

ACADEMIC REGULATIONS



TRUTH. TRAINING. TRANSFORMATION.

ACADEMIC REGULATIONS

Students are responsible for making certain they meet all requirements for graduation and academic deadlines. Under unusual or mitigating circumstances, students are required to submit a written petition to the appropriate department as indicated on the General Petition form (which can be obtained from an Academic Advisor).

COURSE NUMBERING

All CBS courses have a four-letter course prefix which will carry the abbreviation of the academic discipline. The first digit indicates the level of the course, i.e., 0100-0399 represents Gateway, developmental or remedial courses (not acceptable toward a degree program); 1000-1999 represents first year or freshman level courses; 2000-2999 represents second year or sophomore level courses; 3000-3999 represents third year or junior level courses; and 4000-4999 represents fourth year or senior level courses. The second digit indicates the credit value in semester hours. The third and fourth digits are used as indicator of course sequence.

Course Glossary

| | |
|------|--|
| ASTR | Astronomy |
| BIBL | Bible |
| BIOL | Biology |
| COSC | Computer Science |
| ENGL | English |
| GOVT | Government |
| GREE | Greek |
| HEBR | Hebrew |
| HIST | History |
| HUMN | Humanities |
| LSCL | Leadership Studies Christian Leadership |
| LSOL | Leadership Studies Organizational Leadership |
| MATH | Mathematics |
| MCSP | Christian Service Learning Program |
| MSBC | Ministry Skills Biblical Counseling |
| MSCE | Ministry Skills Christian Education |
| MSMN | Ministry Skills Ministry |
| MSPM | Ministry Skills Pastoral Ministry |
| ORIE | Orientation |
| PHIL | Philosophy |
| SPAN | Spanish |
| THEO | Theology |

AVAILABILITY OF CLASSES

CBS does not offer all the courses listed within the catalog each semester or each academic year. CBS reserves the right to withdraw any course from its semesters' course offerings due to low enrollment. Other courses may be added at the discretion of the Academic Dean.

STUDENT CLASSIFICATION

A student who is actively pursuing a degree program is classified by the number of earned credit hours. The student's class standing is based upon the number of credit hours successfully completed at the end of each semester. These classifications are as follows:

| | |
|-----------|-----------------------------|
| Freshman | 0 – 30 credit hours earned |
| Sophomore | 31 – 60 credit hours earned |
| Junior | 61 – 90 credit hours earned |
| Senior | 91 hours and above |

REGISTRATION

Prior to each semester and before attending classes, CBS students are required to register and arrange for the payment of all tuition and fees. Students use an online registration system to register, make changes to their schedule, and/or make payment arrangements. To access the online registration site, navigate to myrecords.cbshouston.edu. Students are strongly encouraged to consult the academic calendar for deadline dates. A student is officially enrolled once registered and payment is completed. CBS reserves the right to administratively drop students at any time from courses due to non-payment of tuition and fees or for any other reason.

ADDING AND DROPPING COURSES

- Registered students may add courses through the second week of classes each term, subject to late registration fees, the nature of the course, and the availability of space.
- Failure to drop a course properly will result in a grade of "F" being recorded on the academic record.
- All course weeks and dates for online classes are determined by the *Attendance Policy* for online courses.
- A registered student must drop a course before 25% of the class is completed in order for a "W" to not appear on the transcript. Any time after this, a "W" will appear on the transcript. Courses cannot be dropped after 70% of the class is completed. Please see the following table for specific course lengths:

