

# ACADEMIC CATALOG

2015-2018



TRUTH. TRAINING. TRANSFORMATION.

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*The goal of our instruction is love from a pure heart  
and a good conscience and a sincere faith.*

*1 Timothy 1:5*

All information in this catalog is subject to revision or deletion without notice.  
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# GENERAL INFORMATION



TRUTH. TRAINING. TRANSFORMATION.

## HISTORICAL SKETCH

The College of Biblical Studies–Houston (CBS), formerly Houston Bible Institute (HBI), began as a burden in the heart of the late Rev. Ernest L. Mays, the founder of HBI. He sensed that large segments of the local Christian community were functioning without trained leaders. This was especially true within the inner-city minority groups. Out of this concern, Houston Bible & Vocational Institute was incorporated in 1976. Mr. William Thomas, Jr. and Rev. Joe Wall assisted in the development of a multi-racial, interdenominational board, which began working to make the school a reality. Within a short time, a decision was made to focus on biblical and theological training because they felt that there were already adequate resources for vocational training in the area.

In the fall of 1979, the first classes of Houston Bible Institute were offered. Rev. Rodney L. Cooper was the school's first Executive Director. From its inception, the school used the facilities of KHCB-FM, a Houston-based Christian radio network, for its classrooms, and leased administrative space nearby.

In 1983, Rev. Rod Cooper resigned to pursue a Ph.D., and the Board promoted Rev. Jack Arrington, then Vice President, to President. President Arrington continued the difficult task of building the foundation and establishing credibility in the minority community.

In 1991, God called Rev. Arrington to the pastorate and Dr. William Boyd to fill his vacancy. Dr. Boyd began the process of building the superstructure on the vision of Mays and the foundation of Cooper and Arrington. He implemented a scholarship program that resulted in significant growth of the College.

Under Dr. Boyd's leadership, in 1996 the Texas Higher Education Coordinating Board certified the school as a college and the name was changed from Houston Bible Institute to College of Biblical Studies–Houston. In 1999, CBS achieved national accreditation through the Accrediting Association of Bible Colleges (now the Association for Biblical Higher Education).

In July 2007, God called Dr. Jay A. Quine to the presidency and Dr. Boyd became the Chancellor. Dr. Quine provided leadership for the creation of the 2008-2013 Strategic Plan that focused on the addition of a traditional bachelor's program, a Center for Continuing Studies, and pursuit of regional accreditation.

In July 2012, God called Dr. William Blocker to the presidency to provide leadership to the College in the pursuit of becoming the premier Bible college in Texas, and furthering its impact on families, churches and communities.

In December 2013, the College of Biblical Studies-Houston was granted accreditation with the Southern Association of Colleges and Schools Commission on Colleges to award Certificates and Associate and Baccalaureate degrees.

In January 2014, the College began offering distance education through the delivery of online courses.

CBS initially offered classes at the KHCB radio facilities located off the Southwest Freeway at Kirby. In 1994, a 2-acre campus (18,000 sq. ft. in three buildings) located near Hillcroft and the Southwest Freeway was purchased. The campus has continued to expand to meet the demands of a growing student body and today the 14-acre campus facility includes 165,000 sq. ft. in five buildings with 3.5 acres yet undeveloped. During its 30 years of history, CBS has grown in its academic curriculum from offering a few credit and non-credit courses to today's offerings of a Bible Certificate in English and Spanish language, an Associate of Biblical Studies degree in English and Spanish, an Associate of Arts in English, Bachelor of Science degree programs with majors in Biblical Studies, Biblical Counseling, Organizational Leadership, Christian Leadership in English and Spanish, and Women's Ministry. Additionally, CBS offers non-credit classes through the Center for Continuing Studies.

## VISION

By 2020, the College of Biblical Studies-Houston will become the premier Bible college in Texas focused on transforming a diverse student body to serve Christ and impact families, churches and communities, to the glory of God.



## MISSION AND PURPOSE

### Mission Introduction

The College was developed to provide college-level training in Bible and theology for those individuals who had little or no opportunity to receive such training by conventional means (resident, full-time). As a commuter college, this training is accomplished in a unique way through our key distinctives:

- Biblical – curriculum is primarily focused on a biblical worldview, based on scriptural truth, with its focus on ministry preparation and life transformation.
- Diverse – students study and experience the education process with fellow students from a variety of ethnic and cultural backgrounds.
- Accessible – CBS classes are designed to fit around work and personal schedules. Online classes are available anytime. On campus, classes are offered during the day, evening, and Saturdays.
- Affordable – the cost of attendance is intentionally lower than other accredited private institutions and financial aid is available to assist students in meeting the financial requirements of their studies.

