maximum number of unexcused absences.*

MAXIMUM UNEXCUSED ABSENCES ALLOWED

CREDITS	UNEXCUSED ABSENCES*		
	WARNING 50%	MAXIMUM 100%	WITHDRAWN 150%
3 (2 x 75 min blocks/week)	2 (total of 4)	4 (total of 6)	6 (total of 8)
1	1 (total of 2)	2 (total of 3)	3 (total of 4)

**every unexcused absence proportionally reduces the maximum number of College Sanctioned excused absences.*

Instructors may specify a tighter class attendance policy for unexcused absences if they deem it crucial to the course. This must be included in the syllabus and be explained verbally to the class.

CONSEQUENCE SEQUENCE FOR UNEXCUSED ABSENCES

At the 50% mark, students receive notification from the Registrar's Office indicating:

- Students should consult with their instructor if there are concerns or corrections regarding their attendance record.
- The impact of unexcused absences on the grades for the current course including the results of additional unexcused absences.

- The need to maintain the minimum semester/cumulative GPA for continuation at the College.
- Encouragement to seek assistance from the Academic Support Coordinator to help develop academic skills (e.g. time management, reading, etc.).

At the 100% mark, students are placed on Academic Alert (which identifies students who may be academically at risk) and once again receive notification from the Registrar's Office indicating:

- Students should consult with their instructor if there are concerns or corrections regarding their attendance record.
- The consequences of continued class absences will impact the student's grade for the course.
- Potential withdrawal from the course should the student reach 150% of the allowable number of absences (6 in a 3 credit course).
- The need to maintain the minimum semester/cumulative GPA for continuation at the College.

At 150% of the allowable unexcused absences for a course, students are notified that they are in danger of being withdrawn from the course with a "Withdrawn Failing" grade. Students are given a week to contact the Registrar in order to clarify errors in attendance keeping or explain extenuating circumstances. Failure to contact the Registrar within a week results in automatic withdrawal from the course with a final grade of "Withdrawn Failing."

At the conclusion of the semester a student's GPA is evaluated and it is determined whether they will move from Academic Alert to Academic Probation or be taken off of Academic Alert.

SERVICE PRACTICUM COURSE ATTENDANCE REQUIREMENTS

The whole purpose of Service Practicum is participation in serving others; therefore attendance is VERY important and expectations for attendance are higher than other classes. Organizations are counting on volunteers to run their programs, and therefore Service Practicum students are expected to have perfect attendance. As a result, students will be allowed only 1 excused absence per semester; any absences beyond this will receive a grade reduction. If a student is unable to attend their practicum, they should contact their practicum supervisor in advance. Students with three or more absences will be withdrawn from the course. Each semester students are expected to commit to

10 (SP 1) or 12 (SP 2-4) weekly sessions of a minimum of 2 hours. In order to receive marks for attendance, students must submit the mid-term and final online attendance forms. Students should not take a placement which conflicts with other commitments such as sports or ministry teams.

PROCEDURES

For regularly scheduled weekly classes Instructors are to record attendance through the Faculty Portal at least on a weekly basis for each class. For modular classes instructors should e-mail the Executive Assistant for Academics with any excessive absences (beyond 25% of the class).

DEALING WITH EXCUSED ABSENCE REQUESTS

Upon receipt of notification from a student regarding an absence, Instructors will record an excused absence (provided that the reason and timing of request are within policy). This should be done for the first two requests for an excused absence in a three hour class. After the first two requests for excused absences, all absences are to be treated as unexcused except in the case of excused absences for College sanctioned functions.

There is no grade impact for excused absences. Absences caused by illness beyond the allowed number per course would normally be considered unexcused. In cases of extended illness students should contact the Academic Support Coordinator and apply for a temporary accommodation.

AUDIT ATTENDANCE

see *ED.002 Course Audit Policy*

Instructors are expected to track the attendance of auditors. Eight absences in a three hour course will result in a final grade of "WAU" signifying a withdrawal from an audit. There is no distinction between excused and unexcused absences for auditors.

BLOCK CLASSES

Attendance is to be taken twice in a 3 hour block class. Once at the beginning of the class and once after the mid-class break. A student missing a full block will have two absences recorded.

STUDENT WORKLOAD POLICY

see *ED.016 Student Workload Policy*

The student workload per credit hour policy seeks to standardize student workload for each course offered at Columbia Bible College.

A credit hour is one hour (50 minutes) of classroom or direct faculty instruction and two hours (120 minutes) of out of class work for each week of a semester (approximately fourteen).

For a standard three credit hour course, the expected student workload is three hours of classtime plus six hours of work outside of class. Based on a 14 week semester, the three credit hour course will require approximately 126 hours of time investment. A full time student (15 credit hours) should thus expect to invest approximately 45 hours per week in their studies.

Credit hours completed in first, second, third, and fourth years of study have increasing expectations for students. While this increase is primarily in the expected and assessed level of academic engagement, there will also, at times, be an increase in workload hours in order to achieve the necessary levels of engagement. The policy thus accepts a 15% variance in workload requirements across all courses at Columbia. This results in a standard of 126 (+/-19) hours of work for all three credit courses.

The policy assumes that course content can be mastered at an average level (B) by an average student in an established number of instructional and study hours. Because most Columbia classes assess mastery of material with letter grades rather than pass/fail, it should be assumed that students who desire to master the material at an A level will typically need to commit to more hours of study.

ASSIGNMENTS

HIGH STANDARDS

High Standards of work are expected in all assignments. **All written work must be typed, saved as a .docx file, and submitted via MS Teams (or printed on a printer if specified in the course syllabus).** Assignments should conform to the **CBC Term Paper Guide**.

WRITTEN ASSIGNMENTS

Written Assignments (essay, term paper, book report/review, etc.) may not be used for more than one class without the consent of both instructors involved.

RETURN OF PAPERS

Instructors will either return papers directly through MS Teams, or in situations of a paper copy, to the students in class, have students pick up papers directly from them in their offices, or provide feedback for student work in an alternate manner (i.e. via email or the student portal or Teams). In order to assure privacy, instructors will not leave papers on desks in the classroom for students to rummage through and they will not leave papers in boxes in front of office doors for students to pick up.

LATE AND EXTENDED ASSIGNMENT POLICY

see ED.022 Late or Extended Assignment Policy

Columbia's Late and Extended Assignment Policy seeks to encourage the development of time management skills and encourage students to meet course objectives by completing their assignments. Its guidelines are intended to support instructors in their decisions about balancing their teaching workload and their desire for students to be academically successful. While, ideally, students should submit all assignments on time, this policy acknowledges the reality and complexity of students' personal and academic circumstances during the course of their studies.

LATE ASSIGNMENTS

All assignments are due at the beginning of class on the due date (unless otherwise stated on the syllabus). Papers submitted on the due date but after the beginning of class without an extension will be reduced 5%, with an additional 5% lost for each successive 24 hour period (including the weekend) the paper is late, up to seven days or one week (maximum 35% of the assignment).

Papers submitted more than one week late, without an instructor approved extension, will not be accepted for grading. The only exception to this is if there are extenuating circumstances (see definition below) and the request is discussed with the instructor within seven days of the due date. During this discussion, the instructor will determine the latest date that the assignment will be accepted and the late penalties which will apply (this may exceed the usual maximum of 35%). There should be a written record of the late submission agreement (e.g. via email or using a late submission agreement form).