| 12-14 Week Courses | |
|--------------------------------|--|
| Drop Date On or Before | Action |
| 1-3 course weeks | Course is dropped without a "W" on transcript. |
| 4-6 course weeks | Course is dropped with a "W" on transcript. |
| 7-14 course weeks | Courses can no longer be dropped. |
| 7 Week Courses | |
| Drop Date on or Before | Action |
| 1 course week | Course is dropped without a "W" on transcript. |
| 2-3 course weeks | Course is dropped with a "W" on transcript. |
| 4-7 course weeks | Courses can no longer be dropped. |
| 5 Week Courses | |
| Drop Date | Action |
| 1 course week | Course is dropped without a "W" on transcript. |
| 2 course weeks | Course is dropped with a "W" on transcript. |
| 3-5 course weeks | Courses can no longer be dropped. |
| 1 Week Courses | |
| Drop Date | Action |
| 1 course day | Course is dropped without a "W" on transcript. |
| 2 course days | Course is dropped with a "W" on transcript. |
| 3-5 course days | Courses can no longer be dropped. |
| Other Course Lengths | |
| Drop Date | Action |
| On or Before 20% of course | Course is dropped without a "W" on transcript. |
| After 20% and on or before 50% | Course is dropped with a "W" on transcript. |
| After 50% of course | Courses can no longer be dropped. |

ATTENDANCE/COURSE STRUCTURE

Students are expected to attend all class sessions for which they are registered. Instructors are required to take weekly attendance. For on-ground students, tardiness and early departure are considered in reporting absences. For online students, class log in activity serves as "attendance". Students are allowed to miss 20% of class time without penalty. Absences in excess of 20% of class time may result in an automatic "F". Appeals for extenuating situations should be discussed with the course instructor. If the student is not satisfied with the instructor's decision, the student can follow the academic complaint process in the Academic Catalog.

CLASS CANCELLATIONS (EMERGENCY)

In case of severe conditions that warrant course cancellations, it is the responsibility of the student to listen to or obtain information regarding announcements from the local media outlets, the CBS automated phone system, and/or at www.cbshouston.edu. The CBS Watchman Emergency Notification System uses text, email, and voice messages to alert CBS

students in the event of an emergency or urgent situation. Alert messages are sent to registered mobile phones, home phones and email addresses. Contact information the student has provided and included in my records is automatically stored in the emergency alert system. Any changes the student makes to this information is automatically updated in CBS Watchman. Students are automatically enrolled in the emergency alert system and may elect not to participate by completing the Emergency Notification System Election not to Participate Form. The form and other information pertaining to the Emergency Alert System are available at www.cbshouston.edu/watchman. Once completed, this form should be submitted to the Office of the Registrar for processing.

In the event that a faculty member is unable to attend class, every effort will be made to notify student via e-mail and/or by phone. However, there may be circumstances in which the instructor will be unable to notify students in which case if the professor or an appointed substitute does not arrive to class within thirty minutes of the published start time, students are dismissed without penalty.

COURSE LOAD

The maximum number of credit hours in which a student may enroll in a given semester is 18 credit hours. Students who wish to register for more than 18 credit hours require the written consent of the Academic Dean.

AUDITING COURSES

Students may register for a regular course as an auditor on a “space available” basis. If sufficient space is not available, the instructor’s approval is required. Students are not required to participate in classroom lectures or submit assignments. There is no credit associated with an AU grade. Courses taken for audit do not count toward satisfaction of any academic requirements. Students may not change from audit to credit status or from credit to audit status after the published deadline in the Academic Calendar.

NON-CREDIT COURSEWORK

The institution awards academic credit for course work taken on a non-credit basis only when there is documentation that the non-credit course work is equivalent to a designated credit experience. For more information on receiving credit for non-credit course work, please see the Transfer of Credit section of the Academic Catalog.

DIRECTED STUDY

Directed study is designed to provide students who are in the final semester of their academic program with an opportunity to take a class or an approved substitute that is required for graduation and is not available on the schedule. Approval for directed study is not automatic and rests upon the discretion of the Academic Dean. A completed Directed Study form is required prior to the beginning of the semester of enrollment. In all cases, students are permitted to complete a maximum of 12 credit hours of Directed Study at CBS.