### Mission Statement

The College of Biblical Studies–Houston provides biblically based education for the Body of Christ, with primary focus on African-American and other ethnic minority groups, and equips its students with a biblical worldview for Christian service to the church and the world.

### Implementation of Mission

To fulfill its Mission, the College of Biblical Studies–Houston:

- Provides educational opportunities to prepare men and women for Christian vocation, leadership, and ministry.
- Provides resources, services, and an environment that encourages learning.
- Recruits students from the general Christian population with primary focus on African-American and other ethnic minority groups.
- Serves as a leadership development and resource center for churches and the Christian community-at-large.
- Serves as a Christian influence in the greater Houston area and beyond through educational, cultural, and spiritual activities.

### Institutional Values

CBS is committed to nurturing on its campus, in its programs and among its boards, faculty, staff, and students these primary values:

**Truth.** Every word in the original writings of the Holy Scriptures is inspired of God and without error.

**Holiness.** Christians are called to a holy life of service and testimony in the power of the Holy Spirit, which service includes the propagation of the Gospel message to the whole world. There is promised reward in Heaven for faithfulness in such service.

**Social Consciousness.** The church is the body and bride of Christ, which embraces all true believers who are born of the Spirit through faith in Jesus Christ.

### Institutional Goals

Through the College's curricular and co-curricular experiences, CBS students demonstrate:

1. Biblical and theological knowledge, recognizing Scripture as the ultimate authority for life and godliness.
2. Skills that reflect critical-thinking and problem solving ability.
3. Attitudes and values indicative of an integrated biblical worldview.
4. Sensitivity to various cultural viewpoints.
5. Skills of effective communication.
6. Skills for Christian ministry.

## STATEMENT OF INSTITUTIONAL PHILOSOPHY OF STUDENT DEVELOPMENT

CBS is committed to the truth that the Bible is central to the Christian life and that Christians are called to a holy life of testimony and service in the power of the Holy Spirit. The educational goal of CBS is “love from a pure heart and a good conscience and a sincere faith” (1 Tim. 1:5). CBS combines programs in both theological and general education so that students can recognize and interact with biblical and non-biblical worldviews. Students are educated in disciplines that help them know and articulate Scripture, preparing them for personal ministry.

From this basic philosophy flow two essential objectives – personal growth and communal ministry. In accord with the life, education and ministry goals of each student, CBS encourages students to continue growing in the grace and knowledge of the Lord Jesus Christ. To accomplish this, CBS provides a variety of planned learning opportunities that culminate in a baccalaureate degree designed to assist students in demonstrating a godly lifestyle founded on Scriptural principles.

A student’s personal growth at CBS is contingent on developing Christian character along with academic competencies. Christian character is cultivated by biblical knowledge, proper interpretation of the Scriptures, prayer, repentance from sin and the application of spiritual gifts through dependence on the Holy Spirit. Academic competencies encompass emotional, intellectual, and social disciplines that help students develop skills for problem solving and communicating, as well as building and sustaining interpersonal relationships.

Communal ministry is the natural outflow of personal growth. The CBS educational program is designed to enable students to effectively serve the Body of Christ and to instill a personal commitment for world evangelism and discipleship. Biblically based professional courses in ministry skills equip students with the tools to be servant leaders, helping them to identify and answer societal issues through programmatic ministries. The Christian Service Learning Program requires students to apply the skills learned in the classroom through supervised ministry in local church, parachurch and faith-based organizations.

The College is committed to the centrality and sufficiency of Scripture in the Christian life so that the God of the Bible will be honored through the student’s life and service. Together with the faculty furnishing the substantive body of knowledge, all divisions of CBS converge to provide an ethnically diverse student-centered campus where personal growth and communal ministry are nurtured.

## DOCTRINAL STATEMENT

The doctrinal position of the College of Biblical Studies–Houston is historically that of conservative Christianity. CBS rests firmly upon the integrity and inerrancy of the Holy Scriptures and, therefore, wholeheartedly accepts the basic doctrines of the historic Protestant Christian faith. CBS also supports the non-charismatic, dispensational, pre-millennial movement. 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. This Doctrinal Statement, which every board member, administrator, staff and faculty member must sign, also includes:

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).

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).

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).

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).

Every true believer is promised positional and ultimate sanctification with the possibility of progressive development in life spiritually (progressive sanctification) (Heb. 10:10, 14; Jn. 17:17; Eph. 5:26, 27; 1 Thess. 4:3, 4; 1 Jn. 3:2).

All who are born of the Spirit through faith in Christ can have the assurance of salvation and are eternally secure in Christ (Rom. 5:1; Jn. 3:5, 6; 1 Jn. 5:13; Jn. 10:28, 29; 17:12; 2 Tim. 1:12).

