



# Student Handbook

2009/2010

(Approved by the Board of Trustees May 21, 2009)

## TRINITY LIFE BIBLE COLLEGE

5225 Hillsdale Boulevard  
Sacramento, California 95842

*Member of Transnational  
Association of Christian  
Colleges and Schools*

[www.tlbc.edu](http://www.tlbc.edu)

*While accurate at the time of publication, Trinity Life Bible College reserves the right to make necessary changes without further notice. The regulations, classes, personnel, and costs listed herein are subject to change after publication of this bulletin through established procedures and do not constitute a contract or offer of contract with any person. Trinity Life Bible College will make every effort to notify interested parties.*

*It is IMPORTANT that students familiarize themselves with the regulations set forth in this Catalog and assume proper responsibility concerning them.*

training  
lives  
building  
character

# contents

## **general***information*

College Profile: Our Distinctives, Our History	4
Message from the President	7
Doctrinal Statement	8
Message from the Vice President of Student Services	9
Academic Calendar	10
Message from the Vice President of Academic Services	11
Philosophy of Education, Purpose Statement & Objectives	12
TLBC Administration and Board of Trustees	13

## **admissions***policy*

Admission Process	14
General Admission Requirements	15
International Students, Veterans, Ability to Benefit	16
Special Admission Registration Procedure	17
Add or Drop a Class, Classification of Students,	18
Transfer of Credits Advanced Placement, Credit by Examination, Approved Degrees	19

## **financial***information*

Tuition & Fees, 2009-2010	20
Payment Plans & Options, Refund Policy	21
Sources of Financial Aid, Government Grants	23
Government Loans, How to Apply for Aid	24
How to Apply for Aid, TLBC Scholarships, How to Apply & List	25
Institutional Awards	26
Scholarship Search & Web sites	27

## **student***life*

Message from the Dean of Men & Dean of Women	28
Location & Facilitie	29
Church Attendance, Field Ministry, Chapel	30
Student Government-ASB, Outreach, Student Orientation, Academic Advisors	31
Book Store Policy, Library Policy	32
Emergency Plan, Student Privacy Rights	34
Student Health & Safety, TLBC Disabilities Policy	36
Code Of Conduct	37
Harassment Policy	38
Sexual Assault Policy, Disciplinary Procedures	39
Student Grievance Procedure, Process for Changing an Existing Policy	40

## **academic***policy*

Curriculum Overview	41
Day or Evening Programs, Classification of Students, Transfer of Credit	42
Grading Scale, Incompletes & Retake Policies, Attendance	43
Absences & Tardiness Policies, Late Work Policy	44
Plagiarism, Academic Probation	45
Satisfactory Academic Progress	46
Faculty Index	47
Alphabetical Index	50
Appendix, Alumni, Campus Map, Welcome	51

Through this process, TLBC has developed in many areas. There have been academic improvements such as the addition of the Division of General Education. Other developments include upgrades in technology, facilities and expanded opportunities to grant financial aid.

### **Our Local Community**

As a result of God's faithfulness, Trinity Life Bible College is better able to build upon its rich heritage of offering the best in spiritual, practical and academic preparation for Christian life and ministry.

In fact, the programs of study at TLBC are recognized by more than 30 denominations and ministry organizations, allowing our graduates access to ministry opportunities worldwide.

### **Our Student Services**

Of course, this global mind-set begins right here on campus. Trinity Life Bible College is located between the excitement of downtown Sacramento, California's capital city, and the beautiful foothills of the Sierra Nevadas. Here you will find a diverse student body made up of people of diverse ages, nationalities and religious backgrounds.

"The worship experiences here have just been a taste of Heaven for me," said Jeremy Drew, 2005-2006 ASB president. "Because when we come to worship together, we come from different churches, we come from different experiences and different walks of life. But when we come together to worship, the presence of God is there, and all the lines fall. All the denominational differences fall. Any stereotypes we may have fall. Because we are all centered around the same goal: we want to see Christ glorified in our churches and in our world. And I believe that's what Heaven is going to be like, and I just so treasure that."

Truly, the student body at Trinity Life Bible College is a taste of Heaven. In any given school year, we have students from more than 100 different churches. Our international students come from Fiji, Korea, Thailand, Nigeria and beyond—often returning to their home countries to minister with words of hope, encouragement and perseverance.

### **Our Faithful God**

Like countless students before, you may wonder how you will overcome the many obstacles that lie between you and the goal to which God has called you. And the answer is you won't; God will do it for you! As Jesus encourages us, "I have told you these things that you might have peace. In this world you will have trouble, but take heart! I have overcome the world." (John 16:33, NIV.) Certainly, if Christ has overcome the world, He can provide the time, the finances, the strength and energy we need to go where He leads us. Like Paul, you can say with confidence, "I can do all things through Christ who strengthens me." (Philippians 4:13, NKJV).

"Through my answers of 'yes' to God's calling in my life, He has led me to the right places and the right people to help me fulfill His call," said Matai Buadromo, who left his home in the Fiji Islands to attend Trinity Life Bible College and earn a B.A. "As a foreign student, I am thankful to my fellow classmates for allowing me to come and learn with them and from them. I know that all I have learned from here will be very much available to wherever God's calling takes me."

Today, graduates of Trinity Life Bible College minister the Gospel of Jesus Christ on every continent of the globe. Conservative estimates suggest that former TLBC students minister to more than one-half million people each week!

So, where is God calling you?



Thank you for your interest in Trinity Life Bible College. Our prayer for you, as you respond to the prompting of God, is to know Him more. Since 1974 we have been focused on three purposes for our students: to know the Lord more (spiritual growth), to better serve in the local church

(personal growth), and to be equipped for volunteer and vocational service (ministerial growth). You'll probably say, "That's me!" to one or more of the three. If you do, then Trinity Life Bible College is the place for you.

For those who have said, "Yes!" to one of our three purposes, this is a great place to be! In Luke 2:52, we have a description of Jesus that we desire to become increasingly true of you and ourselves: "... Jesus grew strong and became wise. God was pleased with Him, and so were the people" (Contemporary English Version). What a powerful Word! This Scripture lays the example of how we can and should grow mentally, morally, spiritually and socially.

At Trinity Life Bible College, you will be taught by current ministers *for* ministry. Even as President, I am still in the classroom morning, afternoon and evening teaching dedicated students. I will be just one of 45 exciting and life-giving teachers who are both practically and academically qualified to invest in your life in order to see you become all God wants you to be.

In addition, you will interact with fellow students who are totally dedicated to Jesus Christ and you will make friends that will last you a lifetime! I see students years after their graduation and they say, "I still have my great TLBC friends I made in the students, staff and faculty. We're family!" In fact, my wife and I became a part of the TLBC family in 1982, and we never tire of being with the students and staff!

Last year, TLBC had students from many ethnic groups, students who ranged from 15 to 80 years of age, students from 130 churches representing 20 denominations, even students who came from many nations of the world. And I invite you to join them! Take that step now to respond to God's prompting to know Him more, or to be a better worker in your church, or to be prepared for ministry by ministers. Whether you come during the morning, afternoon or evening, part-time or full-time, you will be glad you did. I close with a sincere invitation for you to: "Come to Life at Trinity Life"

## message from the president

Dr. Ronald W. Harden, MS, DD  
President/CEO

7

Message from  
President



Paul the Apostle writes these words to young Timothy to encourage and exhort him: "Study and be eager and do your utmost to present yourself to God approved (tested by trial), a workman who has no cause to be ashamed, correctly

analyzing and accurately dividing the Word of Truth." (2 Timothy 2:15 Amplified Bible.)