A course may not be taken as a directed study without prior approval of the Academic Dean. The following situations are not likely to warrant a directed study:

- Students who previously failed the same course for which they are requesting a directed study
- Requests for a directed study when the course is offered at a time that is not convenient for the student
- Requests for a directed study for a student who is in the final semester of an associate degree who plans on continuing for a bachelor degree at CBS

GRADING

Students are graded according to the following designations:

Letter Description Numerical Value Grade Points

| | | |
|----|----------|-----|
| A+ | 99 – 100 | 4.0 |
| A | 96 – 98 | 4.0 |
| A- | 94 – 95 | 3.7 |
| B+ | 92 – 93 | 3.3 |
| B | 89 – 91 | 3.0 |
| B- | 86 – 88 | 2.7 |
| C+ | 83 – 85 | 2.3 |
| C | 79 – 82 | 2.0 |
| C- | 75 – 78 | 1.7 |
| D+ | 73 – 74 | 1.3 |
| D | 71 – 72 | 1.0 |
| D- | 70 | 0.7 |
| F | 0 – 69 | 0.0 |

Faculty in online courses grade according to a 1,000-point grading system. Thus, the following designations may be used for final grades, although they fall in line with the same percentage scales outline above for all students:

Letter Description Numerical Value Grade Points

| | | |
|----|------------|-----|
| A+ | 985 – 1000 | 4.0 |
| A | 955 – 984 | 4.0 |
| A- | 935 – 954 | 3.7 |
| B+ | 915 – 934 | 3.3 |
| B | 885 – 914 | 3.0 |
| B- | 855 – 884 | 2.7 |
| C+ | 825 – 854 | 2.3 |
| C | 785 – 824 | 2.0 |
| C- | 745 – 784 | 1.7 |
| D+ | 725 – 744 | 1.3 |
| D | 705 – 724 | 1.0 |
| D- | 695 – 704 | 0.7 |
| F | 0 – 694 | 0.0 |

The grades listed below are not used in calculating grade point averages. No grade points are earned under these designations.

| | |
|--------------|--|
| <u>Grade</u> | <u>Description</u> |
| W | Withdrawal |
| WA | Administrative Withdrawal |
| AU | Audit |
| I | Incomplete |
| S | Satisfactory [Christian Service Learning Program] |
| U | Unsatisfactory [Christian Service Learning Program] |
| P | Pass [credit is awarded but not calculated in grade point] |

Incomplete

In unusual circumstances (illness, family emergency, etc.) students may request a time extension to complete the requirements for the course after the close of the semester. If granted by the instructor, a temporary grade of “I” is assigned. A temporary grade of “I” must be submitted and final grade should be submitted by the instructor within three weeks of the end of the semester. Failure to meet the requirement will result in a default grade of “F”.

Pass/Fail Option

Students enrolled in an accelerated degree completion program may elect to take a maximum of six credit hours as pass/fail. Students successfully completing a course-designated pass/fail will receive a grade of “P” and those students

unsuccessfully completing the course will receive a grade of “F”. A grade of “P” is not calculated in a student’s grade point average. A grade of “F” is calculated in the student’s GPA.

Repeating Courses

Students may repeat a course for which they receive a grade of “F”. Students are permitted to re-enroll one time in a course for which they previously earned a grade of “D” or higher. Students should understand that the grades and credit hours are calculated in the student’s cumulative grade point average.

Grade-Point Average

The grade points earned in each course are computed by multiplying the number of credit hours for the course by the grade-point value of the letter grade received. The student’s grade point average (GPA) each semester is determined by dividing the total number of grade points earned in all courses by the total number of credit hours taken.

ACADEMIC HONORS

Academic Honor Roll

The Academic Honor Roll includes students who earn a semester GPA of 3.30 or higher while taking 12 or more credit hours.

Graduation Honors

Associate of Biblical Studies students are graduated with the appropriate honor designation by earning the following cumulative grade-point averages:

| | |
|----------------|-------------|
| Highest Honors | 3.80 – 4.00 |
| High Honors | 3.65 – 3.79 |
| Honors | 3.50 – 3.64 |

Baccalaureate students are graduated with the appropriate honor designation by earning the following cumulative grade point averages:

| | |
|-----------------|-------------|
| Summa cum laude | 3.80 – 4.00 |
| Magna cum laude | 3.65 – 3.79 |
| Cum laude | 3.50 – 3.64 |

Students found guilty of the Academic Integrity policy more than once are ineligible to receive graduation honors.

