



2011-12 CATALOG
revised 10-16-11

Perelandra College Catalog: 2011

Policies and requirements detailed in this catalog are valid from January 1, 2012 through December 31, 2012

We encourage prospective students to review this catalog prior to signing an enrollment agreement.

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WELCOME

Welcome to Perelandra College, from the founders Ken Kuhlken, MFA; Dr. Pam Kuhlken; and Charles Gregg, MFT.

Ken:

In 1975, we moved to Iowa City so I could study at the University of Iowa Writer's Workshop. My stay there was rich and memorable, but it also marked the first time we had let credit card balances go unpaid. The move had cost us our jobs and our home in San Diego. I thought, "There has to be a less disruptive way for apprentice writers and teachers of writing to learn their crafts."

Twenty some years later, Pam and I left our positions at a Christian college largely because Creative Writing and the arts in general ranked near zero among the school's priorities, the norm in Christian higher education, we had discovered.

We began asking each other the question I later found expressed in an editorial on ChristianityToday.com:

"Those who call on Jesus for salvation are given the Holy Spirit. It's through the spirit's power that we, simple jars of clay, are able to shine golden and do wonderful things beyond our human capacity. So, why do Christians, who claim access to the original creator, so often produce poor art?"

Maybe, I thought, it's because they're not encouraged or mentored to make quality art.

Pam:

We couldn't remember the last time we had found a gripping, thoughtful novel in a Christian bookstore by anyone other than C.S. Lewis, and we felt troubled that those stores didn't offer any poetry of William Blake or Emily Dickinson, Dostoyevski or Graham Greene novels, or story collections by Flannery O'Connor.

We had nowhere to direct our truth-seeking, imaginative undergraduate English majors who wanted to become writers. Hundreds of secular writing programs existed, we knew, but in our estimation they most often produced creators of admirable, even dazzling style, but shallow, nihilistic, lurid or faddish content.

Our pastor, Charlie Gregg, invited us out to dinner. After the meal, he asked, "So what is your dream?" Surprised, we looked at each other then began to speak of an online writing program where creative people could find kindred spirits, resources, encouragement and direction.

I mentioned L'Abri, Frances and Edith Shaeffer's spiritual retreats, and our vision of a similar community where non-dogmatic truth seekers and people of faith could nurture

their spirits while at the same time earning degrees that would help them make a living and find places from which they could mentor others.

ABOUT US

Perelandra College is located at:

8341 Lemon Avenue
La Mesa, CA 91941

Mail:

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

Phone: 619-335-0441

Fax: 619-512-4291

Website: www.perelandra.edu

Online Classrooms: www.perelandra.edu/moodle

Office email: admin@perelandra.edu

Faculty e-mails are listed on the [faculty](#) page of the college website, www.perelandra.edu

FACULTY

Brandon Cesmat was described by The Sacramento Poetry Center as “a man with a vision of how music can be the tendril wrapped around poetry.” His book *Driven into the Shade* includes a CD of his songs and poems. He earned his MFA in Creative Writing from San Diego State University, and has been featured in Writers Who Play showcases in Austin, Atlanta and New York. Even during football season, he leads worship at Ridgeview Church in his hometown of Valley Center, California. Visit Brandon's faculty page, and read more about him and his work at: www.csusm.edu/profe.

Stan DeKoven has earned degrees in Psychology and Counseling from San Diego State University, Webster University, and the Professional School of Psychological Studies (PhD). He is licensed as a Marriage and Family Counselor in California, is the author of over 35 books on counseling and practical theology, and is the Founder and President of the Vision International Education Network and Family Care Services.

Charlie Gregg, at 19 years of age, opened a coffeehouse where young people could search for answers to life's deepest questions. Since then, he has earned degrees in Communication and Marriage and Family Therapy, pastored two churches, served in many venues as a Marriage and Family Therapist, and taught at the University of Phoenix.

Carol Forbes earned the Bachelor of Arts degree in visual arts from Rutgers University and the Master of Fine Arts in Film from Columbia University. She has worked in many occupations within the film industry, has written screenplays and television pilots, and has been honored with several screenwriting fellowships. She lives in New York City.

Ken Kuhlken earned BA and MA degrees in English at San Diego State University and an MFA degree in Fiction Writing at the University of Iowa. He is the author of novels, short stories, feature stories and book reviews, and has taught in the MFA program at the University of Arizona and in graduate and undergraduate programs at San Diego State University; California State University, Chico; University of San Diego; Christian Heritage College; and Azusa Pacific University. Visit Ken at: www.kenkuhlken.net

Pam Fox Kuhlken graduated with a bachelor's degree in English and a minor in Philosophy from Pepperdine University. She earned a Master in Poetics degree from New College of California and the Master of Theology degree from Bethel Seminary. At the University of California, Riverside, she earned the PhD, graduating with highest honors. She has published poems, articles and reviews in literary magazines, journals and newspapers. With Dr. David Noel Freedman, she authored the book *What Are the Dead Sea Scrolls and Why Do They Matter*. Dr. Pam teaches literature and writing.