Example:

If a paper is due at 9:00 a.m. on Wednesday, it will receive:

- 5% penalty if it is turned in at 11:00 a.m. on Wednesday.
- 5% penalty if it is turned in at 8:00 a.m. on Thursday.
- 10% penalty if it is turned in at 9:00 a.m. on Thursday.
- 25% penalty if it is turned in at 8:00 a.m. on Monday.
- 30% penalty if it is turned in at 11:00 a.m. on Monday.
- 35% penalty if it is turned in at 8:59 a.m. on the next Wednesday.

A paper will not be accepted for grading after 9:00 on the next Wednesday unless a late submission arrangement has been made with the instructor before this time.

If a student receives 80/100, with a 25% deduction for lateness, they would receive 60/100 as their final mark on the assignment.

Due to the nature of some classes and assignments, instructors have the right to refuse late assignments or increase conditions and penalties on late assignments, which will be detailed in the course syllabus.

EXTENSIONS

Extensions are special allowances for students to submit assignments after the in class due date without any grade penalty. Extensions are intended for extenuating circumstances (see definition below) that will prevent an assignment to be submitted by its in class due date. Extension requests must be made a minimum of 48 hours prior to the assignment due date.

Instructors may use their discretion when determining whether or not to grant extensions. Conditions may be included in the terms of the extension; for example, an instructor may require the student to meet with Academic Support for help completing the assignment or require the students to submit an outline of the assignment by the in class due date.

TIME LIMITATIONS ON LATE OR EXTENDED ASSIGNMENTS

Papers may not be extended nor submitted late beyond the last day of classes in a semester (prior to exam week). Any assignments to be submitted after this date would fall under the Incomplete Grade Policy and must be approved by the Registrar's office.

DEFINITIONS

Extenuating Circumstances are circumstances beyond a student's control and prediction. Examples of extenuating circumstances might include an extended illness, accident, or family emergency. Multiple assignments due at the same time in different courses, vacations, family events, or other circumstances related to poor time management do not constitute extenuating circumstances.

EXAMINATIONS

see *ED.001 Final Exam Change Policy*

Examinations at Columbia are important components in the overall learning process and in achieving the learning objectives of a course. It is expected that students will be present to write the examination during the class time scheduled in their syllabus or in the case of Final Exams according to the schedule created by the Academic Department. Exams can be rescheduled away from these times without academic penalty in the following circumstances:

PERSONAL HARDSHIP

If a student experiences significant personal hardship (e.g., a sudden severe illness, conflict with an unchangeable surgery, death in the immediate family, or car accident), the exam may be rescheduled. Personal Hardship does not include moving exams to accommodate family vacation plans, weddings, vehicle breakdown, missing a bus, or sleeping through an alarm.

FINAL EXAM ACADEMIC HARDSHIP

If a student has more than two full exams (2 hours each) scheduled for the same day, any extra exams can be rescheduled but need to be completed within the Final Exam period.

MISSED EXAM FOR OTHER REASONS

If a student misses an exam for a reason other than Personal Hardship or Academic Hardship, the instructor has the freedom to refuse or to allow a rescheduling of the exam with academic penalty following one of these guidelines:

- For exams rescheduled with at least seven days advanced notice given - if provision is made for the student to reschedule the exam then the penalty will be between 10% & 25% reduction of their exam mark.
- Exams rescheduled with less than seven days notice or no advanced notice given - if provision is made for the student to reschedule the exam then the penalty will

be between 25% & 50% reduction of their exam mark. Permission to reschedule must be requested no later than 24 hours after missing the regularly scheduled exam.

PROCEDURES

ABSENCE FOR A REGULAR CLASS EXAM

Students are expected to notify their instructor as early as possible and no later than 24 hours after missing an examination with an explanation for their absence. The instructor will assess whether the absence is considered Personal Hardship without academic penalty (verification may be required) or whether it does not fit this category and thus will receive academic penalty. Under normal circumstances, the examination will be rescheduled at the earliest possible time.

ABSENCE FOR A FINAL EXAM

1. **Academic Hardship:** The student is expected to complete the Examination Reschedule Form and submit it to the Executive Assistant for Academics for approval at least 7 days prior to the regularly scheduled exam date. The Executive Assistant for Academics will consult with the instructor in rescheduling the exam. The Academics office notifies the student and makes arrangements for the writing of the exam.
2. **Personal Hardship:** The student will need to complete the Examination Reschedule Form as early as possible and no later than 24 hours after missing the regularly scheduled final exam and submit it to the Registrar for approval. The student will need to provide appropriate verification of the hardship (e.g., doctor's note, ICBC report, etc.). In cases of personal hardship the examination will be rescheduled if possible, and if not, other arrangements will be made. The Registrar will consult with the instructor in rescheduling the exam. The Academics office notifies the student and makes arrangements for the writing of the exam.

EXAM RETURNS

Since the function of exams is to assess students' progress in learning, it is expected that students have the right to exam results. The exam remains the property of the College and normally will not be returned to the student. However, a faculty member may do so at their discretion. A student may view the completed and graded exam in the instructor's office upon request. After four months, exams are to be shredded.

INCOMPLETE GRADE POLICY

see ED.015 Incomplete Grade Policy

All semester work must be completed by the last day of classes in a semester (prior to exam week), unless special permission is given by the instructor in consultation with the Registrar. Under extenuating circumstances beyond the student's control, a student may submit an incomplete assignment up to 30 days after the end of a semester. The student must have prior approval from the Registrar. Anything beyond 30 day deadline will not be considered and will result in the marks for that assignment not counting toward the course grade.

Extenuating circumstances are circumstances beyond a student's control and prediction. Examples of extenuating circumstances might include an extended illness, accident, or family emergency. Multiple assignments due at the same time in different courses, vacations, family events, or other circumstances related to poor time management do not constitute extenuating circumstances.

GRADING STANDARDS

The instructor should inform the students via the syllabus how they will be graded. Grades are based on term assignments, reading, midterm and/or final examinations, and class participation.

The following is our system:

LEVEL OF WORK	GRADE	%	GPA
EXCEEDS EXPECTATIONS / EXCELLENT	A+	95-100	4.3
	A	87-94	4.0
	A-	80-86	3.7
MEETS EXPECTATIONS / GOOD	B+	77-79	3.3
	B	73-76	3.0
	B-	70-72	2.7
MINIMALLY MEETS EXPECTATIONS / ACCEPTABLE	C+	67-69	2.3
	C	63-66	2.0
	C-	60-62	1.7
BELOW EXPECTATIONS / MARGINAL	D+	57-59	1.3
	D	53-56	1.0
	D-	50-52	0.7

F – Fails to meet expectations/Unacceptable: Below 50%, must be repeated for credit.

CR- Credit/Pass: This is a legitimate grade but does not

calculate into the student's GPA. Columbia does not have a pass/fail system for the regular course program.

I – Incomplete: In special circumstances (i.e. illness) students are given 1 month after the semester ends to complete all course requirements. If work is not satisfactorily completed in the set time, an "I" becomes an "F".

W – Withdrawal: Student withdraws with administrative clearance.