Delta Epsilon Chi

Delta Epsilon Chi is the Honor Society of The Association for Biblical Higher Education. Its purpose is to encourage and recognize the top 7% of graduates from among the accredited institutions of the Association for Biblical Higher Education across North America who have distinguished themselves through intellectual achievement, Christian character, and leadership ability. Members are selected by the Faculty Committee based on the following criteria:

- Nominees must exhibit Christian character and leadership ability.
- Nominees must have demonstrated intellectual achievement which is demonstrated by earning at least a cumulative grade-point average of at least 3.3 on a 4-point scale or higher.
- Nominees must have met all financial obligations and have no disciplinary records on file.

Selection of the members of Delta Epsilon Chi is limited to 7% of the graduating class of a particular academic year and is consequently very selective. As a result, the selection is at the sole discretion of the faculty committee and their decision is final. For more information on the Delta Epsilon Chi Honor Society, please review the following information: Selection Criteria (www.abhe.org/wp-content/uploads/2014/09/15.DEC-Criteria-Brief.pdf).

OTHER GRADING POLICIES

Change of Grade Policy

In the event that a student has a concern that a grade is inaccurate, he/she should approach the faculty member and provide documentation for the alleged inaccuracy within sixty (60) days of the last day of the term. Faculty members may submit a grade change request that must be approved by the Academic Dean up to 180 days after the grade was originally submitted. Any grade changes after 180 days must be approved by the Faculty Committee and/or the Vice

President of Academic Affairs. Any request for an extension or opportunity for the student to perform additional work to change a grade that is submitted 180 days after the grade was issued must be approved by the Faculty Committee and/or the Vice President of Academic Affairs.

Policy on Returning Student Assignments

Returned work should be retained by the student in case it is required for a grade appeal. It is the responsibility of the student to collect work from the CBS faculty member. Online assignments are graded, submitted, and returned via the Learning Management System (LMS). In the event that an on-ground student is unable to obtain the work directly from the professor and desires to have assignments returned by mail, a self-addressed stamped envelope with sufficient postage should be included with the assignment when it is turned in. After a period of one year, CBS and its faculty members reserve the right to destroy any unclaimed work. In the event the professor is willing to accept an assignment via email, the professor is not able and will not communicate a grade in that format. It is the student's responsibility to ensure the professor received the emailed assignment. CBS faculty are only required to keep emails with assignments for six months from the date the assignment was originally sent to the faculty member.

Academic Complaints

The procedure for addressing academic complaints and grade disputes are as follows:

1. Following Matthew 18:15-17, offenses against one another should be corrected by the individuals involved (e.g., the student with the complaint should first privately address the offending student, faculty or staff member to resolve the issue). Although the preference is for these matters to initially be dealt with privately, an individual may request a CBS administrator to be present at the initial discussion if the party is concerned about the response of the other individual.
2. If there is no resolution to an academic complaint, the student should address the matter in writing to the Academic Dean within one hundred and twenty (120) days of the alleged incident. In certain situations, both the Academic Dean and the Dean of Students will meet with the student.
3. If the complaint involves a disagreement between a student and a faculty member, the Faculty Committee may be consulted at the discretion of the Academic Dean. In the event of consultation, the Faculty Committee will be the final arbiter in disputes regarding assigned grades as well as any other complaint for which they are consulted. Since the Faculty Committee is the final arbiter, there is no appeal beyond their decision.

