

Perelandra
College



Catalog
2010

Perelandra College Catalog: 2010

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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 Dickenson, 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 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.

Charlie:

Friendship is often the birthplace of dreams.

Ken and Pam had established the college and I was teaching in another university. This time they invited me to dinner and asked if I would consider developing a counseling program at Perelandra College.

While it is certainly not necessary to be a Christian in order to attend Perelandra College, I have long believed that care-giving and counsel is at the core of our spiritual genetic code. We have been called upon to "Bear one another's burdens; encourage, consider, edify, comfort, serve and love one another." The helping professions are full of people who have a spiritual world view that values each individual. To help these people become the most effective counselors and care-givers they can be, we have developed an accessible, affordable and comprehensive program with a strong theoretical foundation designed to further equip people entering or already active in the helping professions.

Ken:

We hope you will read on, contact us with questions, and consider how the college might serve you so that you can serve others by offering them care, counsel, poems or stories.

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/>.



ABOUT US

Perelandra College

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La Mesa, CA 91942

Phone: 619-335-0441

Fax: 619-512-4291

www.perelandra.edu

FACULTY AND ADMINISTRATION

Full Time Faculty

Charlie Gregg, at 19 years of age, opened a coffee house 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. His rich experience provides his counseling students with skills based upon his unique insights.

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. Her latest project is a guide to the Dead Sea scrolls. Pam teaches literature and writing.

Adjunct Faculty

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 work 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.

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 Commission, in Colorado Springs, Colorado and teaches magazine article and feature writing for Perelandra College.

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/

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.

Carolyn Wheat has won the Agatha, Anthony, Macavity, and Shamus awards for her short stories. Two of her books in the Cass Jameson legal mystery series were nominated for Edgar awards by the Mystery Writers of America. Her book *How to Write Killer Fiction* has been called "an indispensable addition to the writer's library." She teaches creative writing at the University of California San Diego Extension and is working on a book about writing the novel.

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.

Administration

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

Charles Gregg, Chair, Counseling: (see faculty)

Steven Saint, Director of Business: (see faculty)

Board of Governors

Dr. Jerry Legerton was the managing partner of a multi-specialty optometric practice in San Diego with four offices and seven practitioners. During his twenty six years in practice, he was honored as the California Optometric Association Young Optometrist of the Year and the San Diego Optometric Society Optometrist of the Year.

Jerry is an accomplished author and lecturer, as well as consultant to the ophthalmic industry. In addition, he provides management and consulting services to optometrists throughout the United States. As an inventor, he holds numerous patents in the optometric field. He currently serves as Chairperson, Perelandra College 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

Peter Vander Werff was born in the Netherlands and grew up in Grand Rapids, Michigan where he pursued his interest in theology and education at Calvin College. His ministry involvement with adolescents led him to Southern California where his leadership and business capabilities prompted him to start his own business.

For the past twenty four years, Peter Vander Werff Construction has been a major design-build constructor of military facilities in the San Diego area. Peter's experience, leadership, and Christian values have been widely recognized by the US Navy. His passion for successful team building, cost effective project management and his interest in the inter-disciplinary relationship between theology, sociology and psychology bring valued contribution to the Perelandra leadership team.

Robert Hoehn is President of the Hoehn Company and Vice-President of Hoehn Motors in Carlsbad, California. Bob, a native of Memphis, Tennessee moved with his parents to

California after he graduated from Bowdoin College, Maine with a dual bachelor's degree in English and Art History.

He has served as Chairman of the Board for the University of San Diego. He has been a member of USD board of Trustees since 1996. In addition, Mr. Hoehn is past president of the Board of Directors of Timken Museum of Art and collects prints from the 15th century to the present. Having one of the premier collections on the West Coast, he curated an exhibition of Rembrandt etchings held in the fall of 2004 and authored the catalogue, "The Gospel According to Rembrandt." He is an accomplished free diver and spear fisherman and enjoys time spent in the Scottish Highlands.

Karen Hoehn, joins her husband Bob in bringing to Perelandra College a wealth of experience in education, arts and community involvement. She is a San Diego native and a leading volunteer to her community. Karen presently serves on the Salvation Army Auxiliary Board, the National Charity League Board and the Hanna Fenichel Center for Child Development Fundraising Board. She is an active participant in the Children's Hospital Auxiliary and co-chaired the auxiliary's Ways and Means Committee. Karen and her husband, Bob are founding members of the San Diego Print and Drawing Club and share a premier collection of prints dating back to the 15th century. Karen was a flight attendant for Pacific Southwest Airlines for ten years before and also worked as a disc jockey for a Lebanese radio and television station located on the border of Israel and Lebanon. Her significant organizational and time management skills allow her to balance a busy family life with her community involvement.