These words are also true for students, who, having heard the call of God on their lives, are now answering that call. Bible College is a beginning, where, if students will follow the guidance of trained professors, their academic advisors and the administration staff, they will grow to be all God wants them to be. Our desire is to help students accomplish the goals set before them. This is the commitment that Trinity Life Bible College makes to each student.

Students, then, must carry the responsibility of seeing this call fulfilled in their lives, and this responsibility is one that will test their abilities and their character. Again the Apostle Paul provides encouragement when he says, "... being confident of this very thing, that He who has begun a good work in you will complete it until the day of Jesus Christ." (Philippians 1:6 NKJV.) While we know that the Word of God tells us that we will have tests and trials, we also know that God will see us through them.

We at Trinity Life Bible College are here to serve students in prayer and counsel in all areas, to see them through all that lies ahead. We encourage you to pray about choosing TLBC to be the college to help you fulfill the call of God on your life.

Rev. Terry (Pastor "T") Oakley, MA  
Vice President of Student Services  
Dean of Men

## message from vice president, student services

# 9

Message from  
Vice President,  
Student Services



“What would Jesus do?” is more than a popular expression, it is fundamental to the academic programs at Trinity Life Bible College!

The academic programs at TLBC exist to help students develop a biblical foundation to know what Jesus did, why He did it, how He

did it and who He did it for. These questions can be answered as students complete classes and interact with professors and other students in the pursuit of such knowledge. Students also develop skills in learning that will be applied in ministry and throughout life. The programs of study at TLBC have been developed by experienced faculty who are sensitive to community trends and who know how to effectively minister in our changing society. Methods of ministry, based on what Jesus would do, are the focus of each program and class.

Transformation is inherent in learning, and transformation is the focus of instruction at TLBC. Romans 12:2 tells us that transformation is a product of the renewing of the mind. Our faculty challenge students to reflect on what is significant in the Bible and in the world, with a view to gaining new insights and understandings that result in a renewed vision of God’s purpose and work.

Change occurs as a result of this teaching. Through class work and relationship with faculty and other students, the students change in their approach to solving problems and in their attitude toward others. TLBC is blessed with faculty who are anointed by the Holy Spirit and gifted to teach. This powerful combination is evident in the ways students and graduates are affecting their communities.

All of our qualified and dedicated academic staff, faculty and advisors are here to serve the students and guide them toward completing goals of study and fulfilling God’s purposes. From the first day of the first class through to receiving a certificate or degree, students will grow in the knowledge of God and His Word and in the love of learning that will change their lives!

Dr. Greg Hartley, MA, EdD  
Vice President of Academic Services  
Financial Aid Officer

## message from vice president, academic services

# 11

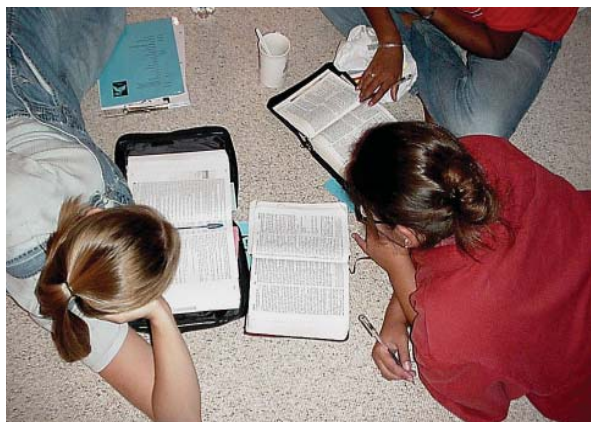
Message from  
Vice President,  
Academic Services

**Intended Outcomes:** These objectives are designed to train people for full-time, part-time professional and volunteer Christian ministry and service, as well as challenging students to excel in Christ-like character. Graduates of Trinity Life Bible College have a foundation for service as pastors, preachers, teachers, missionaries, counselors, evangelists and lay workers.

**Faculty:** Trinity Life Bible College employs faculty who are experienced in ministry, meet academic standards and are able to teach and guide students to successful completion and application of ministry and related skills. Each member of the faculty will agree without reservation with the philosophy of education of TLBC.

**Distinctly Christian:** Trinity Life Bible College will provide quality Christian education through its faculty and programs. Christian education is defined as education that:

- Searches out truth.
- Accepts the Bible as the Word of God and the foundation and standard of truth.
- Employs educators who have a personal commitment to Jesus Christ as their Lord and Savior.
- Employs educators who maintain a lifestyle and belief consistent with the teachings of the Word of God.



## ADMINISTRATION

**Dr. Ronald W. Harden, MS, DD**  
President, Chief Executive Officer

**Dr. Greg L. Hartley, MA, EdD**  
Vice President of Academic Services  
Financial Aid Administrator

**Rev. David Pineschi**  
Financial Aid Administrator

**Rev. Terry A. Oakley, MA**  
Vice President of Student Services  
Dean of Men

**Mrs. Tana Aivaz Colburn, MA**  
Chair of General Education  
Dean of Women

**Mrs. Kathy Clarke**  
Director of Records

**Rev. Ardon Schmidt, MA, MS, MEd, EdD (abd)**  
Chair of Ministerial Studies

**Ms Carolyn Simon**  
Interim Director of Learning Resources

*Above personnel can be reached through  
the TLBC office at 916-348-4689.*

## BOARD OF TRUSTEES

**Dr. Harlyn Matson Chairman**  
Senior Pastor, Crossroads Community  
Church, Rocklin, CA

**Robert Lebeck, Vice Chairman**  
Insurance Agent; Citrus Heights, CA

**Al Bashaw**  
Retired, Citrus Heights, CA

**Dr. Ronald W. Harden**  
TLBC President; Chief Executive Officer  
Rio Linda, CA

**Ron Hooker**  
Retired; Sacramento, CA

**Tony Poidmore, JD**  
Attorney, Businessman; Roseville, CA

**Jerry Turner**  
Retired; Roseville, CA

**Dr. William O. Vickery**  
Superintendent, Emeritus, Assembly of  
God Past Chairman of Board, Bethany  
College, CA Roseville, CA

**Final Acceptance:** Will be granted when remaining paperwork is completed, (i.e. references, emergency information, statement of concurrence). A student's file must be completed by the end of the first quarter in order to get financial aid and register for the next quarter.

**New Students:** New and/or prospective students should schedule a meeting with an academic advisor to discuss educational goals and recommended classes. Students must complete the Academic Advising Profile for English, Math and Bible. They should allow approximately one hour per test. This is not an admittance test; it is a placement tool to help your academic advisor direct your academic program.

**Transfer of Credit:** Students requesting TLBC to accept credits from another institution should request the institution granting the credit to send an official transcript to TLBC for evaluation. The academic advisor will review the credits to determine which ones, if any, will apply towards degree requirements.

## General Admission Requirements

**Religious Experience:** A definite experience of Christian conversion is essential for admission to Trinity Life Bible College. All applicants will understand and respect the Doctrinal Statement of the College on page 8.

**Education:** Prospective Students must have one of the following:

- Pass "Ability to Benefit" Test, page 16
- High School Transcript
- GED
- College Transcript

**References:** Students must submit three (3) references; one from a pastor, one from a friend and one from an employer or educator.