Elizabeth Kropf earned a Master of Arts in Creative Writing from Perelandra College and has published several poems and one story in literary magazines. She has won awards from the Texas Poetry Society as well as the Austin Poetry Society, been a reader at the Windhover Writer's Festival and served on the Board of Directors for the Austin Poetry Society for three years. She has taught Composition, Information Literacy and Pre-College English for over two years at Bryant & Stratton College and is proud to be teaching ENGL 101 and ENGL 102 at Perelandra College.

Stephanie Reary holds a Bachelor of Arts in English from San Diego Christian College and was part of the first group of graduates from Perelandra College with the Master of Arts in Creative Writing. She is a high school English teacher who has developed and taught numerous creative writing workshops for teen writers from middle school through senior high. Young Adult Fiction is her passion, and she brings to Perelandra a strong background of observing and discussing what inspires and captivates young adult readers.

Joshua Reichard is an interdisciplinary thinker, researcher, and educator. Joshua holds three terminal academic degrees: a PhD in Arts & Humanities (Religion & Theology), a DPhil in Social Research (Religion & Society Studies), and an EdS in Educational Leadership. Joshua has diverse experience in secondary and post-secondary educational administration, extensive international teaching experience, and a keen interest in educational technology. Learn more about Joshua's academic and research interests at www.joshuareichard.com

Steven Saint earned a bachelor's degree in Journalism from Northwestern University and has been writing articles for newspapers and magazines for the past 20 years. He has worked as an award-winning daily newspaper reporter in Colorado and editor of five community newspapers in San Diego. His freelance work has appeared in more than 40 publications including *Time Magazine*, the *Denver Post*, *Contemporary Christian Music* and Intervarsity's *U Magazine*. Steve also serves as the Executive Director of the Pikes Peak Justice & Peace Commission, in Colorado Springs, Colorado and teaches magazine article and feature writing for Perelandra College.

Erin Smith holds a PhD in English and Dance from Birkbeck College, University of London. She is currently writing a book based on her research on eighteenth century social dance entitled *Dancing with Jane: Social Dance in Jane Austen's Literature*. She also teaches for Bryant & Stratton College, writes for Casa Magazine and The Magazine of Santa Fe, New Mexico, and enjoys reading, watching "Buffy the Vampire Slayer" re-runs, dancing, and playing the clarinet.

Gary Swaim, a playwright, poet, and writer of short fiction, received his A.B. in English from the University of California, Riverside and the Ph. D. in Comparative Literature (with a minor in philosophy) from the University of Redlands in cooperation with the Claremont Graduate University. He also completed a postdoctoral M.Ed. in Counseling Education with the University of North Texas and served as a therapist in private practice for ten years. See: www.garyswaim.com/

ADMINISTRATION

Ken Kuhlken, President; Chair, Creative Writing (see faculty)

BOARD OF GOVERNORS

Timothy Garfield is an Attorney/Partner, Stephenson, Worley, Garratt, Schwartz, Garfield & Prairie; Juris Doctor, University of Southern California (1971); B.A. (Psychology) San Diego State University (1968). He has served as: Adjunct Instructor, Legal Research and Writing, California Western School of Law (1983-1984); Co-Author, Preventive Law for Schools and Colleges (2004); Member, Board of Trustees, Cogswell Polytechnical College, Sunnyvale, California (WASC accredited); Compliance Officer and member of the Governing Board, Perelandra College

Ken Kuhlken (see faculty)

Pamela Kuhlken (see faculty)

Kathleen Mirabile has 12 years of executive and operations experience in the distance-learning field. Kathleen is President of Brighton College, which provides quality online education to students seeking careers as legal professionals or in the health services fields. Previously Kathleen served as the Vice President and Provost of the College of the Humanities and Sciences, Harrison Middleton University. She is the Chair of the Distance Education and Training Council (DETC) Research and Educational Standards Sub-Committee and serves as a DETC educational standards evaluator for institutions seeking accreditation. Kathleen earned a Bachelor of Science degree from the University of New Mexico, a Master of Arts in Jurisprudence from Harrison Middleton University, and the Executive Juris Doctor from Concord University, School of Law.

Bob Weathers earned his Ph.D. in Clinical Psychology from Fuller Graduate School of Psychology in Pasadena. He has committed the past 30 years of his professional life to counseling psychotherapy clients, along with teaching and training graduate-level clinicians

at several southern California universities. Dr. Weathers' primary goal across his entire career has been to help individuals reach their full potential, both in terms of an enriched emotional life as well as truly satisfying relational intimacy. His now hundreds of former students continue to apply such values as they professionally provide a wide range of psychological services all over the world.

MISSION, CREED and VISION

The Mission of Perelandra College is:

To promote the search for temporal and eternal truth through art and community;

To equip artists with skills and values, enabling them to enrich and inspire their cultures;

To accomplish our mission through quality and affordable distance education.

Our Creed:

We believe in the teachings of Jesus Christ and in free and open intellectual inquiry and expression.