The Holy Spirit is the Third Person of the Godhead, who regenerates, indwells, baptizes, and seals all true believers in Christ and fills those yielded to God (Matt. 28:19; Jn. 1:13; 3:3-6; Titus 3:5; 1 Cor. 2:12; 6:19; Rom. 8:9; 1 Cor. 12:13; Eph. 4:30).

The Church, embracing all true believers, is the body and bride of Christ, formed by the baptism of the Holy Spirit (Eph. 1:22, 23; 5:24, 25, 30; 1 Cor. 12:12, 13, 27).

Christians are called to a holy life of service and testimony in the power of the Holy Spirit, which service includes the propagation of the Gospel message to the whole world. There is promised reward in heaven for faithfulness in such service (1 Pet. 1:15, 16; Jn. 12:25, 26; Acts 1:8; 1 Cor. 3:12-15).

The scriptural ordinances of baptism and the Lord's Supper are for all true believers in Christ (Matt. 28:19, 20; Mk. 16:15, 16; Acts 8:12, 36-38; 9:18; 10:47; 1 Cor. 1:16; 11:23-26).

Angels were originally created holy but now exist as unfallen and fallen including Satan (Col. 1:16; Neh. 9:6; Ps. 143:2-5; Jude 6; Matt. 25:41; Rev. 12:9; Eph. 6:11, 12).

God has revealed different dispensations or stewardships with corresponding rules of life, of which the present dispensation is the age of grace (Eph. 3:2-6, 9-11; Col. 1:25-27; Rom. 6:14; Heb. 7:18, 19).

The imminent return of the Lord, which is the blessed hope of the Church, is to be followed in order by: the tribulation; the establishment of the reign of Christ on earth for one thousand years; the eternal state of punishment for the unsaved and the eternal state of blessing for the saved (Titus 2:13; 1 Thess. 1:10; 4:13-18; 5:4-10; Rev. 3:10; Matt. 24:21, 29, 30; 25:31; Rev. 20:1-6, 11-15; Matt. 25:46).

## **CBS DEFINITION OF MARRIAGE**

The College of Biblical Studies appreciates and values God's gift of marriage between man and woman that God created in His own image. As a Bible College committed to providing our students with a biblical worldview, CBS fully believes what the Bible says about marriage and operates according to that faith commitment. We abide by Jesus's teaching on marriage when He said, "Have you not read that He who created them from the beginning MADE THEM MALE AND FEMALE, 5 and said, 'FOR THIS REASON A MAN SHALL LEAVE HIS FATHER AND MOTHER AND BE JOINED TO HIS WIFE, AND THE TWO SHALL BECOME ONE FLESH'? 6 "So they are no longer two, but one flesh. What therefore God has joined together, let no man separate" (Matthew 19:4b-6 NASB, capitalization in the original). The definition of marriage provided by Jesus includes several important truths that CBS expects all board members, faculty members, students and staff to value and abide by: 1) Marriage is a covenant designed by God (19:4b). 2) This biblical definition of marriage is not conditioned by culture or personal perspective but decided by God from the beginning and expected to continue until eternity (v. 4b). 3) Marriage is intended to be between one man and one woman as God biologically created them male and female at birth (v. 4b). Hence, any other proposals for marriage are outside of God's intended design (see also Leviticus 18:22, 20:13-16; Romans 1:26-27; 1 Corinthians 6:9-11; and 1 Timothy 1:9-10). 4) The marriage covenant is sealed through sexual intercourse which should be reserved for one husband and one wife after they have entered the holy covenant of marriage (v. 5). 5) God's design is for marriage to last until the death of one of the spouses (v. 6 and Matthew 22:30).

Therefore, the College of Biblical Studies defines marriage as a divinely designed biblical covenant between one man and one woman and God that is intended to represent the relationship of Christ and the Church, and last until the death of either spouse. This view of marriage is affirmed in the Old Testament as well as the New Testament (see Genesis 1:27, 2:23-24; Malachi 2:14; Song of Solomon 2:7, 16; 1 Corinthians 7:1-16; Ephesians 5:22-33; Hebrews 13:4).

## **NON-DISCRIMINATORY POLICY**

The College considers itself a Christian ministry within Houston's multi-ethnic community. CBS prohibits discrimination, including harassment on the basis of race, color, national or ethnic origin, age, gender, disability, veteran, or military status. This policy applies to all student admissions, academic policies, scholarships, and other college-administered programs.

College students or employees who experience conduct in violation of this policy are likely to have concerns and questions, including how to report and respond to sex-based misconduct. Title IX complaints by or against CBS students, employees, or third parties, can be filed with the Title IX Coordinator. To discuss concerns or report violations, please contact the Title IX Coordinator:

**Title IX Coordinator**

**832-252-4619**

**TitleIXCoordinator@cbsouston.edu**

## DENOMINATIONAL AFFILIATIONS

The College is not affiliated with any denomination. The College seeks to serve those individuals and churches of similar biblical faith and welcomes to its student body qualified persons who are in general agreement with the College's doctrinal position.