**Placement Tests:** Completion of Academic Advising Profiles for English, Math and Bible. This is not an admittance test. It is a placement tool to help your advisor direct your academic program.

**Statement of Concurrence:** Students must agree to follow the Policies and Procedures approved by the Board of Trustees. The policies and procedures are provided in this Student Handbook provided by TLBC. Students must sign a statement indicating they have read the policies and agree to follow them. The policies include: Code of Conduct, Attendance, Assignments, Library Policies, Financial Aid, etc.

**Acceptance Notification:** Students who complete the admission process will be notified in writing of the determination of admission or denial of admission.

Upon admission as a student, an advisor will be assigned who will schedule a meeting with the student to determine spiritual, practical and academic goals.

goal of the Ability-to-Benefit policy is to ensure that students are capable of successfully completing the classes and/or programs at TLBC.

Students, who do not meet normal college entrance requirements of a high school diploma, or the equivalent, may be considered for admission. Students who do not meet the usual criteria will need to take an “Ability-to-Benefit” test provided by TLBC, which is approved by the United States Department of Education (USDE). Students must pass the approved test, earning acceptable scores on the Reading Comprehension exam, Sentence Skills exam and Math exam, set by the USDE, to be admitted as a student. Students who do not pass the Ability-to-Benefit test may still be admitted after an interview with an academic advisor and upon recommendation of the advisor. Advisors will take into consideration the student/applicant’s determination and sincerity.

Students who do not pass the Ability-to-Benefit test may be admitted under Special Admission, and will be required to register in the Christian Life and Ministry Success In College classes.

Students who do not pass the Ability-to-Benefit test will not be eligible for Federal or State financial aid programs.

Because the value of a student’s classroom performance is not determined wholly by what they may be able to reveal by examination, evaluation of class performance will take into account attendance and assignment grades as well as daily application.

## Special Admission

Students who do not meet the usual criteria (do not have a high school diploma, GED, or do not pass the

Abilities to Benefit test), but exhibit high motivational desire, may be admitted on a provisional basis and register for up to 6 units per quarter. Faculty advisors will monitor the students’ progress monthly. Upon completion of 12 units, with a GPA of 2.0 or better, the provisional status will be removed and the students will be admitted as regular students, provided other admission criteria are met. Special Admission Students will be eligible for Federal and/ or State student financial aid after satisfactorily completing the Abilities-to-Benefit test.

## Registration Procedure

Students who register for classes at Trinity Life Bible College must have completed the admission process, or are in process of applying for admission, with a minimum of having submitted a personal application form, autobiography, one reference and paid the application fee.

Students will register for classes each quarter or session on forms provided by the Director of Records’ Office.

Early registration opens approximately one month prior to the beginning of a quarter or session. Late registration extends into the first week of classes with a \$25.00 late registration fee.

All tuition and fees are due when registering unless the student is receiving financial aid, scholarships, or has made arrangements with the business office.

A Financial Agreement form must be completed at the time of registration. The financial agreement will indicate the students’ financial rights and responsibilities.

Any changes to your registration, including adding or dropping a class, must be completed on a Change of Status form, available in the school office.

## Transfer of Credits

Trinity Life Bible College accepts credits earned at other institutions under the following circumstances:

College credit from an accredited postsecondary institution may be transferred as long as the class content is determined by the Vice President of Academic Services to be equivalent to the corresponding TLBC class. The student must have earned a minimum grade of “C” for the credit to transfer. Official transcripts must be delivered to TLBC, included in the student’s file in the Director of Records’ Office and evaluated with documentation on forms provided by the Vice President of Academic Services.

Requests to transfer credits from unaccredited institutions are handled on a case-by-case basis. Students desiring to transfer credit from unaccredited institutions that are licensed by the State to grant degrees and/or have established a relationship with TLBC and hold to high academic standards, may transfer credits for classes with similar content when the student has received a “C” or better on a provisional basis. The provisional basis requires that the student complete one year/36 quarter units minimum while maintaining a GPA of at least 2.0 before credit from an unaccredited institution is transferred to TLBC.

Transfer students must complete at least 30% of degree/program requirements at Trinity Life Bible College in order to graduate.

Credit for life experience is not granted at Trinity Life Bible College.

## Advanced Placement

Trinity Life Bible College accepts advanced placement credit for high school class work for General Education classes after evaluation by the Vice President of Academic Services. Non-collegiate credit may be accepted

for credit upon documentation and evaluation of the student’s participation and a determination that the content and time of participation is equivalent to TLBC class content.

## Credit by Examination

Trinity Life Bible College recognizes the College Level Examination Program (CLEP), DANTES and the United States Armed Forces Institutes as means of earning college credit. Students may submit scores on examinations taken through these programs to the Vice President of Academic Services for evaluation. A maximum of 30 units may be awarded for CLEP and/or DANTES examinations.

## Approved Degrees

Trinity Life Bible College is approved to grant the following degrees and certificates:

### Degrees:

- B.A. in Ministerial Studies
- A.A. in Ministerial Studies
- A.A. in Christian Studies

### Certificates:

- Biblical Counseling, Intermediate and Advanced
- Advanced Music Ministry
- Career Certificate in Ministerial Studies
- Christian Education Certificate
- Interdisciplinary Studies Certificate
- Missions & Evangelism Certificate
- Youth Ministry Certificate

A diploma may be awarded for the successful completion of a combination of classes for the above classes with a minimum of the total clock hours. A certificate of completion may be awarded for successful completion of any one of the above classes.

Instruction is in residence, with class size limited to 30 students.

## Payment Plans & Options

### Payment Options

- \* Auto Debit
- Cash
- Check
- Credit card (M/C, Visa)
- Money order
- Cal Grant A, B or C
- Federal Student Aid, including student loans
- Veteran's Association
- State Vocational Rehabilitation

### Payment Plans

Plan A: Pay in full all tuition and fees prior to the first day of class and receive a 5% discount on tuition costs.

Plan B: This plan consists of paying 50% of total costs prior to the start of classes and 50% within 30 days after classes begin.

Plan C: Sign up for a monthly auto debit and receive a 2.5% discount off of tuition cost.

## Refund Policy

The refund policy statement shall constitute a part of the payment or contract between the student and Trinity Life Bible College.

**Buyers Right to Cancel:** The student has the right to cancel the enrollment agreement and obtain a refund. Upon written application for cancellation of an the Financial Agreement delivered to the school either in person or certified mail prior to and including the first day of class, the student shall be refunded all tuition funds, 100%, paid by student except the application fee.

**Change in Course Offerings:** If the school cancels or discontinues a course or educational program, the school will make a full refund or credit to the student's account of all charges related to that course.

**Written Notice:** Refunds shall be paid upon written request within 30 days of cancellation. Any balance still owing by the student will be due and payable at that time. Written notice from the student must be provided to the Director of Records, Trinity Life Bible College, 5225 Hillsdale Blvd., Sacramento, CA 95842.

**Tuition Refund:** TLBC maintains a policy to refund the unused prorated tuition, up to the end of the fifth week of class if the student withdraws during the quarter. In addition, a student may withdraw from Trinity Life Bible College after instruction has started and receive a prorated refund or credit to their account for the unused portion of the tuition if the student has completed 60% or less of instruction. For example, if the student is enrolled for only one 4-unit course and completes only 16 hours of the 44-hour/4-unit course, and paid \$740.00 tuition, \$470.91 will be refunded or credited to the student's account. If the student has not already paid the tuition and fees, the student will be liable for any balance owing to TLBC. There are no refunds for withdrawal from TLBC after 60% of instruction has been delivered.