Student Assignments

CBS is committed to and required by our accreditors to assess program effectiveness and Student Learning Outcomes. One way the College does this is to keep a sample of student assignments as a part of the evaluation process. This method is one of many in our assessment plan, enabling the institution to make necessary improvements to ensure continued excellence in learning and teaching. The plan includes assessment activities occurring at the following stages (1) the admissions process; (2) during the student's academic program; (3) at the time of graduation; and (4) following program completion or graduation (alumni). Should a student's assignment be selected for faculty review, his or her name will be removed and your privacy protected. Concluding assessment results will become part of the institution's aggregate data.

Graduation Requirements

The College of Biblical Studies-Houston's Doctrinal Statement emphasizes the goal of the College to prepare all of its graduates with all of the important doctrinal positions in the Statement when it says, "Traditionally, CBS graduates stand for these great truths, and it is the desire of the College to continue to provide personnel for service in these ranks." The College of Biblical Studies-Houston's faculty considers all of the doctrines in the Doctrinal Statement to be equally true, of great importance, and based on a biblical worldview. However, CBS recognizes that not all students will enter or graduate believing in all of these positions. As a result, effective Fall of 2016, the CBS faculty requires students to be completely in agreement and faithfully adhering to the following beliefs described in the Doctrinal Statement as a condition of graduation:

1. Every word in the original writings of the Holy Scriptures is inspired of God and without error (2 Tim. 3:16; 2 Pet. 1:21; 1 Cor. 2:13).
2. The Godhead exists eternally in three persons: the Father, the Son, and the Holy Spirit; and these three are one God (Gen. 1:1; Jn. 10:30, 4:24; Deut. 6:4; Matt. 28:19; 2 Cor. 13:14).
3. Man was created in the image and likeness of God, but in Adam all mankind fell into sin with the result that all men are sinners, hopelessly sinful in themselves, apart from the grace of God (Gen. 1:27, 9:6; Rom. 5:12, 3:23; Eph. 2:1).

4. The Eternal Son of God became incarnate in the Lord Jesus Christ, who is true God and true man, having been born of the virgin Mary (Jn. 1:1, 14, 18; Matt. 1:21-23; Heb. 1:6, 8; 1 Jn. 5:20; 1 Tim. 2:5). Salvation is received by faith alone in Christ, who died in substitutionary sacrifice for our sins and rose again (Acts 4:12; 13:38, 39; 1 Cor. 15:1-4; Rom. 4:4, 5; 5:1).
5. The Church, embracing all true believers, is the body and bride of Christ, formed by the Holy Spirit (Eph. 1:22, 23; 5:24, 25, 30; 1 Cor. 12:12, 13, 27).

Consequently, all students who are admitted on or after the Fall of 2016, will be asked to affirm their complete agreement with and faithfully adhering to items 1-5 above as a condition of graduation. Additionally, the CBS faculty have always been required to vote on the approval of all degree candidates and continue to have the authority to decline the approval of a graduate for any reason it sees fit.

Additionally, graduation from any CBS program requires at least:

1. Satisfactory completion of all required courses
2. Cumulative 2.0 grade point average
3. Intent to Graduate Form filed by submitted deadline
4. Graduation/Diploma fee
5. No unresolved disciplinary matter including but not limited to student code of conduct violations, library or financial obligation

See degree program graduation requirements for any additional program requirements.

ACADEMIC DISCIPLINE

The College of Biblical Studies-Houston (CBS) reserves the right to place a student on academic discipline for any reason deemed appropriate during his/her matriculation at the College.

Academic Warning

A student who has a *Semester GPA* of less than 2.0 but who has a *Cumulative GPA* of 2.0 or higher will receive an academic warning. An academic warning will not be placed on the official transcript.

Academic Probation

A student whose *Cumulative GPA* is less than 2.0 will be placed on academic probation and will be required to meet with an Academic Advisor prior to the start of the next semester. The student will be required to sign an approved Academic Progress Plan, as determined by their Academic Advisor. A student placed on academic probation will be required to achieve a *Semester GPA* of 2.0 or higher during the semester in which they are on probation. Students on probation who do not achieve a *Cumulative GPA* above 2.0 will be granted an extended academic probation. Students on extended academic probation who do not achieve a *Cumulative GPA* above 2.0 will be reviewed by the Enrollment and Student Success Committee for further consideration. All students placed on academic probation will have a hold placed on their academic record and the academic probation status will be indicated on their official transcript.