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.

LICENSING

Since November 2005, Perelandra College has been licensed by the State of California Bureau of Private Postsecondary and Vocational Education to grant the Bachelor of Arts and Master of Arts degrees.

ACCREDITATION

Perelandra College is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC). The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a recognized accrediting agency and is a member of the Council for Higher Education Accreditation.

The Distance Education and Training Council is located in Washington, D.C. Founded as the National Home Study Council in 1926, DETC's mission is to promote sound educational standards and ethical business practices within the correspondence field.

With the ever-increasing popularity and acceptance of online education, DETC has emerged as a leader in global distance learning. DETC has accredited members in Canada, Ireland, Japan, South Africa, the United Kingdom, and the United States. With its 75-plus

years of history and its highly refined and federally recognized accreditation program, DETC offers distance learning institutions the most current, relevant and practical services for the 21st Century. Visit their web site at <http://www.detc.org/>.



ACADEMIC CALENDAR

Applications for admission and for awarding degrees are accepted year round. Most courses are self-paced and can begin and conclude at the student's discretion.

Any planned dates and locations for conferences and in-residence sessions are posted on the [Community](#) page of our web site.

STUDENT CONFIDENTIALITY POLICY

Perelandra College honors the privacy of our students. In accordance with federal and state law, the college protects the confidentiality of education records and the rights of students to inspect and review these records. Specific student transcript information is not available for general statistical purposes. Information the college collects may be released only upon written request by the student.

DEGREE PROGRAMS

The **Bachelor of Arts degree in Writing** is designed to prepare students for vocations and avocations that call for excellence in written communication. The coursework includes an intense study and practice of critical and creative thinking and writing in a wide variety of academic, professional, and creative genres.

The curriculum stresses creativity, reasoning, and the essentials of effective communication. Graduates can go directly into a profession or use the degree as preparation for graduate education in writing, law, education, theology and many other fields.

Bachelor of Arts in Writing Program Description:

120 semester credits.

30 of the above from Perelandra College

General Education: 36 credits

Required coursework from General Education offerings at a college or university accredited by an agency approved by the U.S. Department of Education.

3 credits from each of the following:

Speech or Communication

Freshman Composition (essays)

Freshman Composition (research papers)

Life Science

Physical Science

Social Science elective

Social Science elective

Literature or humanities elective

American History or American Government

World History or World Religion

World History or World Religion

Introduction to Philosophy

Logic, Linguistics, or Math above Intermediate Algebra

Requirements for the Major:

Core 27 credits:

Writing Essays - Writing 401 - 3 credits

Writing Stories - Writing 402 - 3 credits

Writing as a Journalist - Writing 403 - 3 credits

Writing Criticism and Reviews - Writing 404 - 3 credits

Masterpieces of Fiction - Literature 501 - 3 credits

Masterpieces of Drama - Literature 502 - 3 credits

Masterpieces of Poetry - Literature 503 - 3 credits

6 credits from Independent Study in Writing / Senior project - Writing 510 - 3 credits

9 credits selected from

Story Basics – Writing 501

Poetry Basics – Writing 502

Article Basics – Writing 508

Bible as Stories – Writing 551

Screenwriting – Writing 507

Genres – Writing 509

Course Descriptions:

Writing Essays – Writing 401: An introduction to the art and craft of essay and speech writing. Students will gain the skills, confidence and motivation to begin writing essays and speeches of various styles and intents. They will exhibit the ability to describe structural elements of compelling essays and speeches and to demonstrate in their writing the principles of clear, concise and fluent prose.

Writing Stories – Writing 402: An introduction to the structure of stories, whether long or short, fiction or non-fiction. Students will gain the skills, confidence and motivation to begin writing and revising stories based on fact or on pure imagination. They will demonstrate ability to describe the structure of dramatic stories, and to write clear, concise and compelling prose.

Writing as a Journalist – Writing 403: An introduction to the practice of journalism. Students will learn to see the world through the eyes of a journalist, to gather information and analyze the news value of the information. They will demonstrate these skills by writing and submitting clear, concise, yet informative and compelling news stories.

Writing Criticism and Reviews – Writing 404: An introduction to the writing of literary criticism and reviews of books and other media through the study of exemplary works and the practice of writing a variety of critical essays and reviews. Students will gain the skills and confidence to begin writing literary criticism and reviews of the books they read, the films they watch, the plays or dance productions they attend. They will demonstrate the ability to describe structural elements of compelling criticism and reviews and to write clear, concise and fluent prose.

Masterpieces of Fiction - Literature 501: A study of great novels and short stories with an emphasis on reading as a writer, analyzing structures, scenes, character development and the exposition of theme. Students will learn to read like a writer, and demonstrate competence in this skill through analysis of the literature read, and through the essays and stories they submit.

Masterpieces of Drama - Literature 502: Students will discover the grand reasons for the appreciation of drama and comedy. They will explore the wide-ranging themes introduced over a variety of historical eras; study research methods for approaching drama; learn the relationships between historical contexts and the expression of ideas theatrically; acquaint

themselves with theatres in their community; and demonstrate their increased understanding and skills through writing projects and a final exam.