Ken Kuhlken (see faculty)

Charles Gregg:(see faculty)

Pamela Kuhlken (see faculty)

MISSION

The founders of Perelandra College imagined a community like none they had encountered, wherein writers of Christian belief or those seeking answers about the faith could develop their craft, explore their individual voices and wrestle with the themes and quests they felt called to follow. While artists may free themselves from the chaos of infinite possibility by imposing boundaries and structures, they will rarely produce work of any value while allowing themselves to be limited by doctrines, visions, attitudes or world views developed by others.

In our community, student writers are guided by mentors who encourage the search for inspiration, the gumption to risk offending timid thinkers, and the willingness to challenge even the most time-honored theories.

We agree with the comment of Branch Rickey, a wise and influential baseball executive: “Prefer excesses of enthusiasm to the complacency of wisdom.” While we don’t advocate excesses, neither do we fear them. What we fear and oppose is complacency. So we encourage our students to dismiss the formula What Readers Want and instead to consider such writers as Feodor Dostoyevski, Graham Greene, Flannery O’Connor, Annie Dillard and C.S. Lewis, who achieved both artistic and commercial success by writing from their Christian hearts. Such authors can upend readers lives and send them on new paths.

The Counseling program exists to promote spiritual, emotional and cognitive growth by enabling students to become productive caregivers and counselors sustained and inspired by both Biblical wisdom and insights from theorists and researchers in the field of psychology.

LICENSING

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

CONTACT INFORMATION

Perelandra College office hours are Monday – Friday, 9:00 AM – 5:00 PM (PST)
The college is closed on legal holidays, Thanksgiving, Christmas Day, and New Years Day.

Campus address:
Perelandra College
8250 La Mesa Boulevard, Suite E
La Mesa, CA 91942

Mailing address:
Perelandra College
8697-C La Mesa Blvd., PMB 21
La Mesa, CA 91942

Phone: 619-335-0441
Fax: 619-512-4291

All questions may be e-mailed to: admin@perelandra.edu

Perelandra College faculty may be reached via e-mail. Faculty e-mail addresses are located online on the [faculty](#) page of the Perelandra College website, www.perelandra.edu

ACADEMIC CALENDAR

Applications for admission and for awarding degrees are accepted year around. 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 calendar 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 that the college collects may be released only upon written request by the student.

DEGREE PROGRAMS

BACHELOR OF ARTS IN WRITING

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 as 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 (each course equals 3 credits)

Core 21 credits:

Writing Essays – Writing 401

Writing Stories – Writing 402

Writing as a Journalist – Writing 403

Writing Criticism and Reviews – Writing 404

Masterpieces of Fiction - Literature 501

Masterpieces of Drama - Literature 502

Masterpieces of Poetry – Literature 503

3 credits from Independent Study in Writing / Senior project – Writing 510

12 credits selected from

Story Basics – Writing 501

Poetry Basics – Writing 502

Article Basics – Writing 508

Bible as Stories – Writing 551

Screenwriting – Writing 507

Memoir – Writing 509

Approved electives

Course Descriptions

Writing Essays – Writing 401 (3 credits): An introduction to the art and craft of essay and speech writing. Students will gain the skills, confidence and motivation to begin writing and 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 (3 credits): 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 (3 credits): 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 (3 credits): An introduction to the writing of literary criticism and reviews of books and other media through the study of exemplary works and the practice in 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 (3 credits): 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 (3 credits): 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 (3 credits): 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.

3-6 credits from **Independent Study in Writing / Senior Project** – Writing 510 (3 credits): 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.

9-12 credits selected from

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.

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.

Bible as Stories – Writing 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 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.

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 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.

Memoir – Writing 509 (3 credits): Along with an overview of the history and tradition of memoir, students gain insights into and practice in building dramatic and meaningful stories out of their life experience. Through analysis of master works, they develop appreciation for structure, boundaries, focus, the process of discovering truths experience may offer, and the difference between truth and fact.

MASTER OF ARTS IN CREATIVE WRITING

Our writing programs emphasize the mastery of traditional literary structures while encouraging writers to experiment and discover their uniqueness. We advocate dedication to quality and creative integrity, and maintain an environment where no bias, ideology, or fashion will inhibit freedom of expression.