Students who drop a class within the Add/Drop period (up to two weeks of instruction) but do not withdraw from TLBC will be refunded or credited to the student's account the pro-rated portion of pre-paid tuition. There is no refund for dropping a class after the second week of class. The refund policy can also be found on the enrollment agreement and in the Student Handbook.

The TLBC Financial Aid Office will determine what California Student Aid Funds and/or Federal Student Aid funds, if any, are to be returned to the respective agency by the student and/or TLBC.

# financial aid

## GOVERNMENT & INSTITUTIONAL

*Trinity Life Bible College strives to offer quality education at affordable prices, and yet we recognize that the high cost of education can make your academic goals seem financially out of reach. If you believe that the Lord is calling you to TLBC but cannot imagine how you would afford it, please contact our financial aid office by phone at (916) 348-4689 or via e-mail at [info@tlbc.edu](mailto:info@tlbc.edu). We have advisers who can help you explore the many different financial aid options available.*

### Sources of Financial Aid

Both state and federal government programs exist to help students attain higher education despite limited financial resources. In fact, many students who did not think they were eligible for aid have received significant grants from government sources. For that reason, TLBC encourages all students to apply for financial aid.

We also encourage students to develop faithfulness in their finances. Our faculty and staff are here to assist our students in planning ahead to minimize any financial strain and to pray with them for God's provision for all of their needs. We count it a privilege to be of assistance to our students in this area of character development.

**Tuition Assistance Program (TAP):** TAP is a program in which TLBC will establish an account for the participating student

whereby he or she will receive funding by family members, friends, or a local church. Contributors can send funds to TLBC on behalf of the student to assist with payments.

### Government Grants

Grants provide students with funds that they do not have to repay. Both state and federal government grant programs exist. Contact our Financial Aid office for applications and deadlines.

**California Student Grants:** All students who are California residents may apply for Cal Grants A, B or C by filing a Free Application for Federal Student Aid (FAFSA) online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). A second form, the GPA Verification Form, must also be completed by the certifying school and filed with the State of California. The filing deadline for State of California Student Grants is March 2 for the upcoming school year.

- **Cal Grant A:** This grant helps pay for tuition and fees at California four year colleges. Awards are up to \$9708.00 for 2009-10.
- **Cal Grant B:** This grant awards the same tuition and fee amount as Cal Grant A, and in addition provides a living allowance, up to \$1551.00.
- **Cal Grant C:** This grant provides \$576.00 a year for books and supplies with an additional \$2592.00 for tuition for 2009-10.
- **Foster Children:** Students who were in foster care between the ages of 16-18 and are students under the age of 23 may apply for a Chafee grant at any time. Students who are eligible may receive up to \$5000.00. Contact the financial aid office for more information.
- **Federal Student Aid:** Students at Trinity Life Bible College are eligible and encouraged to apply for Title IV Federal Student Aid. To apply, a student must complete and file a Free Application for Federal Student Aid (FAFSA).

## Scholarships & Discounts Awarded by TLBC

In addition to government aid, Trinity Life Bible College awards a number of scholarships and discounts to students. Applications for these institutional scholarships will be accepted for consideration after all other awards to the applicant have been received and/or granted from all other sources, including Federal and State grants.

Only one institutional scholarship or discount may apply to a student's account. In addition to following the application steps outlined in the next section, applicants must be evaluated and approved by the Administration; restrictions may apply.

### General Scholarship Requirements:

- Grade Point Average of 2.0 or better
- Attendance at all class sessions unless a documented, excused absence is presented
- A Christ-like character and lifestyle
- Applicant shall be a regular attendee at a local church of their choice for at least six months.

## How to Apply for TLBC Scholarships & Discounts

**All necessary government forms must be filed prior to March 2 for the next academic year.**

**File a FAFSA by March 2:** Please note that no financial assistance will be given before TLBC's Financial Aid Office receives an ISIR (Institutional Student Information Record) from the Federal Government as a result of the student filing their FAFSA (Free Application for Federal Student Aid).

**File a Grade Point Verification Form:** This form must also be filed with CSAC, (California Student Aid Commission), prior to March 2nd for the next academic year.

**TLBC Scholarship Application:** Student must request and complete an application for scholarship/institutional aid and all other documentation requested by the Financial Aid Office, including a pastoral reference.

**Award Procedure:** The Trinity Life Bible College Administration will consider all applications at its next session.

- The student is notified of the Administration's action.
- Awards are posted to the student's TLBC account.

## List of TLBC Scholarships

*The following list contains all scholarships and discounts currently offered by TLBC, along with the required application process.*

**Alumni Scholarship:** All graduates with a Bachelor's degree from TLBC are eligible for a 100% tuition discount for one class per academic year.

- All fees and textbooks are the responsibility of the alumnus.
- This scholarship is exempt from the usual requirement to file a FAFSA and complete the institutional application; it also requires no proof of financial need.

**Family Scholarship:** The spouse of a currently enrolled student, who attends at the same time, may receive a scholarship. The scholarship will apply to the spouse who is taking the least credits.

- The spouse scholarship may be up to 50% of tuition.
- Non-spouse family members of a currently enrolled TLBC student may receive up to a 25% scholarship.

**Ministerial Scholarship:** The Administration will consider the following aspects to determine if an applicant qualifies:

- Applicant shall demonstrate by letter or form from a local church or denominational leader that he/she is regarded as a full-time minister. In the same letter/form should be a description of the duties the applicant is required to perform, including the approximate number of hours per week the applicant is involved in their ministry.

some information on government grants and state – sponsored scholarships.

## **www.fastweb.com**

This helpful site links you to several scholarship databases, and runs a free scholarship search for you.

## **www.ed.gov**

A government site with plenty of information on funding opportunities and grant application packages. It lists grants that are currently available, and shows you how to apply for them. There's also a special link for minority languages.

## **www.embark.com**

This site concentrates on scholarships for graduate study. It can help you find scholarships you qualify for, give you a database of scholarships with details on each, and supply you with all the application information you'll need.

Helpful Hint: Be sure to look into scholarship availability through local civic groups, religious organizations, and area businesses.