## ACCREDITATION

The College of Biblical Studies-Houston is recognized by the Texas Higher Education Coordinating Board as a degree-granting institution under the requirements as an exempt religious institution.

The College is accredited by the Association for Biblical Higher Education (ABHE) to award certificate, associate, and baccalaureate degrees. Contact ABHE at 5850 T.T. Lee Blvd, Suite 130, Orlando, FL 32822 or call 407-207-0808. The ABHE address is provided to enable constituents to:

- 1) learn about the institution's accreditation status,
- 2) file a third-party comment, or
- 3) file a complaint against the institution.

The College of Biblical Studies-Houston is accredited with the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of College of Biblical Studies-Houston. The SACSCOC address is provided to enable constituents to:

- 1) learn about the institution's accreditation status,
- 2) file a third-party comment, or
- 3) file a complaint against the institution.

Both accrediting bodies are recognized by the Council for Higher Education Accreditation (CHEA), the United States Department of Education, and the Texas Higher Education Coordinating Board.

### Why is accreditation important?

Whether a college, university, or program is accredited is important to students and the public for the following reasons:

- Students who want federal grants and/or loans must attend a college, university, or program that is accredited.
- Employers ask if a college, university or program is accredited when deciding to provide tuition assistance to current employees, evaluating the credentials of new employees, or making a charitable contribution.
- The federal government requires that a college, university or program be accredited in order to

be eligible for federal grants and loans or other federal funds that can ultimately have an impact on students and the public, (e.g., research).

- State governments also require that a college, university or program be accredited for reasons such as making state funds available to institutions, when they allow students to sit for state licensure examinations in some professional fields, etc.

### Who are the accreditors?

In the U.S., the accreditors are private, nongovernmental organizations created for the specific purpose of reviewing higher education institutions and programs for quality. To find a list of all recognized accreditors in the U.S., please go to the CHEA web site at [www.chea.org](http://www.chea.org) and click on "Databases and Directories."

How do I learn more about accreditation?

- U. S. Department of Education: [www.ed.gov](http://www.ed.gov)
- Council for Higher Education Accreditation: [www.chea.org](http://www.chea.org)
- Association for Biblical Higher Education: [www.abhe.org](http://www.abhe.org)
- Southern Association of College and Schools Commission on Colleges: [www.sacscoc.org](http://www.sacscoc.org)
- Texas Higher Education Coordinating Board: [www.theccb.state.tx.us](http://www.theccb.state.tx.us)

## ENROLLMENT AND GRADUATES

**Fall 2014 Total Enrollment** **496**

<b>Enrollment Ethnicity</b>	
Black/African American	48%
Hispanic/Latino	30%
White/Anglo	16%
Other	6%

<b>Gender</b>	
Male	55%
Female	45%

<b>Enrollment by Category</b>	
Bachelor	281
Associate	189
Bible Certificate	12
Undecided	14

<b>Degrees Awarded</b>	
Bible Certificates:	
Cumulative (since 1984)	354
Associate of Biblical Studies:	
Cumulative (since 1997)	385
Baccalaureate Degrees:	
Cumulative (since 2002)	1180

**DEPARTMENT CONTACT INFORMATION**

(offices located in the Houck Academic Center)

**Academic Advising – suite 102**

832.252.4661  
 advising@cbshouston.edu  
 www.cbshouston.edu/advising

**Admissions – suite 114**

1.844.227.9673 and 713.772.4253  
 admissions@cbshouston.edu  
 www.cbshouston.edu/admissions  
 www.cbshouston.edu/apply  
 www.cbshouston.edu/online  
 myapp.cbshouston.edu

**Christian Service Learning Program – suite 113**

832-252-0708  
 cslp@cbshouston.edu

**Dean of Students – suite 113**

832.252.0757  
 www.cbshouston.edu/student-life  
 dos@cbshouston.edu

**Distance Education—suite 113**

832.252.4650  
 learn.cbshouston.edu

**Financial Aid and Scholarships – suite 102**

832.252.4602  
 fa@cbshouston.edu  
 www.cbshouston.edu/financial-aid  
 myfa.cbshouston.edu

**Library – suite 117**

832.252.4618  
 library@cbshouston.edu  
 www.cbshouston.edu/library

**Registrar – suite 102**

832.252.4631  
 registrar@cbshouston.edu  
 www.cbshouston.edu/registrar  
 myrecords.cbshouston.edu

**Student Accounts – suite 102**

Accounts and Billing  
 832.252.4689  
 studentaccount@cbshouston.edu  
 www.cbshouston.edu/payments-and-billing