Masterpieces of Poetry – Literature 503: A study of poetry masterpieces from many cultures and eras, emphasizing: works concerned with matters of the spirit; uses of language available to writers of all kinds; elements of great poems that can inspire and inform students' writing in poetry and other genres; and the craft of poetry. Through essay exams and original poems, students will show a valid historical vision of the genre and skill in the poetic craft.

Independent Study in Writing / Senior Project – Writing 510: Under supervision of an agreeable faculty member of their choice, students will gather the best of their college writing and revise, refine, and perhaps add new work, giving serious consideration to the professor's suggestions. They will submit a manuscript of at least 15,000 words, of publishable quality and suitable for use as a professional portfolio.

Story Basics – Writing 501 asks students to read seminal books on creating stories and to submit assignments that relate to the texts as well as to a story or stories of their own. They are required to write and submit for critique around 7500 words of original fiction or dramatic non-fiction, and to revise following the critique. They will gain the skills and confidence to begin writing and revising stories. They will learn to describe the structure of dramatic stories, to summarize stories by giving the action-idea, to define the purposes and goals they intend for their writing to achieve, and to demonstrate in their writing the principles of clear, concise and compelling prose.

Poetry Basics – Writing 502 approaches poetry emphasizing ways to use the language more effectively in all modes of writing. The course includes readings from exemplary poetic and critical works and the writing and revising of poems. By the end of the course, students will demonstrate, through their poetry and by analysis of their own work as well as that of established poets, their familiarity with a variety of poetic forms and techniques. In addition, they will exhibit competence in writing concise, rhythmically sound poems that surprise and perhaps delight.

Screenwriting – Writing 507 introduces the key elements in writing a feature-length screenplay: screenplay structure, plot development, scene development, characterization, and dialog. Books on craft, the professor's guidance, and several writing assignments require that students demonstrate their mastery of the basics and their ability to conceptualize their feature-length script. They submit a short film script, a beat sheet or treatment for their full-length screenplay, and the first act of their screenplay.

Article Basics – Writing 508 is an introduction to modern journalism. Students outline articles, interview sources and research background information. Required reading includes examples of both traditional news features and literary journalism. Required writing includes a journal of responses to the readings and assigned articles. By the end of the course, students will have at least one article suitable for sale to a magazine.

Genres (Writing 509, 3 credits) provides insights into a particular genre, stressing the differences and similarities between that genre and general fiction. Students read excellent work in the genre as well as at least one instructional text, and submit for critiques original stories or parts of books they are creating.

Bible as Stories – Writing 551 approaches the stories of the Old and New Testaments as archetypal models for contemporary fiction and asks students to write one short, short story and one longer short story using these models. Students show understanding and use of archetypes as well as organizational and editing skills by creating stories with complex characters and interesting conflicts and plot lines.

The Master of Arts in Creative Writing: provides students with the skills and resources they need to become professional writers or to pursue writing as a serious avocation; transforms public school teachers into master teachers of writing while they gain a degree that will boost their salaries; qualifies writers to teach at colleges and universities.

The 36-credit program generally requires between one and three years of study, depending upon previous writing and educational experience and the hours a student can devote to the program. The college defines a credit as coursework that should require between 40-50 hours. Most of our classes are worth three credits.

The program offers an intensive study in the process of artistic creation as applied to short fiction, novel-length fiction, magazine features, narrative non-fiction, screenplays, and poetry. Students apply the knowledge and skills they gain to a book-length creative thesis faculty members judge as having attained publishable quality.

Requirements:

3 credits from each of:

Story Basics, Writing 501

Poetry Basics, Writing 502 or **Writing for Young Adults**, Writing 509

Bible As Stories, Literature 551

Advanced Story, Writing 601 or **The Novel**, Writing 602

At least two of the following 3 credit courses:

Advanced Poetry, Writing 603

Article Basics, Writing 508

The Novel, Writing 602

Screenwriting, Writing 607

Genres, Writing 509

At least 6 credits from:

Independent Study in Literature, Literature 610

Thesis Tutorial, Writing 611

Total, 36 credits required

Creative Writing Course Descriptions:

Story Basics (Writing 501, 3 credits) asks students to read seminal books on creating stories and to submit assignments that relate to the texts as well as to a story or stories of their own. They are required to write and submit for critique around 7500 words of original fiction or dramatic non-fiction and to revise following the critique. They gain the skills and confidence to begin writing and revising stories. They learn to describe the structure of dramatic stories, to summarize stories by giving the action-idea, to define the purposes and goals they intend for their writing to achieve, and to demonstrate in their writing the principles of clear, concise and compelling prose.

Poetry Basics (Writing 502, 3 credits) approaches poetry emphasizing ways to use the language more effectively in all modes of writing. The course includes readings from exemplary poetic and critical works and the writing and revising of poems. By the end of the course, students will demonstrate, through their poetry and by analysis of their own work as well as that of established poets, their familiarity with a variety of poetic forms and techniques. In addition, they will exhibit competence in writing concise, rhythmically sound poems that surprise and perhaps delight.

