



**STUDENT HANDBOOK**

**Revised 8-2-20**

## **ABOUT THE COLLEGE**

### **The Mission of Perelandra College is:**

To promote and nurture life-changing wisdom, offering a Christ-centered alternative to dogmatic indoctrination; to help our students communicate with skill, inspiration, and integrity; and to accomplish these challenges without burdening our students with debt.

### **Our Vision:**

To create a community and college environment that honors intellectual, philosophical and spiritual inquiry and opposes prejudices, dogmas and preconceptions that inhibit such inquiry.

We welcome all who value an environment where questions regarding spiritual matters are sought and prized, not dismissed or judged.

**Perelandra College** is a distance education provider.

Mail: 8697-C La Mesa Blvd., PMB 21, La Mesa, CA 91942

Office Phone: 619-468-5075

Website: [www.perelandra.edu](http://www.perelandra.edu)

Office email: [admin@perelandra.edu](mailto:admin@perelandra.edu)

Faculty emails: [www.perelandra.edu/faculty.html](http://www.perelandra.edu/faculty.html)

Students should contact the college office by phone, mail, or email with queries regarding contracts, enrollment, fees, online classroom navigation and other issues aside from those regarding instruction, which should be directed to the professor or mentor.

## **A Note on Vocabulary**

While the daughter of two of our founders prepared to enroll at Massachusetts Institute of Technology (MIT) she found the first sentence on the college catalog subject page to be "A course is a course, of course, except when it is a subject."

This pleased her father immensely, as for years he has lobbied against the use of the word "course" for a single class. At Perelandra College, we call a class a class, and if we use the word course, we mean a course of study, such as a major or a program.

## **ACADEMIC CALENDAR AND SCHEDULING**

Perelandra College classes are offered in an asynchronous manner, much like independent study classes. Though students are occasionally allowed to enroll in more than one class at a time, the general policy assumes the completion of one class before enrollment in the next.

Students are required to either submit a lesson or report on progress to the class professor within two weeks of the starting date of the class and thenceforth within two weeks of the previous submission or report of progress. Failure to comply may result in an unwanted comment on the class final grade report.

Though students have flexibility in determining their lesson completion goals and setting their own study schedules, we expect them to actively pursue their studies and regularly submit coursework. Once enrolled in a class, students are allowed 16 weeks to finish all requirements. However, as students may encounter personal challenges or difficulties that prevent them from completing within the 16-week period, they may submit a request for academic extension by emailing the professor. This request must indicate the reasons an extension is needed. Should the professor disapprove the request, the student may appeal to the program director.

Students can withdraw from a class at any time with no penalty except that when withdrawals are requested beyond the time limits for requesting a refund as stated in the enrollment agreement, no tuition will be refunded

## **OVERVIEW OF CLASSES AND REQUIREMENTS**

Each class provides a syllabus that describes the structure of the class, details the requirements and available resources, and gives the professor's background, contact information, and expectations, as well as the college grading policy. Students should proceed in the class according to the

### **Lesson Submission:**

Unless otherwise instructed, submission should be in Word (.doc or .docx). If you must use a different program, try to translate into Word or to a plain text format.

Our professors may be teaching several classes and quite a number of students at once. For the sake of their sanity, please include, at the top of each lesson submitted, your name, the class number, and the lesson number.

### **Formatting:**

Unless otherwise specified by the professor, please submit files in standard manuscript format: 12 point type, double spaced, one inch margins, with your name and page number in the header of each page. No justified margins.

### **File titles:**

Please entitle the files as: your initials followed by the class number followed by the lesson number. So if Homer Hoskins were taking Writing 602 and submitting lesson 6, he would entitle the file hhw602.6

### **Final Exams:**

Although we assess student performance by quality of written work rather than by exams, some classes will include an oral or audio/visual component by phone or online.

We ask students to send a photo that can be used for identification over Skype, Zoom, or whatever medium we the class uses.