**Title IX Coordinator – suite 113**

832-252-4619  
 TitleIXCoordinator@cbshouston.edu  
 www.cbshouston.edu/sexual-violence

**FACILITIES****Houck Academic Center (A)**

7000 Regency Square Blvd.  
 Houston, TX 77036  
 Phone 713.772.4253; Fax 713.785.5998

**Mays Academic Center (C)**

6000 Dale Carnegie Drive  
 Houston, TX 77036

**West Building (D)**

6000 Dale Carnegie Drive  
 Houston, TX 77036

**CBS LINKS****CBS Watchman Alert System**

[www.cbshouston.edu/watchman](http://www.cbshouston.edu/watchman)

**CBS Website**

[www.cbshouston.edu](http://www.cbshouston.edu)

**Crime Report**

[www.cbshouston.edu/clery-act](http://www.cbshouston.edu/clery-act)

**Emergency Information**

[www.cbshouston.edu/emergency-and-safety](http://www.cbshouston.edu/emergency-and-safety)

**Facebook**

[www.facebook.com/BiblicalStudies](http://www.facebook.com/BiblicalStudies)

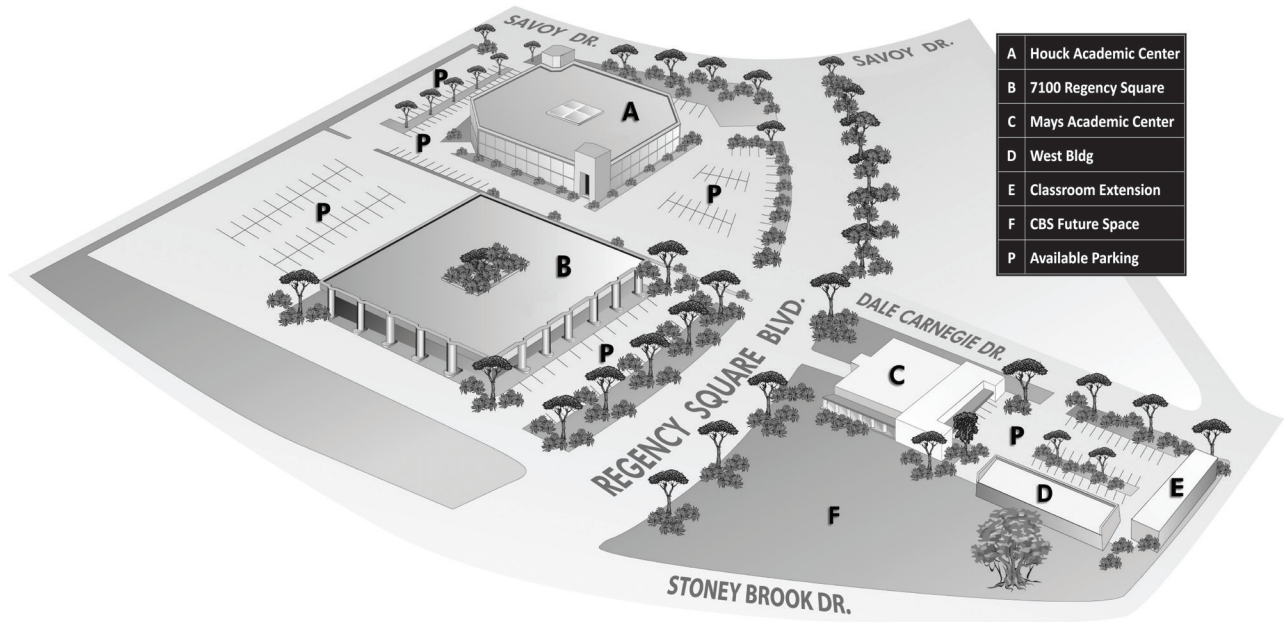
**Twitter**

[www.twitter.com/CBSHouston](http://www.twitter.com/CBSHouston)

**LinkedIn**

[www.linkedin.com/company/college-of-biblical-studies---houston](http://www.linkedin.com/company/college-of-biblical-studies---houston)

**CAMPUS MAP**



A	Houck Academic Center
B	7100 Regency Square
C	Mays Academic Center
D	West Bldg
E	Classroom Extension
F	CBS Future Space
P	Available Parking

*\*See class schedules for course offerings at these locations*

# ADMISSIONS



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## ADMISSIONS

CBS grants admission to Christians who complete the application process, have at least a high school diploma or equivalent, are generally 18 years of age or older; and have the ability, in the judgment of the College, to benefit from the educational programs pursued. Christian applicants who do not meet these criteria may be admitted under special circumstances and individual review. CBS reserves the right, at its discretion, to deny admission to any applicant.