WF - Withdrawal, Failing: Withdrawals that occur after 8 weeks of the semester are completed.

AU – Auditor: must have attended the required number of classes. Same requirement as for credit students.

W AU – Withdrawal Audit: Withdrawals that occur after an auditor is absent for 8 class hours or withdraws from an audit class after.

Students can view their final grades and a copy of their unofficial transcript through their Student Portal. If students feel there is an error in the final grade for a course they need to contact the Registrar within six months after the end of the semester.

ACADEMIC INTEGRITY

see ED.010 Academic Integrity Policy

Christians are called to be consistently honest in all that is said and done. As a result, Columbia Bible College desires to maintain an atmosphere where academic honesty and integrity are held in high esteem.

DEFINITIONS

There are a number of activities that conflict with academic integrity and will not be tolerated. They include the following:

PLAGIARISM

If a student has more than two full exams (2 hours each) scheduled for the same day, any extra exams can be rescheduled but need to be completed within the Final Exam period.

When you incorporate the ideas of another author into your research, either as a direct quote or as a paraphrase, you must indicate the source accurately and completely. Plagiarism is taking, using, or passing off "the thoughts,

writings, inventions, etc. of another person as one's own" (The Canadian Oxford Dictionary: 1108). Plagiarism includes:

- not citing the source of a quote or idea (please consult the term paper guide for more information)
- submitting the work of another person
- using a citation in order to mislead the reader as to the nature or authenticity of the source (for example, citing a quotation from a secondary source that is itself quoting a primary source, and identifying the source as the primary source) purchasing or copying an entire essay or other work from any source and submitting it under one's own name
- submitting an essay or other work previously submitted for credit in another course taken anywhere in the past without prior written and signed permission.

The following actions are not considered plagiarism:

- asking someone to read your assignment and suggest editorial revisions, unless specifically forbidden by the instructor
- discussing assignments with other students, unless specifically forbidden by the instructor
- asking your instructor or another college staff member for help with an assignment

CHEATING

Cheating includes:

- copying from another student's work or allowing another student to copy from your work
- improperly obtaining an examination paper or a copy of an examination paper before it is to be made available
- using notes or any aids during an examination without permission
- falsifying empirical and statistical data or the results of laboratory or other research
- falsifying references and citations

DAMAGE TO THE INTEGRITY OF THE ACADEMIC ENVIRONMENT

Using library materials and other academic resources without authorization or mishandling library and other academic resources in any way places oneself in a position of advantage over another student, thus damaging the integrity of the academic environment. Disrupting academic activities also damages the integrity of the academic environment.

Examples include:

- altering, destroying, hiding or restricting access to library and other academic resources

- interfering with the academic activities of others by interfering or tampering with the academic work of others
- disrupting a class or other academic activity
- communicating false security threats that affect an instructional area
- falsely activating fire or other alarms in an instructional area

MISREPRESENTATION OF ONESELF

Impersonating another student in a class, test or assignment, or allowing another individual to falsely represent oneself in the same situations will be viewed as academic misconduct.

SUBMISSION OF FALSE INFORMATION

Submitting false information or altering any information on any form or document used by the college is academic misconduct.

AIDING OR ABETTING

Aiding or abetting any of the above academic offenses.

DEALING WITH PLAGIARISM AND CHEATING TURNITIN SIMILARITY

Columbia has adopted plagiarism checking software and it has now been integrated with MS Teams.

Turnitin Similarity is "a high-quality plagiarism detection tool, designed to be tightly integrated into the learning management system environment. By comparing submissions against the most comprehensive database of known sources, Turnitin Similarity can help identify direct text matches as well as text manipulations meant to circumvent integrity checks...[The] technology is able to intelligently match text and provide easy to use reports for students, instructors and administrators to continue to keep integrity at the core of the work they do."

Turnitin is able to integrate with MS Teams, so the plagiarism/similarity check is automatic with assignments uploaded into Teams and can be observed by both students and instructors.

INITIAL INTERVIEW PROCESS

Cases of academic misconduct occurring within the context of a particular course will be dealt with by the course instructor in consultation with the Registrar.

All cases of suspected academic misconduct will be addressed within 10 working days after discovery in an interview format between the student and instructor. A student or instructor may request that a third party be present at any meetings, and that third party may include the Academic Dean. During this interview, the instructor will present evidence of academic misconduct and provide the student with an opportunity to discuss their perspective.

ACADEMIC SANCTIONS

Columbia acknowledges that some accidental incidents of plagiarism may occur in the work of students new to the academic citation process. These offenses may be dealt with informally by instructors as part of the instruction process in accordance with the faculty guidelines (see "Plagiarism Guidelines for Faculty"). These accidental offences may be subject to the sanctions listed below.

Sanctions imposed for academic misconduct may depend on:

- the degree of intentionality
- the severity of the incident
- whether the incident is isolated
- the academic year of the student
- and any mitigating circumstances

Academic misconduct will be subject to a penalty or penalties decided by the instructor in consultation with the Registrar and suggested guidelines (see "Plagiarism Guidelines for Faculty").

Sanctions may include one or more of the following:

- **Informal Reprimand.** A written or verbal warning by the instructor is given to the student stating that the student's behavior is unacceptable to the College.
- **Resubmission of Work or Retake of Exam.** The instructor may ask for the student's work to be resubmitted or an exam to be retaken. The grade for the work may or may not be reduced according to the circumstances of the misconduct incident.
- **Required Training.** An instructor may require the student to complete an Academic Skills Counseling session with the Academic Support Coordinator.
- **Reduction of Grade.** A reduction of a grade or a zero grade may be applied to tests or assignments in question.
- **Formal Reprimand.** The Registrar will send the student a written reprimand outlining the penalties that will apply to any future incidents of academic misconduct.

- **Requirement for Student to Withdraw from Course.** The student will be withdrawn from the course and given a grade of WF (Withdraw Failing).
- **Failing Grade in Course.** The student will receive a failing grade in the course.
- **Probation, Suspension or Dismissal.** A student found guilty of a serious case of academic misconduct will be placed on academic probation, suspended from the college for a specific length of time, or permanently dismissed from the College.

REPORTING

Following the "Plagiarism Guidelines for Faculty," instructors will report incidents of academic misconduct to the Registrar via the Academic Misconduct Report Form in order to track recurring incidents. When applicable, a copy of this report will be given to the student. Only severe or repeated cases of academic misconduct will be recorded on a student's transcript.

APPEALS

Students may choose to appeal an instructor's or dean's decision by following the "Student Due Process" procedure within 5 working days of receiving a copy of the Academic Misconduct Report Form.

DEALING WITH DAMAGE TO THE INTEGRITY OF THE ACADEMIC ENVIRONMENT POLICY

INITIAL INCIDENT RESPONSE

Initial in-class incidents of damage to the integrity of the academic environment should be dealt with by the issuing of a verbal warning that the student's behavior is not acceptable. Students outside of a classroom who are damaging the integrity of the academic environment should be given a verbal warning that their behavior is disruptive.

SUBSEQUENT INCIDENT RESPONSE

Instructors have the right to dismiss disruptive students from the class, for that class period, after issuing a verbal warning that disruptive behavior is not acceptable. Instructors should document the incident for their own records.

Subsequent incidents of disruptive behavior should be referred to the Registrar by written report (should include dates and brief description of incidents).