### **Independent Study:**

In addition to the class offerings listed on the website and in the catalog, the college welcomes the inclusion of independent study classes into the programs, most often to fulfill elective requirements, and to help students develop knowledge and skills about their particular areas of interest.

Independent Study classes are developed in collaboration between a student and a professor. Each three-credit class should require about 140 hours of reading, writing, communication with the professor, and other learning activities related to the subject matter.

Our general standard considers 20 pages of reading as an hour and each page (around 250 words) of writing as 2 hours. So a three-credit class could work out to about 2000 pages of reading and 20 written pages, or 2400 pages of reading and 10 written pages. Students are required to submit a brief proposal showing how the class meets that minimum criteria.

## **ADMISSIONS AND TRANSFER**

### **Admission requirements:**

Because the founders of Perelandra College are not overly impressed with grades, and since our programs are not specifically vocational and we believe that students who choose us are sincere thinkers and learners, we do not base admission on a GPA.

For admission to our AA or BA program, we require a diploma from high school in which English is the principal classroom language, or a GED. Official transcripts must be sent directly to Perelandra College.

For admission to our graduate programs, we require that the student possess the degree below the one they intend to pursue. So students in our MA program should possess a Bachelor's degree, and students applying to our PhD program should possess a Master's degree.

All applicants must submit a letter of intent, telling reasons for choosing the college and the program of his or her choice.

In addition, program directors may request and/or require two letters of reference about the applicant's character and ability to succeed in college.

### **Transfer of Credits**

Courses and credits from other programs may be accepted either to meet requirements or as electives. Students must provide official transcripts. Upon request, they must also provide catalog descriptions and rationales as to the acceptability of the classes.

The maximum transfer acceptable toward a Perelandra College Master of Arts degree is six credits. No limit applies to the number of credits transferable toward the Bachelor of Arts degree, except that 30 credits toward the degree must be from Perelandra College.

## ACADEMIC POLICIES

### Plagiarism

Our professors are accomplished writers quite capable of noting the possibility of plagiarism in written work. If a professor believes plagiarism has occurred, an audio-visual interview with the professor, the student, and the program director will be arranged. If the director and professor agree that plagiarism has occurred, the student will not receive credit for the class in which the plagiarism occurred. If plagiarism re-occurs, the student's enrollment at Perelandra College may be suspended or revoked.

### Grading

The only class grades we assess are CR for Credit and NR for No Record, which is equivalent to No Credit except that the class will not be entered into the student's transcript.

Although some may argue that to exclude the reflection of failure on a transcript might encourage some students to simply drop a class they might have completed if dropping risked a permanent negative mark on the record, we have decided that should a student fail to pass a class, the payment of tuition and the effort put in for no benefit is quite enough of a penalty. A failed class should not haunt a student's future.

By granting credit for a class, a professor certifies that the student has satisfactorily completed all assignments.

## OTHER POLICIES

**Student Privacy Policies (FERPA):** Under the provisions of the federal law known as the Family Education Rights and Privacy Act of 1974 (FERPA), eligible students, or where applicable, the parents of the students, are afforded certain rights pertaining to college records and personally identifiable information on file with the institution. An eligible student is defined as any person who is currently enrolled or has been enrolled in the institution's programs. It is the policy of the institution to treat all student information, both personal and academic, as strictly confidential. Student information will only be released after appropriate written permission has been obtained.

**Nondiscrimination Policy:** The institution is in compliance with all requirements

imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and section 504, Rehabilitation Act of 1973. The institution does not discriminate on the basis of race, color, religion, sex, or national origin in its activities, programs, or employment policies, in accordance with Federal, State, and local laws.

**Disabilities:** Perelandra College acknowledges its students' right to the institution's compliance with the Americans with Disabilities Act (ADA) of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

**Complaint Policy:** Any complaint a student prefers to express discreetly is to be sent by mail or email to the college president. The president addresses complaints and begins the process of resolution as soon as possible. In no case should more than one week elapse between the complaint or follow-up correspondence and a response.

