STUDENT LIFE

This section of the student academic catalog provides a summary of student spiritual life and available student services. A complete description of student amenities and programs can be found in the Student Handbook.

SPIRITUAL LIFE

The College of Biblical Studies seeks to admit students who have a personal relationship with the Lord Jesus Christ. CBS is committed to the equipping of men and women for effective ministry as they deepen their relationship with the Lord. Each student should be committed to following Christ, striving to live by the standards set down in Scripture, and faithfully participate in his or her local church.

A healthy spiritual life is a daily responsibility and privilege. The spiritual life of a student affects the spiritual life of the total body. Every student is encouraged to give special attention to the following:

- Facilitation of daily prayer and regular Bible study
- Development of mature relationships with other believers
- Maintenance of a positive attitude

Each student is expected to exhibit the following attributes (inside and outside of the classroom):

Love, 1 John 3:11 – “For this is the message which you have heard from the beginning, that we should love one another.”

Edification, Romans 15:1-2 – “Now we who are strong ought to bear the weaknesses of those without strength and not just please ourselves. Each of us is to please his neighbor for his good, to his edification.”

Bearing One Another’s Burdens, Galatians 6:2 – “Bear one another’s burdens, and thereby fulfill the law of Christ.”

Speaking the Truth in Love, Ephesians 4:15 – “But speaking the truth in love, we are to grow up in all aspects into Him who is the head, even Christ.”

Responsibility to Other Believers, I Corinthians 8:9 – “But take care that this liberty of yours does not somehow become a stumbling block to the weak.”

Restoration and Restitution, Galatians 6:1 – “Brethren, even if anyone is caught in any trespass, you who are spiritual, restore such a one in a spirit of gentleness; each one looking to yourself, so that you too will not be tempted.”

All programs, activities and services are designed to prepare men and women for effective spiritual ministry. As such all programs, activities and services should reflect the attributes listed above. The spiritual life of each student is considered critically important in the collective student experience.

STUDENT SERVICES

Americans with Disabilities Act (ADA)

CBS is committed to providing a fully integrated educational opportunity for all students. To provide services for students who self-identify as having a disability, the College adheres to guidelines established in section 503 and 504 of the Rehabilitation Act: Americans with Disabilities statues of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended.

Students, who self-identify as having a disability, with at least sixty days prior notice, may access services by adhering to the following guidelines:

- Officially enroll at the College.
- Complete an application for disability services.
- Provide current official documentation of the disability (must be an original document, prepared on official letterhead, and signed by a licensed physician) for each semester for which the student is requesting accommodations.

After receipt of all documentation, a letter of notification regarding registration for disability services will be issued to the student, with a copy to the professor(s) on record for the course(s) for which the requesting student is enrolled. If academic adjustments are granted based on an approved disability, the student will receive a letter indicating the specific accommodations related to the request.
Students who receive academic adjustments must update their disability registration for academic adjustments each semester. To register for disability services, please contact the Office of the Dean of Students. Annual Security Report

The Annual Campus Security Report for the most recent year contains statistics for the previous three calendar years; included are (reported) crimes that occurred on-campus and on public property within, immediately adjacent to, and/or accessible from the campus. The Campus Security Report is located at www.cbshouston.edu/crimereport

Bookstore

Required course textbooks, Bibles, and other Christian books are available for purchase through the CBS bookstore.

**Bookstore hours of operation:**
- Monday, Tuesday, & Thursday: 8:30 a.m. – 8:30 p.m.
- Wednesday: 8:30 a.m. – 6:00 p.m.
- Friday and Sunday: Closed
- Saturday: 8:30 a.m. – 1:30 p.m.

Building Usage and Access

Students are requested to help maintain an unobtrusive atmosphere conducive to instruction in the classrooms and business in the offices, and to show consideration and respect to others. Students are encouraged to make a special effort to treat the college facilities with respect and care which include, but are not limited to, personal trash pick-up in the classrooms, restrooms, and in the commons areas.