INTERVIEW WITH REGISTRAR

Cases of repeated disruptive behavior will be dealt with by the Registrar.

All cases of repeated disruptive behavior will be addressed within 10 working days after the submission of an incident report from an instructor. A student or the Registrar may request that a third party be present at any meetings, and that third party may include the Academic Dean. During this interview, the Registrar will present the reported incident for review. The Registrar and student will work towards resolution of the issue. In cases where the Registrar and student are unable to resolve the issue, the Registrar will impose sanctions.

SANCTIONS

Damage to the integrity of the academic environment will be subject to a penalty or penalties decided by the Registrar in consultation with the instructor, Academic Dean, and Dean of Students. Sanctions may include one or more of the following:

- Required Counseling. The Registrar may require the student to complete a counseling session with Columbia's Counseling Services, the student's Program Director, and/or another applicable party.
- Formal Reprimand. The Registrar will send the student a written reprimand outlining the penalties that will apply to any future incidents of academic misconduct.
- Requirement for Student to Withdraw from Course. The student will be withdrawn from the course and given a grade of W (Withdraw) or WF (Withdraw Failing) according to the situation.
- Failing Grade in Course. The student will receive a failing grade in the course.
- Probation, Suspension or Dismissal. A student found guilty of a serious case of academic misconduct will be placed on academic probation, suspended from the college for a specific length of time, or permanently dismissed from the College.

APPEALS

Students may choose to appeal the Registrar's decision by following the "Student Due Process" procedure within 5 working days of receiving the decision from the Registrar.

DEALING WITH ALL OTHER VIOLATIONS OF ACADEMIC INTEGRITY

The Academic Dean will deal with academic misconduct occurring outside of a class, such as the falsification of records, aiding and abetting, damage to the integrity of the academic environment, etc. The Academic Dean will also deal with any cases of academic misconduct that are not detailed in this policy. These instances will be dealt with on a case-by-case basis, with academic sanctions determined by the Academic Dean in consultation with the Academic Committee.

TRANSCRIPTS

Official transcripts are forwarded upon request only, providing all financial obligations to the College have been settled. The Transcript request fee is \$10.00 per copy. To obtain a transcript fill out and submit a Transcript Request Form, available on the Columbia Bible College website or from Reception.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

In accordance with the laws of British Columbia, students have the right to access information that is in their student file. The exception to the above right is information that has been submitted to the college in confidence by a third party (e.g. references.) In addition, students have the right to have their information protected. Thus, Columbia Bible College may not give out personal information regarding any student without the student's permission.

To access information in their student file, the student must:

- Make an appointment at least 24 hours in advance to view their file.
- View the file in the presence of the Academic Dean, Registrar or Executive Assistant for Academics.
- View the file in the office of the Academic Dean, Registrar or Executive Assistant for Academics. No information may be altered or removed from the file by the student.

COURSE TYPES AND ACADEMIC POLICIES

ONLINE COURSE POLICY

See *ED.026 Online Course Policy*

Columbia emphasizes community and discipleship through face-to-face interaction and so it is expected that most students will take their education at Columbia through on-campus course offerings. However, we recognize that solid learning also happens through alternate delivery methods and that not every student's schedule or situation allows for a full on-campus experience.

Columbia's online courses are offered within the same timeframe as the usual Columbia semesters – Fall (September-December), Winter (January-April), and Summer (May-August).

All academic policies (e.g. grading scales, late assignment policies, refunds policy) apply to online courses unless the online course syllabus states otherwise.

A part-time or casual student may take an online course in the Fall, Winter, or Summer semesters.

A full-time student with an irresolvable course scheduling conflict may take an online course in the Fall, Winter, or Summer semesters, or may take an online course where a required course is only available online (e.g. ON-IDIS 172). A full-time student who wishes to accelerate or catch up in their program may take an online course during the Summer semester only.

DEFINITIONS

FULL-TIME STUDENT

A student who is registered for 12 or more credit hours in a semester.

PART-TIME STUDENT

A student who is registered for 11 or fewer credits in a semester, who is in a declared program.

CASUAL STUDENT

A student who is registered for and/or has completed fewer than 9 credits. Once a casual student has completed 9 credits he/she must declare a program in order to continue their studies.

DIRECTED STUDIES

See *ED.003 Directed Study Policy*

The purpose of directed studies is to allow upper level students to explore areas of study beyond Columbia's set curriculum or to allow upper level students who are not able to enroll in a course when it is offered at Columbia or where low enrollment does not allow for a regular in-class course offering.

CRITERIA

- Student application ("Request for a Direct Study" form)
- Approval by Program Director and Academic Dean
- Availability of an instructor for the study. Normally there is a limitation of 2 Directed Studies per faculty member per semester.
- Payment of directed study fee (\$50 per credit hour for studies in courses regularly offered at Columbia or \$100 per credit hour for courses in subjects beyond Columbia's curriculum or language courses)

LIMITATIONS

- Directed studies will not be permitted because of convenience or preference issues except under extenuating circumstances.
- Directed studies are only permitted for upper level students (those with 60 hours or more of credit) showing a capacity for independent study (usually a GPA above 3.30).
- Students are limited to one directed study per semester to a maximum of four. However, at Columbia, directed studies are the exception rather than the rule.

PROCESS

A "Request for a Direct Study" form must be submitted by the student to the Registrar's office prior to any further dialogue. If the directed study is approved, the Registrar's office will work with the student to identify a faculty mentor for the study.

WORKLOAD PARAMETERS

Course assignments should be equivalent to 35 hours per credit hour.

1. **Reading:** Minimum reading requirements of books and periodicals
 - One credit hour = 500 pages (comprised of at least 2-3 books and authors)
 - Two credit hours = 1000 pages (comprised of at least 4-6 books and authors)
 - Three credit hours = 1500 pages (comprised of at least 6-9 books and authors).

Some form of written response for the reading is required.

2. **Writing:** Minimum Length of paper or combination of written work for:
 - One hour = 6-8 pages
 - Two hours = 12-14 pages
 - Three hours = 18-20 pages
3. **Due Dates:** During a regular semester, the assignments must be completed by the end of the semester. During the summer, the maximum due date is 3 months from the beginning of the study.

AUDITING COURSES

See *ED.002 Course Audit Policy*

Columbia permits students to audit many of its courses. Some courses are not suitable for auditing and faculty, in consultation with the Registrar, are given the prerogative to declare their class as such. Other courses require prerequisite courses that either need to be fulfilled (by credit or by audit) or waived by the special permission of the instructor.

Auditors are expected to have the same level of commitment to class attendance and class preparation as students taking the class for credit. Students should check with their instructor for audit etiquette expected in the classroom.

Instructors are expected to track the attendance of auditors but are not expected to read or grade term papers/essays and exams.

One time guests are permitted in classes with the instructor's permission.

ATTENDANCE

Instructors are expected to track the attendance of auditors. Eight absences in a three hour course will result in a final grade of "WU" signifying a withdrawal from an audit.

FEES

The rate for an audit is \$50 per credit hour (\$150 for a regular 3 credit course).

Alumni – Columbia Alumni (BA/BAPT or Diploma grads) are eligible for a one free audit. After the initial free audit, alumni pay \$50 per credit hour or \$150 for a regular 3 credit course.