Academic Suspension

A student who does not meet the minimum requirements while on Academic Probation will be placed on Academic Suspension for up to one academic year. A student who is placed on Academic Suspension for the first time will be suspended for at least one semester. A student who is placed on academic suspension for the second time will be suspended for up to one year, or three semesters. Students who have been suspended twice will be permanently expelled from the College. The academic suspension status will be indicated on the student's official transcript. Those who wish to appeal the academic suspension may submit an appeal in writing to the Enrollment and Student Success Committee for consideration.

Re-admission After Suspension

A student who is placed on academic suspension may reapply to the College after the completion of the suspension. Readmission to the College is not automatic. The student must meet the current admission requirements for the College and the student's admission to the College will be considered by the Admissions Review Committee. Students who are re-admitted to the College after a suspension will be immediately placed on academic probation and must meet the requirements of a student on academic probation. Students who reapply will be subject to all current fees and policies that apply at the time of readmission.

Academic Expulsion

Any student who is placed on academic suspension twice will be permanently dismissed from the College. An academic expulsion status will be placed on the official transcript. Individuals who have been expelled may not apply for readmission.

TRANSFER CREDIT

Transfer credit will be considered for acceptance on all regular college credit courses taken at a nationally or regionally accredited institution. The College reserves the right to accept only those courses where the content, objectives, and extent are equivalent to those required for graduation from CBS. Basic equivalency rules are established by faculty qualification standards set by a department chair and/or Academic Dean and implemented by the Registrar. When a decision/exception is needed, the chair of the particular department and/or Academic Dean should approve.

- Students pursuing a Bachelor degree may transfer a maximum of 69 credit hours
- Students pursuing an Associate degree may transfer a maximum of 18 credit hours
- Students pursuing a Bible Certificate may transfer a maximum of 9 credit hours

Any credits received via credit by examination will count toward the maximum number of transfer credits that can be applied to an academic program. For example, if a student tests out of 6 hours by credit by examination, the maximum number of transfer credit hours for a Bachelor degree is 63 hours and Associate degree is 12 hours.

A transfer credit evaluation will be completed upon receipt of an approved Program Declaration Form (obtained upon inquiry from a student's Academic Advisor).

Eligible transfer credits are governed by the following criteria:

- Coursework must be completed at a regionally or nationally accredited college or university
- Coursework equivalent to courses that are or could be offered at CBS
- Coursework completed with a grade of C (2.0) or higher
- Course must be taken for a grade (not taken pass/fail)
- Coursework completed on a quarter system basis will be converted to semester hours for CBS credit by multiplying quarter hours by 2/3 to calculate semester hours
- Developmental, remedial, continuing education, and college orientation courses will not transfer
- Six credit hours may be accepted from non-accredited institutions upon review by the appropriate academic department chair(s) or the Academic Dean

Students appealing a transfer credit decision should submit a completed General Petition Form (obtained electronically upon inquiry from a student's Academic Advisor) for review by the Registrar. Students may be asked to obtain course description or a syllabus(i) for course(s) under appeal.

CBS maintains articulation agreements with the following schools: Texas A&M Commerce, Lone Star College System, Chafer Theological Seminary, Southeastern Bible College, Philadelphia Biblical University, and Colorado Christian University.

For more information please visit www.cbshouston.edu/articulation-agreements.

COLLEGE CREDIT FOR WORK, LIFE, AND MILITARY EXPERIENCE

More and more adults are returning to school to retain their current jobs, find employment, compete for higher-paying positions, and complete a degree that they started years ago. But the traditional structure and organization of higher education often make it difficult for them to stay in school and graduate. Through College of Biblical Studies, students may have the opportunity to earn additional credit toward their degree through a variety of options.