Screenwriting (Writing 507, 3 credits) introduces the key elements in writing a feature-length screenplay: screenplay structure, plot development, scene development, characterization, and dialog. Books on craft, the professor's guidance, and several writing assignments require students to master the basics while they conceptualize their feature-length script. At the conclusion of the course students will have a short film script, a beat sheet or treatment for their full-length screenplay, and the first act of their screenplay.

Article Basics (Writing 508, 3 credits) is an introduction to modern journalism. Students outline articles, interview sources and research background information. Required reading includes examples of both traditional news features and literary journalism. Required writing includes a journal of responses to the readings and assigned articles. By the end of the course, students will have at least one article suitable for sale to a magazine.

Genres (Writing 509, 3 credits) offers insights into a particular genre, stressing the differences and similarities between that genre and general fiction. Students read excellent work in the genre as well as at least one instructional text, and submit for critiques original stories or parts of books they are creating.

Bible as Stories (Literature 551, 3 credits) approaches the stories of the Old and New Testaments as archetypal models for contemporary fiction and asks students to write one short, short story and one longer short story using these models. Students will create complex characters and interesting plot lines and conflicts, and gain strong organizational and editing skills.

Advanced Story (Writing 601, 3 credits) requires that students refine both their craft and their attitudes toward their work. Reading assignments explore the structure of dramatic fiction and encourage students to find, refine, or expand their artistic vision. Writing assignments require them to examine what they discovered and to put their discoveries to use. By the end of the course, students will express with clarity why they write and who their target audience is. They will also prove in both the final exam and through their stories that they have grasped the structure of dramatic fiction. Prerequisite: Writing 501

The Novel (Writing 602, 3 credits) is an in-depth study of the structural and other elements of novels of various types. Required reading includes two novels and two critical works on the form. Required writing includes outlines, a synopsis, and 10,000 words of a novel's beginning. Students gain the theoretical skills required to structure a compelling novel. They learn that different genres present different expectations and that a variety of different methods of structuring the novel can be equally viable. Through the structural analysis of two novels by masters of the form, they learn to outline in at least two ways. They write the beginning of a novel using one of the outlines. Their grasp of the knowledge the course offers will be proven by exercises and their novel beginning. Prerequisite: Writing 501

Advanced Poetry (Writing 603, 3 credits) assumes previous study of poetry. It places its primary focus on the variety of poetic forms (e.g., free verse, the sonnet, villanelle, and other forms). Key attention is given to writing poetry that "surprises." Students read poems, and write, have critiqued, and revise, poems in which they demonstrate skill at using several forms and at creating images and exposing ideas with deft and precise use of language. Prerequisite: Writing 502

Independent Study in Literature (Literature 610, 1-6 credits) is a student/faculty designed course in which the student, advised by a faculty member, designs a reading list in a genre in which the student's interest lies or in which the faculty member determines the student can benefit from reading. After reading each of the works assigned, students analyze from a writer's point of view and in doing so determine elements they can apply to their own work. Evaluation of student work in the course is based upon the depth and clarity of the student's analysis. Prerequisite: 12 credits of graduate study in writing or literature

Thesis Tutorial, (Writing 611, 1-6 credits) is the course in which the student receives critical feedback from a faculty member about the thesis project in whole or in part and responds by revising. The grade in the course will be the grade awarded the completed thesis project, as judged by two faculty members. The thesis must be of publishable length (as a rule at least 150 manuscript pages for prose or 60 manuscript pages for poetry) and of such quality that two faculty members consider it publishable by a commercial press. Prerequisite: 18 credits toward the Master of Arts degree

ADMISSION REQUIREMENTS

Bachelors in Writing Admission Requirements:

1. A high school diploma or GED from high school in which English is the principal classroom language. Official transcripts must be sent directly to Perelandra College.
2. A letter of intent, telling reasons for choosing our program.
3. Two letters of reference about the applicant's character and ability to succeed in college.
4. 12 college semester credits with a 2.0 (C) or better grade point average. Official transcripts must be sent directly to Perelandra College. However, students who lack the credits but meet the other criteria can be admitted provisionally and continue in the program as long as they keep their GPA above a 2.0. Once they reach 12 credits, the provisional admission can be changed to full admission.

Contact Ken Kuhlken with questions: ken@perelandra.edu

Applicants to the **Master of Arts program in Creative Writing** must have completed a Bachelor of Arts degree from an institution accredited by an agency recognized by the U.S. Department of Education. Official transcripts must be on file before the college will offer any credit for classes. Beyond this minimum requirement, acceptance to our program is competitive and based on the following: college grades (a minimum 2.75 GPA is required except by appeal to the director of education); a letter stating reasons for the applicant's interest in Perelandra College; a biography of about 250 words; two letters of reference regarding the applicant's character and artistic potential; and a writing sample of no more than 6000 words.