Bulletin Board

CBS maintains two bulletin boards in the main foyer of the CBS Houck Academic Center. Employment opportunities, news, features, and articles on campus activities as well as upcoming college, student, church, and Christian community events and services are posted.

CBS Watchman Emergency Alert System

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 (including adverse weather conditions). Alert messages are sent to registered mobile phones, home phones and email addresses. 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. This form and other information are available at www.cbshouston.edu/watchman. Contact information provided by students and included in Myrecords are automatically stored in the emergency alert system. Any changes made by students to this information are automatically updated in CBS Watchman.

Classroom, Library, and Common Area Visitation

Students may have a visitor join them in class one time (only) with the prior permission of the professor; additional visits are not allowed. The College does not permit children under sixteen years of age to be on the campus.

Counseling Services

Students are offered opportunities to secure assistance concerning personal, spiritual and academic life. The Academic Dean and the Dean of Students, as well as faculty and staff are available to meet with students. Additional assistance may be obtained through various external resources should there be a need for specialized intervention. The Dean of Students maintains a list of approved Christian Counselors.

Emergency Information

CBS desires to inform and keep students apprised of emergency and safety information. Students are encouraged to review the information page listed at http://cbshouston.edu/emergency. The CBS emergency plan is made available to students to familiarize themselves with crisis-related situations. Crime statistics for the area and campus are listed as well.
Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. Please refer to the Student Handbook for additional information.

Health Alert
For health related updates please visit us at www.cbshouston.edu/healthalert.

Library/Learning Resource Center
In the CBS library collection, there are presently over 40,000 volumes. The library subscribes to many different periodicals (magazines, publications, and subscriptions) ranging in content from Bible and theology to Christian education and counseling, as well as popular publications of general interest. Audio-visual and electronic resources are available for student use. There is a computer research lab as well as small group study and discussion rooms. CBS and the University of St. Thomas, with its prominent Doherty collection, have an inter-library loan agreement whereby CBS students may access the Doherty library collection by using a TexShare card which is obtainable from any Houston Public Library. CBS students may obtain the TexShare Card if they first have the Power Card (which is a Houston Public Library card) for at least six months. The CBS library and learning resource center offers Internet services to the Worldwide Web as well as inter-library electronic access.

All new students who wish to check out library materials must complete a library patron application form which can be found at the circulation desk. The application form is written in both Spanish and English. Registered CBS students are not included in the library database as a patron until the application is completed.

Overdue fines are $0.20 per book per day and overdue video items are $0.50 per item per day. Grades, transcripts, and diplomas are withheld for unpaid library fines and library items which have not been returned. Students that have items that are overdue by thirty (30) days or more will be charged the cost of the item and any related processing fees; the cost will be charged to the student’s account. The Library will attempt to notify the student at least twice prior to taking disciplinary action. All students are encouraged to ensure that their contact information is current in myrecords.cbshouston.edu as well as in the Library’s database.

Library hours of operation:
- Monday, Tuesday, & Thursday: 8:30 a.m. – 9:00 p.m.
- Wednesday: 8:30 a.m. – 6:00 p.m.
- Friday and Sunday: Closed
- Saturday: 8:30 a.m. – 3:00 p.m.

Ministry Employment Opportunities
The Office of the Dean of Students maintains an online ministry web directory for students and alumni at http://cbshouston.edu/careerservices. Further, students may access ministry employment opportunities through SONISWEB and by visiting the Office of Career Services.

Parking
Students may park in designated parking spaces on the main campus parking lots.

Students agree to indemnify and hold harmless CBS, its agents, directors, employees, or assigns, jointly and severally harmless from and against any liability of claim, whether meritorious or not, arising with respect to any alleged loss, damage, or theft to student’s vehicle while driving or parked on campus or vicinity of campus or any off-site location or event.