### Admission to the College

- Applicants should be Christians who believe that Jesus Christ died for their sins and physically rose from the dead (1 Cor. 15:3-4).
- Applicants should be eager to grow in the faith and to be involved in Christian service.
- Applicants must be in full agreement with the Code of Conduct described in the Student Life section and must comply with those standards from the point of their admission to the College and throughout their matriculation.
- Applicants must:
  1. Submit a completed Application for Admission.
  2. Pay the applicable application fee(s).
  3. Submit an approved form of official, unexpired photo identification, such as a driver's license or state ID, a passport, or permanent residency card.
  4. The College of Biblical Studies-Houston requires all entering students to submit evidence of immunization for bacterial meningitis. The College recommends that all applicants, students, and their families review the list of recommended vaccines that has been compiled by the American College Health Association (ACHA), with assistance from the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC). The College also recommends that all students maintain recommended vaccinations.

All entering students must provide proof of vaccination unless the student meets one of the following:

- A. the student is 22 years of age or older by the first day of the start of the semester; or
  - B. the student is enrolled only in online or other distance education courses; or
  - C. the student is enrolled in a continuing education course or program that is less than 360 contact hours or continuing education corporate training; or
  - D. the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
  - E. the student is incarcerated in a Texas prison.
5. Applicants who have earned 12 or more hours of transferable college credit must submit official, sealed college and university transcripts from all schools that have been previously attended. Please be advised that applicants who have less than 12 hours of transferable college credit must submit their official high school transcript, diploma, or GED in addition to official college/university transcripts. College courses taken outside of the United States must be evaluated through an approved translation center (e.g., SpanTran, Global Translators...etc.). Please submit all transcripts to:
- College of Biblical Studies  
Attn: Office of Admission  
7000 Regency Square Boulevard  
Houston, Texas 77036
6. Complete placement testing (if applicable). For more information on possible exemptions from placement testing, see [www.cbshouston.edu/admissions](http://www.cbshouston.edu/admissions).

Applicants must be able to fulfill the academic demands of a college-level program. Admission to the College does not guarantee admission to all of its academic programs. Program specific admission requirements are cited under each academic program.



**Unconditional Admission**

A high school education (public or private, including homeschool) or its equivalent is required of all students seeking to be admitted unconditionally. Unconditional Admission may be granted to applicants who have been accepted and have the following on file at CBS:

- A completed Application for Admission
- Receipt of application fee
- An approved, unexpired form of photo identification (driver's licence, passport, permanent residency ID, consulate ID, etc)
- Official copy of high school transcript\* showing the date of graduation, official copy of high school diploma, or one of the approved equivalents to a high school diploma, such as:
  - A GED
  - A certificate of completion of a state authorized exam that the state (in which the exam was completed) recognizes as the equivalent of a high school diploma (for example, the California High School Proficiency Exam)
  - *\*Please note that an official high school transcript is only required for those who have completed less than 12 hours of transferable college credit (unofficial or official college transcripts must be provided to verify the 12 hours of transferable credit for non-degree seeking students). In the event that a student has more than 12 hours of transferable credit, either 1) a copy of a high school diploma 2) GED or 3) official high school transcripts may be provided.*
- Official transcripts from all colleges/universities that have been previously attended. (The inability to provide all college transcripts may result in a denial of admission.)
  - Military veterans can obtain transcripts from their particular branch of service through one of the following links:
    - Army: <http://aarts.army.mil/>
    - Navy / Marine Corps: <https://smart.navy.mil/>
    - Air Force: <http://www.au.af.mil/au/ccaf/transcripts.asp>
    - Coast Guard: [http://www.uscg.mil/hq/cgi/ve/official\\_transcript.asp](http://www.uscg.mil/hq/cgi/ve/official_transcript.asp)
- Passing scores on placement testing (or qualifying exemptions to placement testing listed below).

**Special Admission**

Non-high school graduates may be admitted based on special admission requirements provided that the student has the ability to benefit from college-level instruction. Upon analysis of student academic ability and/or performance objectives, non-high school graduate applicants may be: (1) required to take Gateway courses; (2) restricted from certain courses and programs; (3) ineligible for federal or state aid, grants and loans; and/or, (4) required to obtain a high school diploma or GED equivalent prior to degree conferral.

Applicants seeking admission under this category must have completed their sophomore year of high school, or be beyond the age of compulsory attendance (18-years-old in the state of Texas). Course selection and load may be restricted for students admitted under this category. Any student admitted under this category is automatically placed on academic probation and must maintain a "C" average. At the successful completion of 6 credit hours with an established 2.0 GPA ("C" average), the student will be removed from probation, if qualified. These 6 credit hours must be completed within the first 3 semesters of enrollment in the College.