Contact Ken Kuhlken with questions: ken@perelandra.edu

International Students

Applicants with non-U.S. educational credentials must first obtain a foreign credentials evaluation from the Educational Credential Evaluators, Inc. (ECE), (www.ece.org) or another independent U.S. evaluation service approved by the college.

Students whose degrees or high school diplomas are from colleges where English is not the principal language of instruction must either:

1. present a score of 550 or higher (using the paper version) or 213 or higher (using the computer version) or 80 or higher (using the Internet version) on the Test of English as a Foreign Language (TOEFL), or 6.5 or better on the International English Language Testing System (IELTS), or
2. have completed with a C or better grade a class in English composition from a college accredited by an organization approved by the U.S. Department of Education.

All Perelandra College courses are offered exclusively in English. At present we offer no English as Foreign Language instruction. As our courses are offered online and can be accessed from other nations, we do not provide help with visas.

Transfer of Credits

Courses and credits from other graduate 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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Perelandra College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Perelandra College to determine if your credits or degree will transfer. Students planning to complete credit elsewhere before applying to Perelandra College are advised to contact Ken Kuhlken (ken@perelandra.edu) and check on the acceptability of credits from that institution.

Credit for Prior Experiential Learning

Perelandra College will consider accepting up to 30 credits toward the Bachelor of Arts degree in Writing, and up to 9 credits toward the Master of Arts degree in Creative Writing or the Master of Arts degree in Counseling from:

1. (for Writing or Creative Writing) writing experience that resulted in publication either in book form or in established periodicals or;
2. (for Writing or Creative Writing) experience teaching English composition to adult students or those in secondary schools or institutions of higher education.

For more detail on the awarding of credit for experiential learning, and for appeal policy, see the “Handbook on Credit for Experiential Learning,” available by download from: www.perelandra.edu/forms.html

Open Enrollment

Unless otherwise noted on the summary linked to our web pages, the college’s courses are open to students who have not yet been admitted to the degree program or who do not

intend to apply to the program but desire the experience and knowledge the course provides. In this case, the course can be taken for a grade or audited. If taken for a grade, the course can be applied to the degree program if the student later becomes admitted.

Open enrollment students must complete the Perelandra Program Admission Information Form and the Course Enrollment Form available on the Perelandra College website under Forms.

Once completed and signed, the documents should be mailed to:

Administrator
Perelandra College
8697-C La Mesa Blvd., PMB 21
La Mesa, CA 91942

They may also be faxed to: 619-512-4291

ACADEMIC POLICIES

Instructional Delivery Methods and Class Materials

Though Perelandra College classes can be delivered by mail or email, the general and preferable method is through our online classrooms at www.perelandra.edu/moodle.

Classes require the use of readily available textbooks and links to online resources. Texts can be purchased through our online bookstore. Professors are urged to select texts available both in paper and as ebooks.

Honor Code

Perelandra College promotes, as part of its mission and purpose, the development of honorable, responsible, self-disciplined men and women. All students at Perelandra College are expected to observe standards of conduct appropriate to a community of scholars.

Plagiarism

If a professor or any other staff member determines that plagiarism has occurred, the offending student will not receive credit for the course in which the plagiarism occurs. If plagiarism re-occurs, the student's enrollment at Perelandra College may be suspended or revoked.

Grievance Procedure

If a student feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, the student must submit a written statement of the grievance to the college president, who is the final authority on all academic matters. If a student has a grievance on the basis of race, color, gender, religion, age, marital status, national origin, physical disability, veteran's status, any other basis prohibited by applicable federal, state, or local laws or any other matter, the student should contact the college president. The grievance will be assessed within 30 days. If the complaint cannot be resolved after exhausting the college's grievance procedure, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppe.ca.gov/>

Job Placement Disclaimer

Perelandra College does not guarantee job placement to graduates upon program completion or graduation.

Program Term Dates

All degree programs are designed to comply with the college admission policy allowing students to begin their program of study at any time. A student's term begins upon enrollment in a class or program and culminates with completion of the class or graduation. Term length will vary depending on the class or program selected and the desire, motivation, and time-availability of the particular student.

Professors are urged to respond to student submissions within 48 hours and required to always respond within a week, unless the submission is of substantial length, such as a senior project or MA thesis. In that case, the professor should, within 48 hours, notify the student of an estimated completion date.

Time Limitation

Though students determine their lesson completion goals and set their own study schedules, Perelandra College expects students to actively pursue their studies and regularly submit coursework. Once registered for any class, students have a 16-week time limit to finish all course requirements.

Degree program students are required to complete 9 credits per calendar year. These may be new courses or course repeats. Students who fall below this standard may be put on inactive status and referred to an appropriate faculty member for academic advising. Readmission to active status will be granted upon the recommendation of the advisor.

Incomplete Grades and Academic Extension

Occasionally students encounter personal challenges or difficulties that prevent them from completing all class requirements within a 16-week period. Although time extensions may be allowed should the professor agree, no refund of any kind will be granted after the end date placed on the enrollment agreement. The extension may not exceed one year from class enrollment date.