Employee and Employee Spouse – Employees working at least 60% of full-time, and their spouses, are eligible for a 100% employee tuition discount for up to 6 audit hours per semester. Class fees and recovery fees are still payable. (See employee discount form.)

Refund policy – same as all other classes.

Changing from Credit to Audit – a student may switch from a credit to an audit only during the first week of classes. In such a case, the student will receive 100% refund of the tuition fee difference.

TRANSCRIPT

Students who faithfully attend a course as auditors will receive "AUDIT" or "AU" on their transcript. This grade will not be counted in the GPA calculations, is not added to credits earned, and cannot be used towards a degree.

Students who withdraw from an audit or who do not meet the minimum attendance requirements will receive a "WU" on their transcript.

CLASS SIZE

Audit students may increase the established maximum size of a class by up to 3 students. In some cases, the capacity of the classroom may limit the number of audit students. Credit students have priority over audit students, and so, auditors may be removed from a class during registration to make room for credit students.

INTEGRATED LEARNING MISSION

Integrated Learning at Columbia focuses on helping students make connections across the range of experiences within their education, both in and outside of the classroom. Extending Columbia's emphasis on practical theology, Integrated Learning courses use practical experience and reflective assignments to help students develop skills, relationships, and experience so they can faithfully navigate the complex world around them. Service practicums and internships provide opportunity for students to practice key areas of learning in their program major and overall Columbia education.

We do this by providing opportunities:

For students to:

- Explore their skills and gifts in a supervised setting
- Gain experience serving in a variety of contexts
- Connect theory with practice with hands on experience in a safe environment

For churches/organizations to:

- Experience the benefits of working with one of our great students
- Help a student learn in a safe and supportive setting
- Get help for their ministry/program

For supervisors to:

- Invest time and energy into a student
- Develop a mentoring relationship and pass on what they have learned to someone who will benefit from their experience

The Integrated Learning Department oversees two distinct but similar tracks within the Columbia Curriculum:

SERVICE PRACTICUM

Two semesters of service practicum are required for graduation from a Certificate program and four semesters are required for graduation from a Diploma or BA program. Each semester includes a minimum of 1.5 hours of supervised volunteer experience each week alongside reflective assignments related to personal and vocational development.

INTERNSHIP

To graduate from most BA or BAPT programs students are required to complete a minimum of four credit hours of internship.* Students develop personalized learning objectives related to their program major and vocational interests that are met with a minimum of 300 hours (75hrs/credit hour) of supervised work alongside a series of reflective assignments.

**The only exceptions to this are the Applied Leadership and Youth Work Majors which have extended internship options.*

PRIOR LIFE EXPERIENCE FOR SERVICE LEARNING

See ED.006 Service Practicum Credit for Prior Life Experience

One underlying value of the Columbia Service Learning Department is that we provide students with an opportunity to live out what they are learning in class by putting it into practice in the context of a service learning (Service Practicum (SP) and/or Internship) placement. Therefore our assumption and desire is that all students will be involved in the formal Service Learning process while at Columbia.

We do however realize that a small number of people come to Columbia as mature students with significant ministry/service experience. This policy is intended for those students who wish to apply for Service Practicum credit based on that experience.

QUALIFICATIONS

1. In order to apply the student must be at least 25 years old when they first enrolled at Columbia.
2. The experience must have been:
 - As a Christian with a focus on ministry and service.
 - Post-high school and pre-CBC.
 - At a significant level (at least 15 hours a week).

- Over a significant period of time.
 - Supervised by someone who has been actively involved in overseeing the experience and is willing to verify the information as well as offer an assessment of the volunteer's experience.
3. If all the other criteria are met, the experience could be either as an employee or volunteer or combination of the two.

CREDIT GIVEN

Credit for 1 SP Class will be given for every 800 hours of ministry/service that meets the qualifications, up to a maximum of 4 SP Classes.

PROCESS

- Submit an application form (available on the Columbia website) to the Director of Service Learning (DSL).
- Submit payment of Course Assessment Fee at Reception (\$50.00 per SP Class challenged).
- Hand in the assignment.
- Have your supervisor submit their evaluation.
- The DSL will then go over all the information and will inform the applicant if their application has been approved.

TRANSFER CREDITS

See ED.018 Academic Transfer Policy

Columbia values the prior educational experience that students bring with them and seeks to recognize both formal and informal learning by granting transfer credit whenever possible. This policy outlines the criteria by which accepted students with Columbia Bible College may obtain transfer academic credit for completed courses at other post-secondary institutions to be calculated toward the program hours in their Columbia program.

CRITERIA FOR RECOGNIZING TRANSFER ACADEMIC CREDIT TO COLUMBIA

- Columbia is a fully accredited Bible college with the Association for Biblical Higher Education and needs to verify credible academic credit for transfer.
- Authority for evaluation of transfer credit rests with the Registrar's Office.
- Only grades of "C" or higher will transfer. Pass/Fail courses will not transfer.
- Columbia signature courses do not have a transfer equivalent (CHRM 421 Spiritual Formation & Discernment, EXPL 301-304 Internship, and RELS 460

Theological Confessions).

- Students must complete at least 50% of the credits required for diploma and degree programs through the completion of Columbia courses. This 50% residency requirement also applies to program specific courses within a diploma or degree and to program minors. Students in one-year certificate programs must complete at least 24 credits through the completion of Columbia courses, and where the certificate program is less than 24 credits, all credits need to be completed through Columbia courses.
- The amount of transfer credit may be limited depending upon the Columbia program requirements in which the student chooses to enroll.
- Grades obtained in courses taken at other post-secondary institutions are not included in calculating the grade point average for graduation.
- There is no guarantee that courses completed at another institution and transferred to Columbia will be recognized by other institutions.
- Transfer agreements with partner institutions may supersede some principles outlined in this policy. Any such agreements will require Academic Committee approval.

PROCEDURES

- For incoming students, all requests for a transfer analysis of previous studies must come through the Admissions Office.
- Transfer credit will not be added to a student's Columbia record until a final official transcript is received. It is the student's responsibility to request their previous school to send their official transcript to Columbia.
- Columbia students who plan to take courses at another institution for the purpose of transferring the credits back to Columbia must be preapproved by the Registrar's Office. Only students in good academic standing with a cumulative GPA of 2.50 will be considered for approval.

ACADEMIC MAJORS & MINORS

See *ED.007 Academic Majors and Minors Policy*

This policy seeks to give direction when students pursue more than one certificate, diploma or degree at Columbia, either concurrently or one following the other.

SEQUENTIAL DEGREES

In cases where a certificate is followed by a diploma or a diploma is followed by a BA or BAPT, the usual requirements and hours for a diploma or BA/BAPT apply. Any courses completed in a lower credential may be used in a higher credential as long as the courses fit into the program.

SUPERSEDING DEGREES

In order to avoid an overly complex array of majors, minors and degrees for a student, Columbia will only track and recognize the highest degree of a particular major or minor. A Diploma is superseded by a BA or BAPT if it is the same Major. A Minor is superseded by a major in a Diploma or BA/BAPT if it is in the same area. (e.g. If a student earns a minor in Youth Work, a Diploma majoring in Youth Work and a BAPT majoring in Youth Work, Columbia will only recognize the BAPT majoring in Youth Work as the other two are redundant).