### **Additional Web sites:**

1. [http://www.friendsyouth.com/efcmaym\\_missions\\_scholarship.cfm](http://www.friendsyouth.com/efcmaym_missions_scholarship.cfm)- Geared for students interested in the Mission field.
2. <http://www.antiochfoundation.org/>- Geared to students interested in the mission field.
3. <http://www.rankinfoundation.org/>- Scholarships for women 35 years and older that show financial need for their education.
4. <http://www.thesalliemaefund.org/>- Scholarships for people aspiring for a higher education.
5. <http://www.collegeboard.com/pay/>- This site will help navigate you through different scholarship sites.
6. <http://www.fastweb.com/>- A free search site to look for scholarships for your demographic.
7. <http://www.finaid.org/>- Search for scholarships that fit your profile.
8. <http://www.brokescholar.com/>- This site will help match your profile to available scholarships according to your background.
9. <http://www.clubscholarship.com/>- Geared for parents and students looking for financial aid.
10. <http://www.epassoc.org/>- Evangelical web site that gives out awards for those who qualify.
11. <http://iiswinprd03.petersons.com/finaid/file.asp?id=780&path=ug.pfs.financial>- This site will inform you on 8 billion dollars of scholarship money.
12. <http://www.scholarships101.com/>- Geared for those who desire a higher education.
13. <http://www.uncf.org/>- United Negro college fund.
14. [www.worldbank.org](http://www.worldbank.org)
15. [www.bankofamerica.com](http://www.bankofamerica.com)
16. [www.cocacolascholars.org](http://www.cocacolascholars.org)
17. [www.walmartfoundation.org](http://www.walmartfoundation.org)
18. <http://www.zonta.org/site/PageServer>- Geared to advance to status of women across social and political boundaries.
19. <http://www.christianconnector.com/>- Offers scholarships from Christian colleges and a scholarship for One thousand dollars.
20. <http://www.collegenet.com/>- This site is essay competition to earn financial aid.
21. <http://www.collegeview.com/product/Christian/>- Higher Christian education opportunities.
22. <http://www.ed.gov/index.jhtml>-The Department of Education financial aid web site.

**TLBC DOES NOT ENDORSE THESE WEB SITES BUT MERELY SUGGESTS THEM AS A TOOL!**

# student services

## ACTIVITIES, POLICIES & CONDUCT

*Personal growth, spiritual growth and opportunity for ministry are intentionally built into the extracurricular lives of students at Trinity Life Bible College. Beyond academic training, students benefit from rich Chapel experiences, local Christian concerts and events featuring outstanding guest speakers. In addition, students hone ministry skills and grow in Christ through their active involvement in their choice of one of the many excellent churches in this area.*

*TLBC students also enjoy close relationships with each other and with faculty, sharing a love for God and a sincere desire to study the Scriptures. This distinct atmosphere of worship and dedication permeates all activities both in and outside the classroom.*

### Location

Students at Trinity Life Bible College enjoy the many benefits of living in an area with a wide variety of nearby recreational opportunities. Within a two-hour drive are sunny ocean beaches, pristine mountains with hiking and snow skiing, rivers and lakes with water skiing and swimming, as well as major sporting arenas, amusement parks and cultural activities.

Closer to campus, the Northern Sacramento area boasts a wide range of eateries and restaurants, shopping malls and entertainment.

Our campus is conveniently located near public transportation just one block west of I-80 at 5225 Hillsdale Boulevard on the corner of Madison Avenue in Sacramento, CA.

### Facilities

Trinity Life Bible College has available for use all the facilities of Trinity Life Center, including a main Worship Center that seats 2,500 and has hosted many headliner Christian concerts. Our campus also features a Chapel that seats 500, as well as comfortable classrooms and a multi-purpose Gym. Free parking is available to all students.

**Multimedia Access:** Trinity Life Bible College provides access to computers and copiers in our growing and fully equipped Learning Resource Center/Library. We also provide various educational equipment and multimedia for use in completing class assignments and for participation in TLBC programs.

**Housing:** TLBC does not offer housing on or off campus, however, there are many apartments in the immediate area for rent. Please contact the TLBC office at (916) 348-4689 for assistance and a list of area housing.

**Additional Site:** Contact the College office for possible additional class locations.

be placed on Probation for one quarter. During the Probation period, the student will demonstrate their faithful attendance in Chapel. If the student indicates a lack of commitment to Christian service and TLBC's purpose by neglecting to participate in Chapel for a second consecutive quarter, the student will come under the TLBC Disciplinary Procedure (see page 39).

## Student Government-ASB

Trinity Life Bible College encourages students to participate in the Associated Student Body (ASB), which is an excellent opportunity for growth in leadership skills as well as developing long-term relationships. These skills are critical for effective ministry. Just as Jesus developed in favor with man, so should the student at TLBC.

Students at Trinity Life Bible College may participate in a variety of extra-curricular activities. All students are members of the ASB and are invited to serve as members of the Student Council and participate in various student-led activities. These events include an annual Barbecue, a quarterly open house, evangelistic outreaches, fellowship activities, mission trips, yearbook and Chapel services.

## Outreach Opportunities

From time to time throughout the year students will be invited to participate in ministry and social outreaches. They will be notified of such events through chapel announcements, emails, student newsletters, flyers and posters. These may include events sponsored by the ASB, faculty, local churches as well as the community.

These outreaches help to provide opportunities for religious as well as social service by our student body. Participation is strongly encouraged.

## New Student Orientation

Trinity Life Bible College provides orientation for new students to acquaint them with the steps to success at Trinity Life Bible College. All students are required to attend this class once, and it is offered each quarter.

### New Student Orientation provides:

- A description of TLBC's critical policies and procedures
- A review of the Student Handbook,
- A visit to the Learning Resource Center/Library
- Introduction of staff and administration
- A review of the admission and registration processes
- A guide to setting goals
- A guide to time management and study skills
- A review of financial aid available
- A plan for success at TLBC

## Academic Advisors

**Academic Advising:** The Director of Records Office will assign each student with an advisor, who will meet periodically with their students to discuss spiritual, personal and academic goals as outlined in the TLBC Student Development Plan. The Vice President of Academic Services will coordinate academic advising. Academic Advisors will include: The President, Vice President of Academic Services, Vice President of Student Services, and Director of Assessment. Other advisors from the faculty can will be included. Academic Advising Guidelines will be provided by the Vice President of Academic Services.

In an effort to make this information available to as many patrons as possible some library materials are not available for checkout including: Periodicals, Reference Books and Special Collection Materials\*.

\* Special collection books and pamphlets are not shelved in the public area of the library because they are older or more fragile, so these items may require extra time for retrieval. They may be taken from and returned to the Circulation Desk and used in the reference/study areas of the library only.

#### Check out:

- Books: two weeks with a ten item limit/only three items per subject.
- DVD's & Video tapes: one week and one item only. These may not be renewed.

**Renewals:** Items may be renewed in person or by phone when the LRC/Library is open.

- Books are renewed one time only for two weeks.
- If available, all items may be checked out again after a two day waiting period.

**Exceptions to check out/renewal:** holds, overdue items and unpaid fines.

A hold is a request for an item already checked out; a hold stops future renewal or check out by another patron and insures the requester that they will have the next opportunity to use the item. Therefore renewal requests on the item will be denied and the item must be returned by the original due date. An overdue item is an item that is not returned in a timely manner, it is subject to the fines described in the next section. No further items may be checked out until overdue items are returned and fines are paid.

#### Overdue Fines and Penalties:

- Books: \$.25 per day per item
- DVD's and Videos: \$1 a day.

When overdue fines reach \$5.00 for an item it is considered lost and the patron is charged the item cost plus a \$15.00 processing fee. The patrons' library

privileges will be suspended until all items are returned and/or appropriate fines and fees are paid and they are reinstated by the Librarian. All fines and fees must be paid regardless of status before the final exams of that quarter. A copy of these actions will be placed in the patrons' college file. There will be a charge for all damaged items up to the full replacement value.

#### Library Computer Resources:

- Athena Electronic Catalog  
The TLBC Learning Resource Center computers utilize the Athena Electronic Catalog to search for items found in our collection. This system utilizes the Dewey Decimal Classification System for easy reference; and corresponds with the shelving of the LRC/Library materials. Each item in the Catalog has a bibliographic record that may contain; author/editor, title, publisher, publishing location, publishing and copyright date, physical description, subjects, bibliography and index. This information makes a search by keyword, subject, title, and author possible; and Library staff are on hand to assist patrons.