Academic Probation and Suspension

When a student's cumulative grade point average falls below 2.0 at the undergraduate level or 2.5 at the graduate level, the student is placed on probation. A student on academic probation has a maximum of six months to raise the cumulative average above the minimum standard, either by completing additional courses or repeating courses bearing inadequate grades. When a course is repeated, the original grade is replaced by the subsequent course grade. The cost for repeating a course is determined by the tuition schedule outlined in the Financial Information section of this brochure. Academic suspension will follow only if a student is unable to return to active status within six months or to raise the grade point average to the minimum standard within six months. Suspended students may apply for readmission to the university after a period of one year.

Courses with Set Schedules

The college occasionally allows faculty to set a start and end date for a course. In these cases students are required to follow the deadlines set by the professor. A grade of Incomplete may be given, at the professor's discretion and subject to a time limit agreed to by the professor.

Inactive Status

In the event the college fails to receive any coursework from a degree program student within a six-month period, he or she will be placed on inactive status. To return to active status, the student may submit a letter or email of explanation and a request for reactivation accompanied by a \$25.00 reactivation fee. The college reserves the right to accept or deny the request. If the request is denied, the college will withdraw the student from the program. In order to be re-admitted, the student must follow the application procedure in place at the time of re-application.

Grading System

Perelandra College uses the following system of grading:

- A Outstanding 4.00
- B Commendable 3.00
- C Marginal 2.00
- D Deficient, minimal pass 1.00
- F Failing 0.00
- CR Passing, not applicable to GPA
- NC Failing, not applicable to GPA
- W Withdrawal, not applicable to GPA
- Inc Incomplete (see below)*

Point/Grade Conversion

100-95	A	76-74	C
94-90	A-	73-70	C-
89-87	B+	69-67	D+
86-84	B	66-64	D
83-80	B-	63-60	D-
79-77	C+	59 or <	F

Credit/No Credit Option

Two-thirds of the credits (24 of the 36) required for Master of Arts degree should be taken for letter grade. The remaining third (12 credits) can be taken as credit/no credit.

Grade Point Average

The academic standing of a student is expressed in terms of a grade point average (GPA). A

grade point average is computed by dividing the total number of grade points earned at Perelandra College by the total number of semester credits attempted at Perelandra College.

The Bachelor of Arts degree requires a grade point average of 2.0 in all courses used toward the completion of the program.

The Master of Arts degree requires a grade point average of 3.0 in all courses used toward the completion of the program.

Course Repeats

Students may repeat courses. Once the course is successfully repeated, the new grade will replace the old. The cost for repeating a course is determined by the current tuition schedule.

Graduation

Graduates are encouraged to attend a graduation ceremony; however, students may receive their diploma in absentia.

Student Records and Transcripts

Each student's record will be made available, upon written request by the student, to employers and other duly authorized persons. Only official written transcripts bearing the school seal will be issued. A \$10.00 transcript fee must accompany each request. A separate fee is required for each transcript. Perelandra College will not honor transcript requests of any student having past due financial obligation to the university. Transcripts from other institutions found in student admission files cannot be reproduced for student use. These transcripts must be obtained directly from the other institutions.

Residence Requirement for Members of the Armed Services and Their Families

Perelandra College will limit the requirement for academic residency (courses completed through our programs) to twenty-five percent or less of the degree requirement for all degrees for active-duty service members and their adult family members (spouse and college-age children). In addition, there are no "final year" or "final semester" residency requirements. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active duty are covered by the same policy.

Student Housing

As our programs are offered online, Perelandra College assumes no responsibility to find or assist a student in finding housing.

GENERAL INFORMATION

Time Commitment for Degree

The Bachelor of Arts degree requires 120 credits. In accord with traditional higher education standards, each credit should require about 45-50 hours of study. Bachelor of Arts programs generally require between four and five years of full-time participation.

The Master of Arts degree requires 36 credits. In accord with traditional higher education standards, each credit should require about 45-50 hours of study. Master of Arts programs generally require between two and three years of rigorous part-time study.

Tax-Deductible Educational Expense

While an accountant can best advise regarding tax deductions, it is important to remember that the United States Code of Federal Regulations, Title 26, Section 1.162-5, Expenses for Education, allows for personal income tax deduction of educational expenses including tuition, cost of travel, meals and lodging, etc., so long as the expense: 1) Maintains or improves skills required by the individual in his employment or other trade or business, or 2) Meets the express requirements of the individual's employer, or the requirements of applicable law or regulations, imposed as a condition to the retention by the individual of an established employment relationship, status, or rate of compensation.

Change of Address

It is the responsibility of the student to notify the college with regard to any change of address. All correspondence will be sent to the last address the university has received from the student.

Statement of Non-Discrimination

Perelandra College does not discriminate on the basis of race, age, color, sex, religion, national or ethnic origin, veteran status, or condition of disability in the admission of students or the administration of its educational policies or programs.