Student Fundraising Projects
All student fundraising projects on behalf of groups or individuals that are promoted under the purview of CBS, whether carried on in churches and other organizations, or on campus, must have the approval of the Dean of Students. Anyone seeking such approval must submit a request in writing to the Dean of Students at least two weeks prior to the event. The general policy of CBS is that no fundraising activity for any non-CBS group will be permitted on campus.
Student Identification (SID)
CBS utilizes a biometric finger scanning system for student identification, and students are required to provide their finger scan and photo as a condition of their enrollment. The student’s photo will become part of their student electronic record. A physical SID is not required, but students may purchase a SID that can be used to obtain student discounts in the community where student discounts are offered.

A student’s finger scan is required in the Library to verify the student’s identity when checking out books and utilizing resources.

Students provide their finger scan and photo and may purchase a SID in the Bookstore.

Student Lounge
For the convenience, comfort, and fellowship of the CBS student family, a Student Lounge is located in the Houck Academic Center for use by the student body. This area contains snack and beverage machines, coffee, a microwave oven, tables and chairs that are available for student dining and lounging. Additional food, beverage and gift items are available for purchase in the Bookstore.

The Houck Academic Building normal hours of operations are as follows:
- Monday, Tuesday, & Thursday 8:00 a.m. – 10:30 p.m.
- Wednesday 8:00 a.m. – 6:00 p.m.
- Friday and Sunday Closed
- Saturday 8:30 a.m. – 4:30 p.m.

Classrooms are normally accessible 30 minutes prior to the class meeting and are available for students to prepare for class and fellowship. Student groups may schedule classrooms for meetings and activities by completing and submitting a Facilities Utilization Form. The form and instructions are available at http://cbshouston.edu/pdf/classroom_request.pdf. Meeting rooms will be assigned based on availability.

ACADEMIC POLICIES AND PROTOCOLS

Academic Integrity
CBS expects the highest level of academic integrity from our students. Academic dishonesty is a serious offense against a student’s Christian character and testimony. It can include but is not limited to:

- Cheating
- Plagiarism
- Copying from another student’s paper
- Using a marked Bible when an unmarked Bible was instructed
- Using concealed information during examinations
- Falsifying reports
- Giving and completing assignments to and for other students
- Giving information to another student during examinations
- Obtaining information from a student who has already taken the examination
- Submitting as original research, a paper from another class or a paper that another student has submitted for any class.

Students should feel responsible for assisting in the maintenance of Christian standards. Students should report acts of academic dishonesty to the professor and help foster a healthy spiritual atmosphere among the student body. Covering up such dishonorable practices is detrimental to the best spiritual atmosphere among the members of the CBS family.

It is the responsibility of the student to be fully informed about the College’s Academic Integrity policy. Lack of knowledge regarding the Academic Integrity policy is not a sufficient basis for appealing disciplinary action. All initial incidents of academic dishonesty will result in a grade of “F” on the assignment in question, and may subject the student to course failure. Consequently, the incident will be reported to the Academic Dean.
Subsequent incidents will result in disciplinary action by the Dean of Students and possible expulsion from the College. In this circumstance, the student has the right to appeal the decision of the Dean of Students.

Copyright Infringement
A copyright protects authors, composers, artists, and other creators’ work. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is illegal and exposes the unauthorized user to civil and criminal penalties. Students found guilty of copyright infringement are also subject to the penalties described under the section entitled “Administration of the Student Code of Conduct.”

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.

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 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.

Institutional Complaints
The procedures for addressing institutional complaints 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 the institutional complaint per item #1, a student, faculty, or staff member may complete an Institutional Complaint Form; forms are available in the Office of the Dean of Students. The complaint is to be filed within 120 days of the alleged incident. When filing a complaint, it is important that all documentation and other evidence associated with the complaint (e.g., witness statements and support documentation) be included. More than one complaint can be filed regarding the same incident. The complaint form will be considered complete only when it is submitted by the complainant.

3. The complaint will be forwarded to the Dean of Students for review, investigation, and resolution.

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.

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. Students who desire to have assignments returned by mail must include a self-addressed stamped envelope with sufficient postage with the assignment when it is submitted. In the event that the student is unable to obtain the work directly from the professor, 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.