**Non-Degree Seeking Students**

All students who have not applied to a degree program will be classified as "non-degree seeking." Non-degree students may enroll for a maximum of 15 credit hours, provided that they have met all individual course prerequisite requirements. Hours taken via audit do not count towards the 15 hour maximum. Neither institutional nor federal aid is available to non-degree students. Admission requirements are the same for these students, with the exception that *unofficial* college/university transcripts and a copy of a high school diploma may be submitted in lieu of official transcripts until they apply for admission into a program. Those students who desire to continue beyond the maximum of 15 credits should contact Academic Advising to speak with an Academic Advisor regarding program entry. Courses taken as a non-degree student may apply to a degree program according to the curriculum requirements that are current at the time of application to the degree program.

### International Admissions

The College of Biblical Studies does not currently grant admission to individuals requiring an I-20 form or anyone who is in the United States on a visa.

### PROBATIONARY ADMISSIONS POLICY

An applicant may be admitted to the College with a “Probationary” status. The admission status will be based upon an applicant’s academic or disciplinary records, or other applicable information. CBS reserves the right to review, deny, or approve, on a case by case basis, any applicant for any reason. Applicants who currently are on probation/suspension at the last college they attended will be subject to additional review. An applicant in this category, if subsequently granted admission, will be designated a “Probationary Admission.” To continue at CBS in good standing, it is essential that during the first semester of enrollment, the student maintain at least a cumulative 2.0 GPA (some may be required to achieve a higher GPA as set by the Admission Committee), be in good standing with the College, and comply with any other requirements. Following the first semester of enrollment, the student will be reevaluated, and based upon findings, will be allowed subsequent enrollment without provisions.

### RE-ADMISSION

Students who withdraw or are administratively withdrawn from any academic program and/or the College and later apply for re-admission and enrollment **will be considered under the terms of the Academic Catalog at the time of re-enrollment.** The College reserves the right to deny re-admission to the College and/or a program due to overdue library books, outstanding library fines, outstanding financial obligations or any academic or disciplinary matter. The former student must reapply by completing an admission application at [www.cbshouston.edu](http://www.cbshouston.edu). Application fees will apply.

### 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 of Science program may transfer a maximum of 69 credit hours
- Students pursuing an Associate of Biblical Studies program may transfer a maximum of 18 credit hours
- Students pursuing a Bible Certificate program may transfer a maximum of 9 credit hours

Any credits received via credit by examination will reduce the maximum number of transfer credits that can be applied to a 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 of Science program is 63 hours and Associate program is 12 hours. A transfer credit evaluation will be completed upon receipt of the admitted student’s external transcripts. The Office of the Registrar will complete the evaluation and return it, along with the external transcripts to the Admission’s office in order to complete the Admissions process. An official transfer credit evaluation will be sent from the Office of the Registrar to the student by US mail and e-mail.

#### 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

Please note that the transfer credit evaluation is unofficial until an official transcript, transfer credit evaluation form, and official degree plan have been approved by the Transfer Evaluator.

Applicants appealing a transfer credit decision should submit a completed transfer credit appeal form for review by the Director of Admission and Academic Dean. Applicants may be asked to obtain course description or syllabus 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](http://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.
- Students pursuing a Bible Certificate program may transfer a maximum of 9 credit hours
- 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 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 <i>6 hours</i>	50
	College Algebra <i>3 hours</i>	50
	Information Systems and Computer Applications <i>3 hours</i>	50
<b>AP</b>	All subjects offered through Advanced Placement	3-5***
<b>IB</b>	All subjects offered through International Baccalaureate (Credit hours assigned according to IB standard or upper-level test scores)	4-6
<b>CBS</b>	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

## PLACEMENT TESTING

### Accelerated Degree Completion Program (ADCP)

All students seeking enrollment into the ADCP must be evaluated as to their reading and writing skills by undergoing placement testing. This testing is scheduled through the Office of Admission (for new/readmit students) and through the Academic Advisor (for current students entering a new program). All entering students must show proficiency in both reading and writing in order to gain entrance into the program. If development of deficiencies is recommended to the student, concurrent enrollment in Gateway courses and the bachelor's program will not be allowed. There are specific requirements regarding testing and the Gateway program. In addition, students will be evaluated with regard to their Bible knowledge. The testing is scheduled through the Office of Admissions.

Students who meet either of the following conditions may be exempt from taking the reading and writing proficiency placement tests:

1. Students with an earned associate or higher degree from an accredited college or university. Students seeking this exemption must provide an official transcript from all post-secondary schools previously attended including the transcript reflecting the degree.
2. Students whose cumulative grade point average in lower-division English courses is 2.5 or higher. Students seeking this exemption must provide official transcripts reflecting the cumulative GPA.