English Language

Course materials are supplied only in English. No English as a foreign language services are provided. No instruction occurs in any language other than English. The programs of the college stress creative, expository and analytical writing. Students are expected to enter the college with strong enough skills in written English so that they can succeed in the courses while continually improving their writing skills. International students are subject to the same admission requirements, fees, academic standards and responsibilities as domestic students, except as detailed in the Admissions section of this catalog.

Student Services

Perelandra College is dedicated to building community insofar as resources and the distance-learning model allow.

The chair of our Writing and Creative Writing programs is trained and experienced in academic and career counseling in their fields. Students who seek personal or spiritual counseling should contact the chair of their department for a referral. Graduates and friends of the college are trained and licensed therapists who help us as volunteers.

Links from the Community page of our website guide students, alumni, and friends to resources and opportunities. We welcome suggestions for additional areas in which the college might help, especially with career issues.

FINANCIAL INFORMATION

Though the primary responsibility for education financing rests with the student, we encourage applicants to explore any of the following avenues of financial assistance:

- a Perelandra College tuition payment plan. Contact admin@perelandra.edu for information on what plans are currently available.
- employer tuition reimbursement programs
- private scholarships

The college does not process financial assistance through Pell Grants or government guaranteed student loans.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest.

Application Fee

An application for admission to a Perelandra College degree program must be accompanied by a \$50.00 application fee.

Enrollment Fee

An enrollment agreement for a Perelandra College class must be accompanied by a \$100.00 enrollment fee. This enrollment fee is **included** in the class or program tuition price. If the college does not accept the agreement, the fee will be refunded. If accepted, the enrollment fee is non-refundable.

Tuition

2012 tuition: \$200 per credit. Payment is due upon enrollment in each class, except by previous arrangement. For tuition payment options, contact admin@perelandra.edu

General Service Fees

Graduation Processing Fee \$100.00

Late Fee (On Monthly Payments) \$5.00

Experiential Learning Evaluation (Optional) \$100.00 per semester credit granted

Returned Check Fee \$20.00

Transcript Fee \$10.00

Tuition and fees must be paid in U.S. currency, by check, money order, or credit card.

Textbook Cost

The college faculty attempts to minimize the cost to students by using paperback versions of seminal works in the fields, most of which are available through discount retailers. The college also advocates the use of ebooks, which can further reduce textbook cost. To learn the approximate cost of books for a course, go to the online bookstore, on the college website. Required texts are listed class by class.

Financial Probation and Suspension

It is Perelandra College's policy that students' financial accounts must be current. If difficulties arise, appropriate arrangements must be made with the administrator. Students who fail to complete satisfactory arrangements or who default on their financial arrangement are subject to financial suspension. No transcripts or other documents, including student study materials or grade reports, will be issued to students on financial suspension.

Returned Checks

A charge of \$20.00 will be made for all returned checks. Should a student have checks dishonored on two or more occasions, the university reserves the right to require payment by cashier's check, money order, or credit card.

Federal Trade Commission Cancellation Notice

The applicant may cancel enrollment and receive a full refund of all monies paid to date if cancellation is made in writing to the director of education and delivered to the institution at the address stated herein within five (5) business days after the date of signature.

Withdrawal from the College

Students seeking to officially withdraw from Perelandra College should notify the school and request any applicable tuition refund. The withdrawal procedure is as follows:

- The student may notify the college in any manner, written or verbal, of his or her intent to withdraw from a degree program and request a refund of applicable tuition.

- Refunds, if any, will be according to the stated university policy as outlined below.
- All remaining balances, subject to any offset for refund, must be paid in full at the time of withdrawal.
- The withdrawal will become official when the student receives final written notification.

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, through which the College maintains accreditation. These guidelines and standards specify a pro rata refund to students who have completed 60% or less of a given course.

The College determines refunds for course cancellation as follows:

1. An administrative fee of \$100.00 is deducted from the total tuition charge.
2. The remainder is divided by the number of lessons in the course.
3. The quotient is the per-course charge.
4. The amount owed by the student for the purposes of calculating the refund is derived by multiplying the total number of lessons attempted by the per-lesson charge.
5. The refund shall be any amount paid by the students in excess of the figure derived in step 4.

State of California Tuition Recovery Fund

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies:

1. The student is a California resident and prepays all or part of tuition either by cash, guaranteed student loans, or personal loans, and
2. The total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

Students are not eligible for protection from the STRF and are not required to pay the STRF assessment, if either of the following applies:

1. The student is not a California resident.
2. The total charges are paid by a third party, such as an employer, government program or other payer, and the student has not negotiated a separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. Students may

be eligible for STRF if they are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau. An inability to collect on a judgment against the institution for a violation of the Act.

California Bureau for Private Postsecondary Education

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education.

Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798 -0818, www.bppe.ca.gov, Phone: (916) 431-6959, Toll Free: (888) 370-7589, Fax: (916) 263-1897.

Prospective students are encouraged to review the School Performance Fact Sheet, which must be provided by the college prior to the signing of an enrollment agreement.