MULTIPLE CERTIFICATES

First Year Certificates (e.g. Columbia One and Quest):

None of the credits earned in another certificate, diploma or BA/BAPT can be used toward a Columbia One or Quest first year certificate.

Other large (24-31 credit hour) Certificates (e.g. ERT):

A second certificate may be possible as long as the following conditions are met:

- The successful completion of all requirements for both majors.
- The successful completion of at least 46 credit hours. (46 hours = Certificate of 31 hours + one additional semester of 15 hours).
- Other small (less than 24 credit hour) Certificates (e.g. EA): A second certificate may be possible as long as the following conditions are met:
- The successful completion of all requirements for both majors.

- Other Certificates (e.g. ERT or EA) may be used as a minor in a BA/BAPT program or earned in addition to a Diploma.

DOUBLE MAJOR OR SECOND MAJOR IN A DIPLOMA

Two majors are possible in diploma as long as the following conditions are met:

- The successful completion of all the requirements for both majors.
- The successful completion of at least 77 credit hours. (77 hours = Diploma of 62 hours + one additional semester of 15 hours).

DOUBLE MAJOR OR SECOND MAJOR IN A BA/BAPT DEGREE

Two majors are possible in BA/BAPT as long as the following conditions are met:

- The successful completion of all the requirements for both majors. If there are required courses that are common to both majors, it is permissible for these courses to be used to fill both major requirements.
- The successful completion of two separate internships.*

*The only exception to this rule is in the case of the Biblical Studies major which requires the internship to be done in conjunction with a minor. If a student wants to do a double major involving Biblical Studies, they will be required to do an extended internship (8 hours rather than 4 hours) that involves significant work in the areas of both majors. The student has the option of doing the 8 credit internship in one location or two separate 4 credit internships. The requirement of lengthening an internship does not apply if the student is already doing the extended Intercultural Studies or Youth Work internship as long as the internship has an appropriate focus in Biblical Studies.

BA/BAPT DEGREE WITH A DIPLOMA OR A DIPLOMA FOLLOWING A BA/BAPT DEGREE

Graduating with a BA/BAPT and a Diploma is possible as long as the following conditions are met:

- The successful completion of all the requirements for both majors.
- The successful completion of at least 141 credit hours. (141 hours = BA/BAPT of 126 hours + one additional semester of 15 hours)

MINORS

Minors are options only available for BA or BAPT students and may fit within a BA/BAPT program's elective space. Courses used to fill a requirement in a major cannot also be used to fill a requirement in a minor. In cases where there is an overlap of a required course, an alternate required course will be assigned to the minor.

SECOND BACHELOR'S DEGREE

A student who already holds a bachelor's degree(s) from another institution may complete a second or subsequent bachelor's degree at Columbia, subject to the following conditions:

- The subject area of the degree at Columbia is deemed to be significantly different than the subject area of the previous degree(s).
- The successful completion of all the requirements for the BA/BAPT at Columbia.
- The successful completion of an internship through Columbia.
- The successful completion of at least 30 credit hours at Columbia.

DEFINITIONS

DOUBLE MAJOR

A student graduates one time with one degree and with two majors.

SECOND MAJOR

A student graduates with one degree and with one major. The student returns to complete a second major.

Columbia only offers one kind of Diploma and one kind of BA/BAPT. Therefore if a student completes multiple majors the correct terminology is as follows:

- Diploma with a double major (e.g. Diploma with a double major in Biblical Studies and Youth Work).
- Diploma with a second major (e.g. Diploma with a major in Biblical Studies and a second major in Youth Work).
- Bachelor of Arts with a double major (e.g. Bachelor of Arts with a double major in Biblical Studies and Youth Work).
- Bachelor of Arts with a second major (e.g. Bachelor of Arts with a major in Biblical Studies and a second major in Youth Work).

GRADE APPEAL POLICY

See ED.023 Grade Appeal Policy

It is the desire of Columbia Bible College to deal with all student complaints regarding assignment, term paper, examination or final grades in a fair and equitable manner.

If a student has a concern about a received grade, the College invites the following procedure:

Step One:

The student should meet with the appropriate instructor to discuss his/her concern within 10 business days of receiving the grade.

Step Two:

If not resolved satisfactorily, the student should submit a formal written complaint to the Academic Dean within 20 business days of receiving the grade.

The Academic Dean will assess the appeal using the following procedure:

- Meet independently with the student and the instructor to gather pertinent data
- Seek to mediate a solution.
- May consult another person of expertise in the appropriate discipline for an objective review of the grade.

The Academic Dean will respond within 10 business days with a written decision. The written decision of the Academic Dean will be final.

A record of formal complaints and actions taken to resolve the issue shall be maintained by the college.

WITHDRAWAL FROM COURSES

Elective courses may be dropped or added during the first full week of each semester. If approval is given, the dropped course will be recorded as "W" (Withdrawal) on their transcript but will not count in computing the GPA. After the first eight weeks in a semester, any withdrawals will be recorded as WF on the transcript and will count as 0 (zero) Grade Points in computing the GPA. Failed courses may be retaken and the subsequent grade can replace the earlier one.

REFUND POLICY FOR VOLUNTARY WITHDRAWAL OR DISMISSAL

See ED.017 Refund Policy for Voluntary Withdrawal or Dismissal

Institution must pay the tuition or fee refund within 30 days after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

Application and Registration fees are not refundable.

Tuition shall be refunded according to the following schedule:

% OF SEMESTER COMPLETED	% OF REFUND ENTITLEMENT
0-15	75%
16-30	50%
over 31	0%

ROOM AND BOARD REFUNDS

Room and board fees will be refunded to students withdrawing from residence, based on their official withdrawal date, according to the following schedule:

- Within two weeks of registration: Students may request a fully prorated refund on residence fees and the unused portion of their meal plan less applicable GST charges. The residence confirmation deposited would be forfeited.
- After two weeks from registration: One-half of residence fees are refundable at a prorated calculation for the unused portion in residence. A partial week shall be considered a full week in residence for purposes of calculating this refund. The unused portion of their meal plan is fully refundable less applicable GST charges.
- Interruptions in residency of three weeks or less: There will be no room or board refunds for interruptions in residency of three weeks or less, including withdrawal during the last three weeks of the semester.

Resident student deposits are refundable, less any assessed amounts.

Note: *Students wishing to re-enter after two or more semesters of voluntary withdrawal or suspension are obligated to go through an application process and re-enter*

under the Catalogue in effect at the time of their re-entry. Please contact the Executive Assistant for Academics for More Information

GRADUATION REQUIREMENTS

See ED.021 Graduation Requirements Policy

It is the desire of Columbia Bible College that all of its graduates would be growing disciples of Jesus reflecting his character and values, committed to service in his church, and engaged in his Kingdom mission for the world. The minimum requirements for students desiring to graduate from Columbia Bible College include the following:

- Successful completion of the coursework specified for the chosen program, as listed in the academic catalogue at the time of the student's entry, with a minimum total of 126 credit hours for the Bachelor of Arts degree, 62 credit hours for the Diploma, and 31 credit hours for the Certificate. Specialized certificates (e.g., Educational Assistant) may have reduced hours.
- Be in good standing with all Columbia departments (e.g., Academics, Student Development, etc.).
- Have a minimum cumulative grade point average (GPA) of 2.0.
- Have completed at least 24 credit hours at Columbia (all programs). Bachelor of Arts graduates cannot substitute or transfer RELS 460: Theological Confessions, EXPL 3XX: Internship, and CHRM 421: Spiritual Formation and Discernment into their program at Columbia.
- Have no outstanding financial obligations to the College.