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

Bible As Stories, Literature 551

Advanced Story, Writing 601

At least two of the following 3 credit courses:

Advanced Poetry, Writing 603

Article Basics, Writing 508

The Novel, Writing 602

Screenwriting, Writing 607

Memoir, 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.

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.

Memoir (Writing 509): Along with an overview of the history and tradition of memoir, students gain insights into and practice in building dramatic and meaningful stories out of their life experience. Through analysis of master works, they develop appreciation for structure, boundaries, focus, the process of discovering truths experience may offer, and the difference between truth and fact.

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 character 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

Screenwriting (Writing 607, 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 have a short film script, a beat sheet or treatment for their full-length screenplay, and the first act of their screenplay.

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 lie 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 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

MASTER OF ARTS IN COUNSELING

Overview and Objectives

Perelandra College's Master of Arts in Counseling Program is designed to benefit the student presently involved or intending to become involved in a helping, care-giving and counseling activity. Program objectives are based on current knowledge of individual, family and community needs in our increasingly diverse society. The first six courses have strong emphasis on theory and the second six courses focus on practical application of counseling and care-giving skills.

Program Objectives:

As a result of participation in Perelandra College's Master's of Counseling Program students will:

- learn about the counseling profession and how it benefits clientele in community and/or professional settings;
- practice ethical principles in all aspects of their counseling activities;
- participate in a practicum experience that includes personal counseling, counseling clients under supervision, and networking to build a support and referral system;
- increase willingness to understand attitudes, beliefs, issues and behaviors of diverse populations and the influence these have in the counseling context;
- become competent in applying appropriate counseling theories and techniques to specific interventions;
- gain proficiency in identifying the needs of clients at each developmental season of life and deliver services accordingly;
- skillfully practice assessment and diagnosis;
- understand the unique dynamics associated with couples, family, child and group counseling;
- critically analyze research related to the counseling profession;
- integrate counseling theory and principles with their personal spiritual worldview for the purposes of enriching meaningful and empathetic exchange with their clients.

REQUIREMENTS

CMA 601 **Integration of Theology and Psychology**, 3 credits

CMA 602 **Lifespan and Development**, 3 credits

CMA 603 **Comparative Personality Theory**, 3 credits

CMA 604 **Clinical assessment and Diagnosis**, 3 credits

CMA 605 **Law and Ethics**, 3 credits

CMA 606 **Multi-Cultural Counseling**, 3 credits

CMA 607 **Dependency and Addiction**, 3 credits

CMA 608 **Counseling Skills and Procedures**, 3 credits

- CMA 609 **Family Systems Theory**, 3 credits
CMA 610 **Child Counseling Theory**, 3 credits
CMA 611 **Theory of Group Counseling**, 3 credits
CMA 612 **Counseling Practicum**, 3 credits

COUNSELING PROGRAM COURSE DESCRIPTIONS

CMA 601 **Integration of Theology and Psychology** (3 credits) provides an overview of prevalent psychological theories and gives the student an understanding of where these theories are congruent or divergent with a Christian Worldview. Students also explore, in light of their own worldviews, what aspects of the person each psychological model emphasizes. Opportunity will be given to develop a language that integrates spiritual and psychological truth.

CMA 602 **Lifespan and Development** (3 credits) provides students with an understanding of how human beings grow. The entire life span is covered from conception to death. It includes the prenatal, infancy and toddler periods; the preschool years, middle childhood and adolescence; early, middle and late adulthood. Student are also presented theoretical frameworks which place emphasis upon biological, cognitive, psychosocial, socio-cultural and moral development. Critical and controversial developmental issues are considered along with assessment skills which assist the student in converting theory into practical counsel and care-giving.

CMA 603 **Comparative Personality Theory** (3 credits) consists of the study of prominent psychological theories and their treatment modalities. Each theorist has a perspective or “window to the world,” that articulates his or her view of the person. This theorist-by-theorist approach explores how the personal history, conflicts, and intentions of theorists contributed to their view of the person. Theories are introduced by giving attention to historical, experimental, and clinical research. Student are called upon to compare and contrast many different perspectives and to identify the theories for which they have the strongest affinity. Because Perelandra College places strong emphasis on the written narrative, the last lesson in this course gives specific attention to Narrative Therapy. Students are also given opportunity to consider where these theories integrate or conflict with Christian spirituality and worldview.