#### Additional search tools:

- Proquest: an online periodical and research database
- Net Library E-books (see library staff for more info and to sign up)
- Biblical Study and Research web sites:  
[www.goldenstate.edu](http://www.goldenstate.edu)  
[www.crosswalk.com](http://www.crosswalk.com)  
[www.biblegateway.com](http://www.biblegateway.com)  
[www.blueletterbible.org](http://www.blueletterbible.org)

- Disclosure without consent to TLBC officials with legitimate educational interests is permitted. A TLBC official is a person employed by TLBC in an administrative, supervisory, academic or research, or support staff position (including Campus Safety personnel and health staff); a person or company with whom TLBC has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Note: Other exceptions that permit disclosure without consent are:

- To authorized representatives of the Controller General of the United States; the Attorney General of the United States (for law enforcement purposes); the Secretary of the Department of Education of the United States; and state and local educational authorities.
- To parents of dependent students, as defined in section 152 of the Internal Revenue Code of 1986.
- To a parent or a legal guardian in connection with a health or safety emergency.
- To a parent or a legal guardian of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to that use or possession.
- If a parent or eligible student initiates legal action against TLBC, TLBC may disclose to the court, without a court order or subpoena, the student's education records that are necessary for TLBC to defend itself.

- The disclosure is in connection with a disciplinary proceeding conducted by TLBC against a student who is an alleged perpetrator of a crime of violence.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Trinity Life Bible College to comply with the requirements of FERPA.

**The name and address of the Office that administers FERPA is:**

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605  
 (Page 34)

Trinity Life Bible College may release public directory information concerning students. Such information includes, but is not limited to, the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, degrees, honors and awards received, and the most recent educational agency or institution attended.

The above designated information is subject to release by the campus at any time unless the campus has received a prior written objection from the student specifying information which the student request not be released.

**Special Learning Needs:** A person with special learning needs should consult an academic advisor, who will recommend appropriate accommodation to meet the student's needs. The Vice President of Academic Services will authorize faculty to make appropriate adjustments in classroom procedure and class assignments to accommodate students' special learning needs.

## Code Of Conduct

The Code of Conduct at Trinity Life Bible College is based on the Scriptural principles of love for God and mankind. We hold that love does not harm another and that disciples of Christ are to bear one another's burdens and fulfill the law of Christ. It is expected that administration, faculty, staff and students accept responsibility for mature Christian citizenship, which involves consideration of and respect for the personal happiness of other members of the Trinity Life Bible College family.

**Scriptural Foundation:** The TLBC Code of Conduct is based on and encourages:

- The Ten Commandments (Exodus 20:1-17, Deuteronomy 5:6-21),
- The Sermon on the Mount and the Beatitudes (Matthew 5:1, 7:29; Luke. 6:20-26)
- Christian/biblical values of love, respect, holistic stewardship, moderation and self-control (1 Corinthians 9:27; 13:1-13; Galatians 5:23; 6:1-5; Philippians 1:9-11; 2:2-4; 4:5, 8-9; 1 Timothy 2:9)
- Development spiritually, mentally, physically and socially (Luke 2:52). Conflict resolution follows the model found in Matthew 18. Service as a lifestyle is incorporated into the life of TLBC (Matthew 20:28; 1 Corinthians 4:1-2; Galatians 5:13)

**Jesus, our Model:** Just as Jesus matured in four ways: "wisdom, stature, favor with man and favor with God" (Luke 2:52), TLBC administration, faculty, staff, and students strive to foster growth in mind, body, spirit and soul. The programs and Code of Conduct at Trinity Life Bible

College are dedicated to the spiritual development of these four areas.

**Christian Standards:** Trinity Life Bible College is an integral part of the church universal in preparing men and women for full-time ministry as well as lay leadership. To this purpose, Trinity Life Bible College maintains a Code of Conduct that is in accordance with Christian standards set forth in the Bible and generally accepted by churches "of like precious faith."

**Property:** Members of Trinity Life Bible College will endeavor to keep college and personal property neat and clean. Theft, removal, or damage to personal or college property is a serious offense against the Code of Conduct.

Cell phones, pagers and any electronic device not directly pertaining to class work must be turned off, including vibrating, during class and Chapel sessions to avoid disruptions. The first offense will result in a warning. Further offenses will warrant confiscation of the device and possible suspension. Emergency calls should be directed to the TLBC office.

**Activities:** Members of Trinity Life Bible College make every effort to be prompt to classes, Chapel, Sunday worship and all appointments. They regularly attend classes, Chapels, worship services at their home church and student events.

**Behavior:** Members of Trinity Life Bible College are not to use profanity, smoke, gamble, cheat, drink alcoholic beverages of any kind, engage in immoral activities, or use illegal drugs. The Scriptures expressly prohibit certain behaviors. These include theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity (including crude language), sexual promiscuity (including adultery, homosexual behavior, premarital sex), drunkenness, immodesty of dress and occult practices.

## Sexual Assault Policy

Trinity Life Bible College, in keeping with the State of California Education Code approval for degree granting institutions under CEC 94310 and Regulation 94385 of the California Education Code, recognizes the need for assistance and confidentiality in the event of sexual assault that occurs at a location where TLBC offers classes. Sexual assault includes: rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

**Procedures:** The following are to be followed with the consent of the victim in the event of sexual assault:

- Give notification to the Dean of Women, Tana Colburn, or Dean of Men, Rev. Terry Oakley, immediately. If the appropriate official is not on campus, staff will notify the official by cell phone.
- TLBC shall provide transportation of the victim to the nearest hospital.
- The victim shall be referred to a local Christian counselor.
- The law enforcement agency with jurisdiction shall be notified.
- The victim shall be guaranteed confidentiality from such entities as the press, family, friends, students and the public.
- The victim shall be afforded all information regarding any disciplinary action in connection with the assault.
- The victim shall be referred to appropriate agencies for legal help and information.
- The victim shall be informed of the college's disciplinary process.
- The victim shall have assistance with academic matters from staff and faculty.

## Disciplinary Procedures

Trinity Life Bible College's policies concerning discipline and conduct are intended to be rehabilitative and not punitive. Each individual involved with TLBC is expected to understand and accept responsibility for their behavior as members of the Bible College family.

The best interests for all individuals and the Bible College will be taken into account in making decisions.

The Board of Trustees has established the following guidelines and procedures in accordance with Matthew 18. All rules and regulations adopted by the Bible College are subject to the Code of Conduct. Any violation of the Code in its written form, its principles, or its spirit, is dealt with accordingly.

**Complaints:** Reports of conduct which is offensive, unacceptable, destructive and in violation of the Bible College Code of Conduct are to be made to one of the following officials: the President, Vice President of Academic Services, Vice President of Student Services, or Dean of Women. The official will review the nature of the complaint and has the responsibility for handling it on a person-to-person, case-by-case, basis.

**Investigation:** The person reporting the incident is requested to cooperate in collecting information regarding the complaint. The person being accused has the right to be informed of the nature of the allegations, charges, or reports brought against him/her and to present testimony with respect to the complaint. When the review is complete, the administrator has the authority to impose appropriate discipline.