ACADEMIC ACHIEVEMENT

See ED.020 Academic Achievement Policy

At Columbia Bible College the following scholastic honours are recognized:

DEAN'S LIST

The Dean's List recognizes Columbia students who have maintained high academic standards during a semester. It is prepared at the end of the Fall and Winter semesters.

A limited number of students will be added each semester to the Dean's List. This award will be shown each semester on the student's permanent transcript record.

To be eligible for the Dean's List a student must:

- successfully complete at least twelve credit hours of graded courses (i.e. not pass/fail courses)
- achieve a minimum semester grade point average (GPA) of 3.70 (A- and above average).

Students need not apply for Dean's List directly. If a student meets all the criteria, the student will automatically be added to the Dean's List. Students who achieve the eligibility requirements can view it on their unofficial or official transcript.

Students with a documented permanent disability, which affects his/her ability to participate in full-time studies will be eligible for the Dean's List by successfully completing at least nine credits in a semester with a semester grade point average of at least 3.70.

GRADUATION WITH GREAT DISTINCTION OR DISTINCTION

Recognition of high levels of scholastic achievement in students will also be made upon graduation. At the Graduation Ceremony, BA/BAPT students with a cumulative grade point average of 3.90 or above will be honoured by graduating with Great Distinction. BA/BAPT students with a cumulative grade point average between 3.70 and 3.899 will be honoured by graduating with Distinction. Recognition of this honour will also be noted on a student's permanent transcript record.

Since the Graduation Ceremony in April occurs before final Winter semester grades are submitted, the calculation for recognition of scholastic achievement at Graduation will be based on the student's Fall semester cumulative GPA. The official recognition of Great Distinction and Distinction will be based on a student's final graduating cumulative GPA. Recognition of grads with Distinction and Great Distinction is subject to the final graduation cumulative GPA.

PARTICIPATION IN COMMENCEMENT POLICY

See ED.005 Participation in Commencement Policy

Students who complete a program of studies at Columbia are invited to be involved in a commencement ceremony. This policy brings clarity to the circumstances under which a student may participate as a potential graduate in that ceremony. The policy must agree with ABHE graduation

standards.

Commencement participation is open to all students who have successfully completed their program of studies at Columbia Bible College. Successful completion requires:

- Satisfactory completion of all graduation requirements for the program of studies.
- Resolution of any outstanding financial obligations.
- Application to graduate must be completed by January 15th
- Faculty approval of all BA/BAPT students.

Exceptions to the above would include:

- A BA/BAPT student who is within 7 credit hours of completing their program of study (that is, no more than 4 credits of summer internship and 3 credits of course work.)
- A Diploma student who has only one 3 credit class outstanding.
- An EA student who has summer semester to complete.

All students who wish to participate in commencement and qualify for one of the above exceptions, must apply for permission to participate by making arrangements with the Registrar's Office by January 31st. Such arrangements will involve demonstrating a plan for the completion of one's remaining requirements and registering for summer courses. The student would participate in commencement and upon successful completion of their remaining requirements, the student would receive their diploma. All course work and internship requirements must be completed by August 31st of the year of graduation.

AFFIRMATION OF CANDIDATES FOR BA/BAPT GRADUATION, SELECTION OF GRADUATION AWARDS AND SELECTION OF VALEDICTORIAN

See ED.004 Affirmation of Candidates for BA Graduation, Selection of Grad Awards and Selection of the Valedictorian Policy

CANDIDATES FOR BA/BAPT GRADUATION

All candidates for BA/BAPT graduation must be unanimously affirmed by the faculty prior to their graduation. A BA/BAPT grad list will be presented to the faculty for approval in October for students graduating in December and in February for Students graduating in April.

AWARDS

The candidates for the Association for Biblical Higher Education (ABHE) Delta Epsilon Chi awards must be unanimously affirmed by the faculty after they carefully discern whether or not the nominees meet all of the criteria listed below. A nominee list will be presented to the faculty for approval at least two months before the graduation ceremony.

Candidates for academic awards must be BA students from the graduating class (student who graduate in April or the previous December). Transfer students with more than 30 hours of transfer credit do not qualify. Students need not attend the commencement ceremony in order to receive their award.

THE DELTA EPSILON CHI ABHE HONOUR AWARDS

The Delta Epsilon Chi is the honour society of the ABHE. The requirements for membership to this society are as follows:

- Nominees to the honour society must be affirmed by the faculty.
- No more than 7% of the graduating class for any given year may be nominated.
- Nominees must have achieved a cumulative GPA of 3.7 or higher.
- Nominees must exhibit Christian character.
- Nominees must exhibit leadership ability.

GOVERNOR GENERAL'S COLLEGIATE BRONZE MEDAL

The Collegiate Bronze medal is awarded to the student who achieves the highest overall average upon graduation.

- It is the responsibility of each educational institution to ensure that medals are presented to recipients at an appropriate ceremony.
- Medals should be presented on behalf of, and in the name of, the governor general. They are not to be associated with any monetary award.
- The presenting academic institution is responsible for inscribing the winner's name on the certificate.
- Participating institutions are responsible for providing the names of winners to the Chancellery immediately after presentation.

- In the event of non-award by an institution in a given year, the medal and certificate are to be returned to the Chancellery with an explanation of the circumstances surrounding the non-award.

GEORGE SCHMIDT LEADERSHIP AWARD

These two awards are given to a male and female student with a GPA of 3.30 or higher who have displayed outstanding Christian character and leadership and have significantly contributed to the Columbia community. This award will be chosen by the Student Development department from a list of qualifying students provided by the Registrar.

VALEDICTORIAN

The Valedictorian will be chosen by the BA/BAPT graduating class from a list of the top seven BA/BAPT graduates with a GPA over 3.70. Candidates must exhibit Christian character and be affirmed by the faculty before being presented to students for voting.

The Registrar will create lists of BA/BAPT graduates, ABHE Award candidates and Valedictorian nominees based on academic criteria. These lists will be distributed to Faculty for affirmation via email. If a concern is raised about a student on one of these lists, it will be discussed at the next Faculty Council meeting.

ACADEMIC PROBATION/DISMISSAL

See ED.019 Academic Probation Dismissal Policy

PURPOSE

The purpose of Academic Probation is to give the student a clear message regarding the College standards for continuation and graduating, to communicate the fact that they are in jeopardy of maintaining those standards, and to stimulate academic recovery and progress toward the student's success.

STAGES OF ACADEMIC INTERVENTION ACADEMIC ALERT

At any time during an academic semester an instructor or a student may identify that the student is experiencing academic difficulty. The instructor and student will meet to discuss improvement strategies.

Instructors will keep their gradebook up to date throughout the semester. The Registrar will regularly run grade reports to identify students who are experiencing academic difficulty.

The Registrar and/or the Academic Support Supervisor will contact these students to make them aware of their situation and how they may obtain extra support.