CMA 604 **Clinical assessment and Diagnosis** (3 credits) provides students with theoretical context and specific tools for master’s level assessment and diagnosis of psychological disorders. Students develop competency in evaluation of psychological disorders for the purposes of proficient treatment planning. They become familiar with intake assessment techniques, mental status examinations and use of the *Diagnostic and Statistical Manual of Mental Disorders*. (DSM-IV-TR)

CMA 605 **Law and Ethics** (3 credits) follows American Association of Marriage and Family Therapists guidelines on professional ethics that help define the counselor’s scope of practice. Students will demonstrate knowledge of standards of Care, Confidentiality

and Dual Relationships in the counseling context. Case studies presented ensure student understanding in this most essential subject matter.

CMA 606 **Multi-Cultural Counseling** (3 credits) considers relevant ethno-sociocultural factors in our increasingly diverse society. Emphasis is placed on fostering multi-cultural awareness to assist the counselor in understanding of the values and influences that shape their clients development. Specific treatment differences are presented for clients at different stages of enculturation.

CMA 607 **Dependency and Addiction** (3 credits) explores the etiology of the addictive processes underlying the use and abuse of substances and non-substance related compulsive behaviors such as gambling. In addition, students learn fundamental principles of the recovery movement and other treatment models.

CMA 608 **Counseling Skills and Procedures** (3 credits) strengthens interpersonal communication and counseling skills designed to facilitate the well-being and growth of individual clients. Students develop micro-skill competence based on their own natural style of helping. Attending, Interviewing, Confronting, Reflecting and Influencing are among the practical care-giving skills the student will have opportunity to integrate with theoretical approaches and Christian Worldview. Consideration will be given to multi-cultural differences and the context in which communication occurs.

CMA 609 **Family Systems Theory** (3 credits) considers Family Systems Theory and many of the therapeutic approaches in this discipline. The student will gain knowledge about the historical development of systems theory and become familiar with the perspective, goals and interventions of classic systems models. In addition, the student will become familiar with more recent integrative models. Consideration will be given to high-risk families, multi-cultural issues and challenges relating to the changing nature of the family in our current culture. Students will be given opportunity to consider Family Systems thinking in light of their own spiritual world view.

CMA 610 **Child Counseling Theory** (3 credits) familiarizes students with a variety of models in the treatment of children and adolescents. Developmental variables that effect child behavior are considered, along with parenting approaches and family interventions. Attention is given to the etiology and treatment of chronic illness, child abuse, incest, delinquent behavior, adolescent chemical dependency, child suicide, psychosomatic disorders, families in crisis, fire setting, school phobia, and learning problems.

CMA 611 **Theory of Group Counseling** (3 credits): In the last fifty years group counseling has become a significant medium of therapeutic change. In this course students will review the historical evolution of the group counseling, look at different types of groups, observe group dynamics and further develop group leadership skills.

Specific attention is given to the stages of the group process and curative factors in group work.

CMA 612 Counseling Practicum (3 credits): In this practicum course students participate in a minimum twelve personal counseling sessions with a counselor and 100 supervised hours of individual or group counseling. This practical experience gives students opportunity to integrate theoretical knowledge and Christian worldview.

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

Applicants to the **Master of Arts program in Counseling** 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 a 200 word description of the applicant's counseling or care-giving involvement.

For questions regarding these requirements contact, Charlie Gregg: chaslan51@msn.com

International Students

Applicants with non-U.S. educational credentials should 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.

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 nine credits. No limit applies to the number of credits transferable toward the Bachelor of Arts degree, except that 36 credits toward the degree must be from Perelandra College.

The acceptance of transfer credits between institutions lies within the discretion of the receiving college or university. Credits earned at other institutions may or may not be accepted by Perelandra College. Likewise, credits earned at Perelandra College may or may not be accepted by another institution depending upon its own programs, policies, and regulations. 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. Likewise, any student relying on Perelandra College credit for transfer to or enrollment in another institution is urged to check with that institution prior to enrollment at Perelandra College.

Credit for Prior Experiential Learning

Perelandra College will consider accepting up to six credits toward the Bachelor of Arts degree in Writing or the Master of Arts degree in Creative Writing from writing experience that resulted in publication either in book form by an established press or in established periodicals. To earn these credits, students must arrange with an instructor to review the appropriate publications and the instructor must request to the president that the credits be allowed. As a general rule, a novel length book of fiction or non-fiction or a substantial book of poetry may be worth as much as, but no more than, three credits.

Perelandra College will consider accepting up to six credits toward the Master of Arts degree in Counseling based upon one credit for each 50 hours of supervised counseling or care-giving experience in settings such as but not limited to churches, hospice, drug and alcohol rehabilitation programs. The credit must be approved by the college's Counseling department chair in consultation with the student's supervisor in these experiences.

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.