Avenues to earning possible college credit for prior learning experiences are:

- Corporate training, certifications and licenses
- Portfolio-based Assessments – students can petition for credit through the portfolio process
- Advanced Placement (AP) Exams - series of tests developed by the College Board initially for AP High School courses, including 34 exams in 19 subject areas

- College Level Examination Program (CLEP) Exams—Tests of college material offered by the College Board
- Military Training and Experience Assessments – credit may be awarded for courses completed by military service schools if this credit is recommended in the Guide to the Evaluation of Education Experiences in the Armed Forces (ACE)

Students should contact the Office of the Registrar who can provide them with more detailed information into this process.

CREDIT BY EXAMINATION

CBS recognizes and honors prior learning by accepting the following examinations by which a student may earn credit. For other than CBS exams, applicants and/or students taking CLEP or AP must provide official score reports from the College Board. Assuming that an acceptable score is attained on an examination, CBS will grant placement or full credit per the guidelines listed. Exams not listed below will be analyzed on an individualized basis for transfers or placement.

| TEST | SUBJECT AREA | ACCEPTABLE SCORES |
|-------------|--|-------------------|
| CLEP | English Composition General Exam* 6 hours through June 2001 | 420 |
| | English Composition with Essay 6 hours through June 30, 2010 | 50 |
| | English Composition 6 hours through June 30, 2010 | 50 |
| | Freshman College Composition 6 hours through June 30, 2011 | 50 |
| | College Composition 6 hours as of July 1, 2010 | 50 |
| | College Composition Modular (no essay) 3 hours as of July 1, 2010 | 50 |
| | College Composition Modular (with essay)** 6 hours as of July 1, 2010 | 50 |
| | American Literature 6 hours | 50 |
| | Analyzing & Interpreting Literature 6 hours | 50 |
| | English Literature 6 hours | 50 |
| CLEP | College Algebra 3 hours | 50 |
| | Information Systems and Computer Applications 3 hours | 50 |
| AP | All subjects offered through Advanced Placement | 3-5*** |
| IB | All subjects offered through International Baccalaureate (Credit hours assigned according to IB standard or upper-level test scores) | 4-6 |
| CBS | Biblical Counseling | 70 |
| | Bible Study Methods | 70 |

* With or without essay

** CBS will not grade the essays for this exam

*** Credit hours assigned according to AP test score

INSTITUTIONAL EMAIL

The College provides all students an official college email address. The College uses email as an official means of communication with students.

Students are responsible for deadlines and other content contained in official email communications. Failure to receive and read College communications in a timely manner does not absolve the student from knowing and complying with the content of such communications. Students may choose to redirect email sent to their College email address. Individuals who redirect their email will do so at their own risk. The College does not endorse or provide technical support for email forwarding.

All email used to conduct College business must be transmitted via an Approved College Email System. Faculty and staff may not use any email system other than an Approved College Email System to conduct College business or to represent oneself or one's business on behalf of the College. Email Systems that are not approved include personal email accounts, other employer's email accounts, and alumni association email accounts.

WITHDRAWING FROM THE COLLEGE

Withdrawing from the College refers to withdrawing from all courses for which a student is enrolled in a given semester, and therefore the student is no longer enrolled. The withdrawal process, including the withdrawal form, is initiated at the Office of the Registrar.

The withdrawal form must be returned to the Office of the Registrar when completed. Withdrawn students with three consecutive inactive terms will be required to apply for readmission to the College.

LEAVE OF ABSENCE

Students in the Accelerated Degree Completion Program may take a leave of absence from the program if necessary. The cumulative time for a student's leave of absence may not exceed 180 calendar days throughout his or her matriculation in the program. Once the leave is approved, the start date of the leave of absence will be the next class session after the date of the request.

Students are responsible for contacting their Enrollment Advisor prior to the completion of their leave of absence period in order to re-enroll in their courses. The date of return will be the first class session of the course in which the student is re-enrolling. If no contact is made with the advisor by the completion of the leave of absence period students may be withdrawn from the program. The date of withdrawal will be the last date of attendance.