ACADEMIC PROBATION (AP)

Academic Probation is a student status in which students are on notice that they have a limited time to bring their grades up to continuation standards and are in danger of not meeting graduation requirements. Students on Academic Probation are also withdrawn from campus activities to which academic requisites apply according to procedure (e.g. athletics, ministry teams, and student leadership positions).

REASONS FOR AP

Conditions that may lead to being placed on Academic Probation are:

- A student's semester GPA falls below 2.00 which is the required continuation standard for their program.
- Academic Misconduct (See the ED.010 Academic Integrity Policy).

LEVELS OF AP

Each student who is placed on Academic Probation will be assigned to one of two levels by the Registrar and Academic Support Supervisor depending on such factors as GPA, length of time on AP, and unique challenges of the individual. These restrictions and requirements are intended to help the student move toward meeting College academic standards.

- Level 1 AP: if a student's GPA drops slightly below 2.00, they may be placed on Level 1 AP. Here students will be on notice that they need to bring their grades up to continuation standards but will be without further restrictions (other than the usual limitations of campus activities to which academic requisites apply).
- Level 2 AP – Restricted, Required: if a student's GPA is below 1.50 they may be placed on Level 2 AP. As in level 1, with the additional requirements of:
 - » Restriction to 13.5 credit hours per semester
 - » Prohibited from participation in Athletics, Student Leadership, and Student Ministries.
 - » Required to fulfill the terms specified by the Registrar and/or the Academic Support Supervisor through a Learning Contract. This Learning Contract may include requirements to access and complete academic skills training and/or take and pass specified courses and/or

meet with assigned services (e.g. Academic Support, Student Development, Counselling)

LENGTH OF AP

If the student's cumulative GPA rises to 2.00 or above, the student will be taken off probation. However, if the student's cumulative GPA remains below 2.00 for a second semester, the student will be notified in writing by the Registrar and will continue on probation until his/her cumulative GPA rises to 2.00 or above. After three consecutive semesters with a GPA below 2.00, the Registrar will determine if Academic Suspension is necessary (see section iv. Academic Suspension).

REMOVAL FROM AP

To be removed from Academic Probation, a student must demonstrate that they are meeting continuation conditions at the College. This includes not only the necessary semester and cumulative GPA, but also satisfactory performance of the required Learning Contract. The student may make incremental improvements, but will remain on AP in successive semesters if their cumulative GPA does not exceed the 2.00 level.

ACADEMIC WATCH

In order to support students who have recently been removed from Academic Probation, the Registrar's office will closely monitor their grades until they are considered to be well on their way to academic success.

ACADEMIC SUSPENSION

Academic Suspension is a mandatory withdrawal from the College, usually as a result of unsatisfactory academic progress. Any decision to require a student to withdraw will consider not only GPA, but also other factors such as ability, attitude, class attendance, effort, and general deportment. The student will be required to withdraw for a minimum of one semester.

REASONS FOR ACADEMIC SUSPENSION

A student may be required to withdraw for any of the following reasons:

- Below threshold GPA – the threshold cumulative GPA is 1.00 and students who fall below this mark will not be allowed to continue from one academic year to the next.

- Repeated Academic Probation – if a student is on AP for more than 2 successive semesters, and their cumulative GPA is not improving, the student will not be allowed to continue from one academic year to the next.
- Academic Misconduct – severe or repeated academic misconduct may result in Academic Suspension (see ED.010 Academic Integrity Policy).

RE-ENTRY

Individuals will be able to return as students when the following conditions have been met:

- One academic semester (or year) absence from Columbia.
- Re-application to the Registrar's office, including a one page letter which details the reasons for re-admission and goals.
- The re-entry process may also include an Interview with the Registrar (and, in some cases, an interview with the appropriate Student Development Personnel

Additional Recommendation:

- Successful completion of at least one 3 credit course from a community college or university or distance education course in which they achieve a minimum C+ or better. Submission of an official transcript is required.

Students who re-enter College will return on Academic Probation.

ACADEMIC DISMISSAL

Any decision to dismiss a student will consider not only GPA, but also other factors such as ability, attitude, class attendance, effort and general deportment. A second Academic Suspension will be treated as an Academic Dismissal.

REASONS FOR ACADEMIC DISMISSAL

Conditions that may lead up to an Academic Dismissal are the same as those for Academic Suspension.

RE-ENTRY

After a two year absence from CBC, individuals may make an application for re-entry through the Admissions Office.

APPEAL

The normal appeal procedures apply to Academic Probation decisions (see ED.024 Student Due Process Policy).

STUDENT DUE PROCESS

See ED.024 Student Due Process

It is the desire of Columbia Bible College to deal with all student complaints regarding the College in a fair and equitable manner. The student will not be subject to any form of retaliation as a result of filing a complaint.

If a concern occurs, the College invites the following procedure:

(If the concern is of a very serious nature and is directed at a person mentioned in Step One, the process should be engaged at Step Two. If the complaint is regarding a Senior Administrator mentioned in Step Two, the complaint should be addressed to the President.)

STEP ONE

The student should address his/her concern in writing within 10 business days of the incident to the appropriate person as follows:

- Academic Concern – To the Instructor of a course or Registrar, in the case of academic policy (i.e. attendance policy, final examination policy, academic probation, etc.)
- Student Development Concern – To the appropriate personnel (Residence Director – women or men, or Associate Dean – commuters)
- Financial Concern – To the appropriate Financial Officer (Accounts Receivable, Student Accounts or Financial Aid)

STEP ONE

If not resolved satisfactorily, the student should submit a formal written complaint to one of the individuals mentioned below within 20 business days of the incident. (The student and/or advocate may present their complaint to the Senior Administrator.)

- Academic Concern – Academic Dean
- Student Development Concern – Dean of Students

- Financial Concern – Director of Finance and Operations
- If the Senior Administrator mentioned above is absent or named in the complaint, please submit the complaint to the President

A determination of the complaint will be made by the Senior Administrator (or President) based on:

- An investigation of the complaint
- An evaluation of the rationale for the complaint
- A formulation of the college response

The appeal will be evaluated by the Senior Administrator based on the following grounds:

- Bias and/or unfair treatment - i.e. procedural error, improper investigation, improper application of policy, discrimination, lack of respect for the student, etc.
- Extenuating circumstances – academic work or behavior affected by circumstances beyond student control
- New information has become available since Step One i.e. a fact unknown when the original response was made

The departmental Senior Administrator will make a determination and respond in writing to the student complaint within 20 business days. The written statement of the Senior Administrator is final.

A record of formal complaints and actions taken to resolve the issue shall be maintained by the college.

ADDENDUM

Students wishing to make a complaint regarding the violation of one of the Standards of Accreditation may notify Columbia's accreditation agency: The Association of Biblical Higher Education (ABHE) at (407) 207-0808, 5850 T.G. Lee Blvd., Suite #130, Orlando, FL 32822.

If the student is or was enrolled in an approved program of the Private Training Institutions Branch, is dissatisfied with the determination, and has been misled by the institution regarding any significant aspect of that program, he or she may file a complaint with the Private Training Institutions Branch privatetraininginstitutions.gov.bc.ca/

Complaints must be filed with PTIB within one year of the date a student completes, is dismissed from, or withdraws from the program.



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