All students must complete and sign the Perelandra Program Admission Form and the Course Enrollment Contract. Both documents are enclosed on the following pages. These documents are also 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



8697-C La Mesa Blvd., PMB 21, La Mesa, CA 91942 F: 619-512-4291

Admissions Information:

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone number (s) _____ (Home) _____ (Work)

_____ (Cell)

Preferred method of contact: Home Phone Cell Phone E-mail Mail

Social Security Number: _____

Date of Birth: _____

College last attended: _____

Degree earned: _____

Program of interest at Perelandra College: _____

How did you hear about Perelandra College: _____

Additional Information: _____

STUDENT CONFIDENTIALITY POLICY

Perelandra College honors the privacy of our students. In accordance with federal and state law, the college protects the confidentiality of personal information and education records.



ENROLLMENT AGREEMENT

Student:

Beginning of term:

End of term:

Class:

Credits:

Tuition per credit:

Tuition total:

Enrollment fee:

Total payable:

REFUND POLICY

Perelandra College shall refund all tuition paid if the request for refund is made within 5 days from the date of signing this agreement. If the application for refund is made after 5 days have passed and prior to submitting the first lesson, the refund shall be all tuition paid less a \$50 per class registration charge.

After at least one lesson is submitted and upon application for refund, the college shall refund the tuition paid less the \$50 per class registration and less an amount based on the number of lessons (also called topics) submitted by the student in the respective class. This amount will be considered the per-lesson charge, and the refund shall be calculated as follows:

If the student applies for refund after submitting one lesson of a ten lesson class, a charge of 1/10 (10%) of the tuition less the per-class registration shall be assessed. If he or she applies after submitting the second lesson, a charge of 2/10 (20%) shall be assessed. The tuition paid less the registration fee less the lessons charged shall be the amount of refund.

For example: A student pays \$600 to enroll in a three credit class but requests a refund after submitting the third of ten lessons. The college deducts the \$50 registration fee and \$55.00 (10% of \$550) per lesson or \$165.00 (30% of \$550). The refund shall be \$385 [\$550 – \$165].

Application for refund should be directed to: <mailto:admin@perelandra.edu>

Cancellation is in effect from the day a student’s request is received by the college by phone, email, or in any manner. The refund will be processed and mailed within 30 days.

Classes are scheduled to end no later than three months following the registration date. Although time extensions may be allowed should the professor agree, no refund of any kind will be granted after the end date given above.

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.

The above contract discloses all costs and obligations and is legally binding upon Perelandra College and its students.

Student (signature)

Student (print name)

Date

For Perelandra College

Title

Date

ACADEMIC POLICIES

Honor Code

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

Plagiarism

If it is determined by a professor, or by any other staff member, that plagiarism has occurred, the 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, the student may file a complaint with the California Bureau for Private Postsecondary Education: bppve.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 program and culminates with graduation. Term length will vary depending on the program selected and the desire, motivation, and time-availability of the particular student.

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 course, 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 are put on inactive status and referred to an appropriate faculty member for academic advising. Readmission to active status will be granted only upon the recommendation of the advisor.

Academic Extension

Occasionally students encounter personal challenges or difficulties that prevent them from completing all course requirements within a 16 week period. Classes are scheduled to end no later than three months following the registration date. 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 enrollment date as stated on the signed course enrollment contract.

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. Academic extension is not available in these courses, although a grade of Incomplete may be given, at the professor's discretion.

Inactive Status

In the event the college fails to receive any coursework from a 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

***Incomplete**

If a student who has completed at least 75% of the lessons in a course encounters circumstances that will prevent him or her from completing the course in the time allowable time, the student may request from the professor a grade of Incomplete. If the professor agrees, the professor and the student must make specific arrangements for the completion of the work and send a letter detailing the arrangements to the department chair, who will approve or disapprove.

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 hours 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 academic residency to twenty-five percent or less of the degree requirement for all degrees for active-duty servicemembers and their adult family members (spouse and college-age children). In addition, there are no "final year" or "final semester" residency requirements for active-duty servicemembers and their family

members. Academic residency can be completed at any time while active-duty servicemembers and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

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.

Statements 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. 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.

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.

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 course must be accompanied by a \$50.00 enrollment fee. This enrollment fee is **included** in the course 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

2010 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

Experiential Learning Evaluation \$100.00 per credit

Reactivation Fee (for students returning from inactive status) \$50.00

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. 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, and prices on amazon.com are quoted.

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 in the Financial Information section.
- 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 by the registrar.

Refund Policy

For details about the refund policy, see the Enrollment Contract on page 27 of this catalog.