**Appeal:** Should either individual believe the discipline is unfair, that person has the right to seek an administrative review with the President. Ultimately, the individual may submit a written appeal to the Board of Trustees, if it is felt this is necessary. The Board may grant a hearing allowing the individuals to appear and present their case. Everyone involved in the complaint will be notified in writing of decisions reached by the Board.

# curriculum

## TLBC OVERVIEW & DISTINCTIVES

*With hands-on Bible training at the center of everything we do at Trinity Life Bible College, every program of study offered requires our core Bible and Ministry classes. These classes offer students a foundational understanding of God and His Word, upon which they can build their own class of study or choose one of our various degree or certificate programs.*

*Typically each unit of credit requires one hour per week of actual class time. Students should also expect to devote additional hours to homework, including papers, reading assignments, preparing for tests.*

## College Divisions

### Division of Biblical Studies and Ministerial Studies

#### Biblical Studies

Classes from our Biblical Studies offer students in-depth study of biblical times, places, people and events throughout the Old and New Testament. Students will learn to apply their knowledge of scripture to contemporary settings, theological themes and scripture interpretation. Departments include:

- Bible
- Biblical and Church History
- Eschatology
- Languages
- Practical Theology
- Theology

### ***The Bible is our core!***

*With hands-on Bible training at the center of all we do, every program requires our core Bible & Ministry classes and chapel.*

Core Bible & Ministry Classes		21
CM 105	Success in College: Orientation	1
CM 120	Christian Life & Ministry	6
PT 110	How to Study the Bible	2
NT 120	New Testament Survey	2
OT 110	Old Testament Survey	2
TH 220, 230	Theology: Bible Doctrine I & II	8

#### Ministerial Studies

Ministerial Studies classes will give students knowledge of biblical principles and examples that can be applied to current ministry activities and environments. Departments include:

- Biblical Counseling
- Christian Education
- Missions and Evangelism
- Music Ministry
- Youth Ministry

#### Division of General Education

Students taking classes from our Division of General Education will develop knowledge from a distinctively Christian perspective in the major disciplines of academic study. These classes are required for all degree programs, or can be taken for personal or professional enrichment. Departments include:

- English & Communications
- Humanities
- Mathematics
- Natural Science
- Physical Education
- Social Science

## Academic Advising

Upon enrollment, students will be assigned an academic advisor who will guide the student in choosing classes and in staying on track throughout the entire length of their program. (See Academic Advisors, page 31.)

## Grading Scale

100-93	A	4.0	Excellent
92-90	A-	3.75	
89-87	B+	3.5	Above Average
86-83	B	3.0	
82-80	B-	2.75	
79-77	C+	2.5	Average
77-73	C	2.0	
72-70	C-	1.75	
69-67	D+	1.5	Below Average
66-63	D	1.0	
62-60	D-	0.75	
59 or	F	0.0	Failing
	I	0.0	Incomplete
	WP	0.0	Withdraw Passing
	WF	0.0	Withdraw Failing
	S	0.0	Satisfactory
	U	0.0	Unsatisfactory
	AU	0.0	Audit

**Grading System:** Grades will be based on the measurement of student learning. Objective measurements are derived from a variety of measurable learning experiences such as: class attendance, participation, reading, writing, research and exams.

## Incomplete Classes & Retake Policy

**Incompletes:** Incompletes are given only in specific emergencies (such as a death in the immediate family or an illness certified by a physician) and are only to cover the specific amount of time for the illness or emergency.

All incompletes are at the discretion of the instructor but must be approved by the Vice President of Academic Services.

**Retakes:** A student who does not successfully complete a course by receiving a failing grade (F), or by withdrawing (WP/WF) from the course may re-take the course. The new grade will replace

the original grade. The original course will remain on the permanent record with a notation that it was retaken and will remain as a course attempted with no credit.

## Attendance, Absences, Tardiness Policies

In case of absence, students must file an "Student Absence slip" in the TLBC Office within one week of returning to class. Records will be kept of the attendance of all students in classes, Chapels and seminars. These records become part of the permanent records kept for each student.

**Attendance Required:** Absences will affect final grades for each class. Trinity Life Bible College is a "residence" college, meaning students attend classes on campus. Accreditation and Financial Aid regulations stipulate that all students attend at least 80% of scheduled class sessions. Attendance will be taken at all class sessions with attendance and participation in each class being a portion of the overall grade for that course, as determined by the professor. Attendance rosters will be provided by the Director of Records office on the first day of class and updated rosters at the close of late registration, after the first week of class.

**Excused Absences:** Professors may grant an excused absence for extenuating circumstances such as an extended illness under a physician's care, with a note from the physician prescribing restriction of activity such as confinement to bed, home, etc. Other extenuating circumstances may include a death in the family or sudden, unplanned ministry requirements such as officiating at a funeral.

**Reduction in Grade:** In the event the student is not able to submit an assignment to the professor as scheduled, the professor may accept late work with a reduction of the credit for the assignment as follows:

- If an assignment is submitted one (1) or two (2) days late, the professor will deduct 25% of the credit earned for that assignment.
- If the assignment is submitted three (3) to five (5) days late the professor will deduct 50% of the credit.
- If the assignment is submitted six (6) to seven (7) days late the professor will deduct 75% of the credit.
- There will be no credit for an assignment submitted more than one week late.

**Extenuating Circumstances:** If a student has extenuating circumstances, such as an illness under a physician's care, a death in the family, an event determined to be highly traumatic, etc., the professor may extend an assignment due date/ deadline for that student. Extenuating circumstances will also include sudden, unscheduled ministry events, such as officiating at a funeral. If a professor denies an extension the student may appeal in writing to the Vice President of Academic Services requesting a review of the case. The Vice President of Academic Services may determine an extenuating circumstance existed and may grant an extension.

Extensions, whether granted by the professor or Vice President of Academic Services, will usually be equivalent to the length of time the circumstance existed (example: one week illness, one week extension). If an extenuating circumstance or extension is granted, the student's grade or credit will not be adversely affected; the student will receive full credit for the assignment.

Students are responsible to complete and submit assignments prior to planned activities of a personal, business or ministry nature. For example, if a student has planned to be absent from class when an assignment is due, the student should communicate

the plans or circumstances to the professor as soon as the schedule conflict becomes apparent. The student is required to complete and submit the assignment to the professor prior to the planned absence.

## Plagiarism

Plagiarism is taken very seriously at Trinity Life Bible College. The consequences of a student plagiarizing the work of others are as follows:

### First offense:

- The student will receive a grade of "0" on the assignment that is plagiarized.
- A notation will be placed in the student's permanent file.
- The student will be placed on academic probation (see next section).
- The student will be required to take (or retake) either English 1A (EN 110) or the Research Methods (ED 210) class, successfully completing with a grade of "C" or better.

### Second offense:

- The student will be expelled.
- The student will be subject to dismissal for one quarter and must petition the college to be re-admitted.

## Academic Probation

**Minimum GPA of 2.0:** *Academic Probation* is a term used to describe the situation when a student's Grade Point Average (GPA) falls below a 2.0 ("C" grade) after any given quarter or when a student has exceeded the allowed absences. The Vice President of Academic Services will automatically place a student who exceeds the allowed absences or who has GPA below 2.0 on academic probation. If a student continues to be on *Academic Probation* for two consecutive quarters, the student will be subject to dismissal for one quarter and must petition the college in order to be re-admitted.