**Refund Policy:** The tuition refund policy of the College conforms to California Education Code 94820. Registration fees are not refundable.

The College's refund policy has been developed in accordance with and reflects both the California Bureau for Private Postsecondary Education guidelines and the business standards of the Distance Education and Training Council.

Specifics of the refund policy can be found in enrollment agreement for each class.

## **STUDY SUGGESTIONS**

### **Overcoming Ten Excuses: A Guide for New Students**

#### **1. "I Don't Know Where To Begin"**

Take Control. Make a list of all the things you have to do. Break your workload down into manageable chunks. Prioritize! Schedule your time realistically. Begin studying early, with an hour or two per day, and slowly increase time as the ability to concentrate builds.

#### **2. "I've Got So Much To Study . . . And So Little Time"**

Preview. Identify the most important topics emphasized, and areas still not understood. Previewing saves time, especially with non-fiction reading, by helping you organize and focus in on the main topics. Adapt this method to your own style and study material, but remember, previewing is not an effective substitute for reading.

### **3. "This Stuff Is So Dry, I Can't Even Stay Awake Reading It"**

Attack! Get actively involved with the text as you read. Ask yourself, "What is important to remember about this section?" Take notes or underline key concepts. Ask questions on the class forum. Stay on the offensive, determined to grasp even the most difficult concepts.

### **4. "I Read It. I Understand It. But I Just Can't Get It To Sink In"**

We remember best the things that are most meaningful to us. As you are reading, try to elaborate upon new information with your own examples. Try to integrate what you're studying with what you already know. You will be able to remember new material better if you can link it to something that's already meaningful to you.

### **5. "I Guess I Understand It"**

Test yourself. Make up questions about key sections in notes or reading. Examine the relationships between concepts and sections. Often, simply by changing section headings you can generate many effective questions. For example, a section entitled "Bystander Apathy" might be changed into questions such as: "What is bystander apathy?", "What are the causes of bystander apathy?", and "What are some examples of bystander apathy?"

### **6. "There's Too Much To Remember"**

Organize. Information is recalled better if it is represented in an organized framework that will make retrieval more systematic. There are many techniques that can help you organize new information, including:

- Write chapter outlines or summaries; emphasize relationships between sections.
- Group information into categories or hierarchies, where possible.
- Information Mapping. Draw up a matrix to organize and interrelate material. For example, if you were trying to understand the causes of World War I, you could make a chart listing all the major countries involved across the top, and then list the important issues and events down the side. Next, in the boxes in between, you could describe the impact each issue had on each country to help you understand these complex historical developments.

### **7. "I Knew It A Minute Ago"**

Review. After reading a section, try to recall the information contained in it. Try answering the questions you made up for that section. If you cannot recall enough, re-read portions you had trouble remembering. The more time you spend studying, the more you tend to recall. Even after the point where information can be perfectly recalled, further study makes the material less likely to be forgotten entirely. In other words, you can't over-study.

However, how you organize and integrate new information is still more important than how much time you spend studying.

### **8. "But I Like To Study In Bed"**

Context. Recall is better when study context (physical location, as well as mental, emotional, and physical state) are similar to the performance context. The greater the similarity between the study setting and the setting while you write or take a test, the greater the likelihood that material studied will be recalled.

### **9. "I Always Wait Until the Last Minute"**

Spacing: Start studying now. Keep studying as you go along. If you want to turn in an assignment a week from now, do a rough draft today, polish it three days from now, and again five days from now, and once more before submitting.

### **10. "I'm Going To Stay Up All Night Until I Get This"**

Avoid Mental Exhaustion. Take short breaks often when studying. Relax and unwind, mentally and physically. Otherwise, your break won't refresh. When creating or called to perform intellectually, it's more important than ever to take care of yourself. Eat well, sleep, and get enough exercise.

Also, see: <http://www.studygs.net/> for a comprehensive resource on college success.