Students who are withdrawn from the program must reapply for admission to the program. Leave of absences and withdrawals will have consequences on future financial aid eligibility and loan repayment periods. Students receiving financial aid should also see their financial aid advisor prior to their requested leave.

CONFIDENTIALITY OF EDUCATION RECORDS

The College will comply with student privacy requirements as defined by FERPA (familypolicy.ed.gov). The Institution will notify students annually on how we comply with the law's requirements. The College will publish Directory Information without communication upon request.

Directory Information: The College of Biblical Studies-Houston (CBS) selects the following as directory information:

- Student's name
- Class level
- Registered credits for the current term
- Major field of study
- Dates of attendance at the College
- Degree, awards and honors received
- Veteran status
- Telephone number
- Address and Email
- Degree Candidacy
- Degree Status

In order to ensure the security of education records, students, faculty, and staff must use only institutional email to share information electronically. To share information over the phone, a staff member or faculty member must verify the identity of the person speaking by confirming the individual's student ID. Students are not to share their student ID, email address, or password(s) with anyone.

Students who do not want their Directory Information shared must file a FERPA Non-Disclosure Form (www.cbshouston.edu/images/pdf/ferpa-nondisclosure.pdf) with the Office of the Registrar. The non-disclosure notices will remain in effect from the time of filing forward unless an additional form is submitted to remove the non-disclosure of Directory Information. No one can obtain non-directory information without written permission from the student.

Students who want their records released must file a FERPA Release Form (www.cbshouston.edu/images/pdf/ferpa-consent.pdf) with consent to release Education Records with the Office of the Registrar. The FERPA release will remain in effect from the time of filing forward unless an additional form is submitted to remove the FERPA release of Education Records. No one can obtain Education Records without written permission from the student.

CBS meets all FERPA Annual Notification requirements. Students are notified of their FERPA rights annually by publication in the Student Handbook and on the Registrar website (www.cbshouston.edu/ferpainfo).

Students may inspect and review their education record at any time upon request to the appropriate record custodian, primarily the Registrar. The needed arrangements for access to the record will be done as promptly as possible and notify the student of the time and place where the records may be inspected.

ENROLLMENT CERTIFICATION

Student enrollment criterion for certification purposes:

Full Time 12+ credits

¾ Time 9-11 credits

½ Time 6-8 credits

Less than ½ Time 1-5 credits

TRANSCRIPTS

The permanent academic record for a student is posted on an official transcript, which displays the College seal and signature of the registrar. Official transcript requests are made online (www.cbshouston.edu/transcript-request) and can be made by current students, alumni, and former students. The Office of the Registrar will process transcripts once payment of the transcript fee has been made. The College will not release any academic record unless all financial obligations have been met.

ACADEMIC ADVISING PROGRAM

To assist the student in accomplishing maximum academic achievement, each student enrolled in a certificate or degree program must participate in an ongoing sequence of academic advising and assessment. The interview will monitor, evaluate, and measure the student's academic progress as well as consider and address any student questions or concerns.

Schedule on the Administration and Timing of Outcome Measurements

| WHEN | WHAT | AREA TESTED |
|---|---|--|
| Admission to College | Personal Testimony | Writing |
| | Wonderlic ¹ | Reading and Writing Skills |
| | Smarter Measure | Life Factors, Academic Attributes, Learning Styles, Reading Rate and Recall, Technical Competency and Knowledge, and Typing Speed and Accuracy |
| By completion of BIBL 3323 in the Accelerated Degree Completion Program | Mid-program Academic Analysis and planning | GPA, Deficiencies |
| Annually or at the advancement of student classification | Degree Audit Check-in | GPA, Program Requirements |
| During the last term of program enrollment | Bible Knowledge Evaluation | Bible Knowledge, Worldview |
| | Student Relationship Assessment/STI (Spanish) | Personal Growth, Worldview |
| | Graduating Student Exit Survey | Student Plans |

¹ If not meeting prescribed exemptions