# faculty

## FULL-TIME, PART-TIME

Every instructor at Trinity Life Bible College participates in a vital, real-life ministry so they can bring fresh insights and applications to their subject. More importantly, our faculty are exciting and life-giving teachers that will invest their lives in students in order to see them become all God has made them to be.

In fact, the same is true of our administrators, who all teach and advise students, delighting to participate in their lives.

TLBC Administrators and Faculty can be reached through the TLBC office at 916-348-4689

## ADMINISTRATORS

### President Ronald W. Harden (1982)

#### Professor of Biblical & Ministerial Studies

DD, Trinity Life Bible College; MS, Ed. Admin., Shasta Bible College; BS, Bethany Bible College  
*Pastoral ministry since 1980; college instructor since 1982*

### Hartley, Greg L. (1991)

#### Vice President of Academic Services

#### Professor of Biblical & Ministerial Studies

EdD, Higher Ed. Admin., Regent University; MA, Christian Ministry, Northwest Christian College; BA, Missions, Pentecostal Bible College  
*Pastoral ministry since 1969 including youth ministry, Christian education, music ministry and 12 years as a senior pastor; started two Christian schools; 7 years business and sales experience.*

### Oakley, Terry (1999)

#### Vice President of Student Services

#### Professor of Biblical & Ministerial Studies

MA, American Christian College and Seminary; BA, Trinity Life Bible College  
*Pastoral ministry since 1987; college instructor since 1992.*

## FULL-TIME FACULTY

### Colburn, Tana (2003)

#### Professor of General Education

MA, Dramatic Communication, Regent University; BA, Communications, Southern California College  
*Broadcast ministry*

### Roper, David (1999)

#### Professor of General Education

DVM, Gregorio Araneta University (Philippines)  
*Animal husbandry since 1982; businessman more than 20 years*

## PART-TIME FACULTY

### Arris, Daniel (2001)

#### Professor of Biblical & Ministerial Studies

EdD, Counseling and Educational Psychology, University of San Francisco; MA, Education Counseling, San Francisco State University; BS, Christian Education, Bethany Bible College  
*College instructor since 1975; Counselor (private & group) since 1975; career and vocational counselor*

### Bluemel, Kenneth (2005)

#### Professor of Biblical & Ministerial Studies

MA, Luther Rice U; BA, TLBC; BA, Communications, Education, CSUS  
*Pastoral Ministry since 1977; College Professor since 1980*

### Compton, Terry (2000)

#### Professor of Biblical & Ministerial Studies

AA, Sierra College  
*Studied piano and piano performance at Juilliard School of Music; studied at the London Academy of Music; taught private piano lessons for more than 35 years; church organist and pianist for more than 30 years*

### Ellis, Mark (2009)

#### Professor of Biblical & Ministerial Studies

PhD, Philosophy, Capella University; MBA, Business Admin., Regent University; MA, Arts, Oral Roberts University; BA, Science, North Central University  
*College Professor since 1994; Business man since 1989 and Pastoral Ministry since 1985*

### Ewing, Larry (1992)

#### Professor of Biblical & Ministerial Studies

MA, Liberal Arts, BA, Religious Studies, California State University, Sacramento  
*Pastoral ministry since 1975; college instructor since 1985*

### Ezell, Carolyn (1996)

#### Professor of Biblical Counseling

PhD, Clinical Psychology, Pacific Graduate School of Psychology  
MS, Clinical Psychology, Pacific Graduate School of Psychology  
MA, Psychology, Chapman University  
*College Instructor since 1981; counseling practice since 1994; pastoral ministry since 1993*

## Sudborough, Dana (2006)

### Professor of Biblical & Ministerial Studies

MDiv, San Francisco Theological Seminary; MA, Math, University of Michigan; BA, Math, University of California  
*Missionary 1988-2006*

## Swan, Richard L. (2005)

### Professor of General Education

EdD, University of Southern California; MA, California State College University, Long Beach; BS, University of California, Berkeley; Diploma, Bible, Global University  
*Missionary to Asia; pastoral ministry in Japan; overseas educator*

## Tevis, Richard (2007)

### Professor of Biblical & Ministerial Studies

MA, Assemblies of God Theological Seminary; BA, Biblical Studies, Vanguard University  
*Pastoral Ministry since 1985; Missionary to India 1993-2004*

## Thomson, Michelle (2006)

### Professor of Biblical & Ministerial Studies

MA, Exegetical Theology, Western Seminary; BA, Theology, Bethany University  
*Local Church Ministry since 1980*

## Vacca, Marsha (2006)

### Assistant Professor of Ministerial Studies

MA, Theology, Fuller; BS, Biological Sciences, University of California, Irvine  
*Youth ministry since 1987; former president Interfaith Bureau; businessperson*

## Valuiski, Alex (2008)

### Professor of Biblical & Ministerial Studies

MA, Theology, U of Pretoria; BA, Theology & Ch. Hist., U of Pretoria; BA, Theology, St. Petersburg U  
*Mr. Valuiski has been a pastor since 1996, and a college professor since 1995*

## Williams, Charles (1996)

### Professor of Biblical & Ministerial Studies

Graduate Studies, Fuller; MA, Education, Chapman College; BA, Education, Wayne State U.; Bible Diploma, Liberty U.  
*USAF (ret) Instructor, 1968-84, Businessman since 1985, Local Church Leadership and Teaching*

## Yoder, David (1999)

### Professor of Biblical & Ministerial Studies

DMA, Church Music, University of Southern California; MA, Music Education, Stanford; BA, Music Education, San Jose State University  
*College music instructor since 1958; church music minister for more than 39 years*



## Our Alumni

*Our graduates are ministering within many denominations in all four corners of the world. They serve as pastors, missionaries, teachers, evangelists and lay leaders. They are actively starting churches, Christian schools, Bible colleges, building the Kingdom in creative and unique ways, and transforming the lives of thousands of people all around the world.*

*At TLBC in the second week of October we celebrate Alumni week with former graduates participating in our morning and evening chapels. The week culminates in a wonderful Alumni Banquet with special speakers and events. So mark your calendar for Friday, October 9, 2009.*

*ALL Graduates with a Bachelor's degree from TLBC are eligible for a 100% tuition discount for one class per academic year. Note: All fees and textbooks are the responsibility of the alumnus.*

*This scholarship is exempt from the usual requirement to file a FAFSA and complete the institutional application; it also requires no proof of financial need. Check out our current class schedule on [WWW.TLBC.EDU](http://WWW.TLBC.EDU) for a class that will interest you.*



*Joo Won Suh Valedictorian 2008*

# note

---

## OF WELCOME

*We, the Trinity Life Bible College Administration, wish to express our appreciation for your commitment to the Kingdom of God and His work. You have felt His call to be His ambassador, His chosen representative, and we are assured that “He who began a good work in you will carry it on to completion until the day of Christ Jesus” (Philip 1:6, NIV). We are here to serve you in prayer and counsel in all of the areas discussed in this handbook. If you have any questions, do not hesitate to contact one of our staff. Thank you for your openness to God’s development of character in your life!*

**Administration Office Hours:**

Monday, Tuesday & Thursday: 7:30 a.m. – 7:30 p.m.

Wednesday & Friday 7:45 a.m. – 5 p.m.

Phone: (916) 348-4689 ■ E-mail: [info@tlbc.edu](mailto:info@tlbc.edu).