### Traditional Degree Programs

Applicants seeking admission into any of these programs must be evaluated as to their college readiness by undergoing placement testing or qualifying for exemption as listed below. Students must show proficiency in the areas tested to advance in the degree program. If development of deficiencies is recommended for the student, concurrent enrollment in credit and Gateway courses will only be allowed by special permission from the Admissions committee and/or the Academic Dean.

Applicants who meet any of the following conditions may be exempt from placement testing and may be automatically approved for admission in the Associate of Biblical Studies, Associate of Arts, and Bachelor degree programs:

1. Students with an Associate or Baccalaureate degree from an accredited college or university. Students seeking exemption under this clause must show an official transcript citing the degree earned before exemption is granted.
2. Students who have performed at or above the level set by the Texas Higher Education Coordinating Board on the American College Test (ACT), Scholastic Assessment Test (SAT), Texas Assessment of Academic Skills (TAAS/TAKS) Exit Level Exam, Texas Academic Skills Program (TASP) Texas Higher Education Assessment (THEA) or other measurements such as ASSET, COMPASS, MAPS, ACCUPLACER etc. Students seeking exemption under this clause must show official documentation of their test scores before exemption is granted. Test scores are shown in the "Placement Tests" section.
3. Students who have achieved at least a 2.5 (4.0 scale) for 6-credit hours of college-level English Composition.
4. Bible Certificate and A.B.S. in Spanish: Students entering these programs may be exempt by meeting any of the qualifications listed in numbers 1-3 as long as the appropriate documentation is provided. Those students

not meeting the exceptions must demonstrate the ability to benefit by successfully completing 6 hours of course work with an established GPA of 2.0 or higher. These 6 credit hours must be completed within the first three semesters of enrollment into the program.

## ACCELERATED DEGREE COMPLETION PROGRAM

### INTRODUCTION

The Accelerated Degree Completion Program format is designed to encourage completing a college degree and reducing the time to obtain that degree. The programs were developed primarily to meet the needs of working adults who are at least 24-years-old and who have completed 69 college credits. The total credits for program completion are 123-147 hours, of which 54-78 hours comprise the CBS core curriculum and must be completed in residence.

Transfer students from accredited colleges, universities, schools or Bible institutes receive full and equitable transfer credit for subjects appropriate to the program curricula. The amount of transfer credit is determined upon receipt and evaluation of the official transcripts of completed work.

### ADMISSION/PREREQUISITES

The Bachelor of Science degrees via the Accelerated Degree Completion Programs involve 123-147 hours of curriculum composed of 36 hours of general education courses, 33 hours of general electives, and 54-78 hours of the CBS resident accelerated degree completion curriculum. The lone 147 credit hour degree program is the Bachelor of Science in Biblical Studies, Christian Leadership, and Biblical Counseling.

Students must have achieved at least 69 hours of approved college credits, with 36 hours in general education, prior to the start of the CBS resident degree completion curriculum.

Students who have previously earned an accredited Bachelor's degree, Master's degree, or equivalent must still meet the General Education requirements attendant to admission into the Bachelor's Accelerated Degree Completion Program. Prospective Bachelor students must still meet the other admission requirements, including submission of all college transcripts for all universities, colleges and schools formerly attended.

### STUDENT COMMITMENT

Students must be admitted into the College and fulfill the requirements for admission into the Bachelor of Science program. To assist in accomplishing maximum academic achievement and monitor academic progress, students must participate in an ongoing sequence of academic advising including development of a degree plan, placement testing, Christian Service Learning Program and any other requirements.

Transfer students desiring admission to the Bachelor of Science Accelerated Degree Completion Program will need to provide:

1. Official transcripts from all previously attended, accredited institutions of higher learning.
2. Official Verification for Demonstrated Competency such as:
  - College-Level Examination Program (CLEP)
  - Military Equivalencies
  - Advanced Placement (AP)
  - International Baccalaureate (IB)
  - Institutional Credit Examinations

### PROFILE OF ADULT LEARNERS

CBS is dedicated to providing college-level programs to adult learners who are:

**Goal-Oriented** – Those who like a fast pace, follow logical order, and value personal accomplishment.

**Activity-Oriented** – Those who are social, talkative, multi-sensory, and need action.

**Learner-Oriented** – Those who prefer to learn for the sake of learning, are outcome-based, and want immediate, direct application.

**Process-Oriented** – Those who must know goals and objectives, benefits of and need for materials; and draw from experience.

### ACADEMIC HONORS DESIGNATIONS

Please refer to the Academic Honors section in the Academic Regulations section of the Catalog.

### SATISFACTORY ACADEMIC PROGRESS

Please refer to the Satisfactory Academic Progress section in the Academic Regulations section of the Catalog.

### ON GROUND PROGRAMS

The following programs are available on ground on the main campus of the College of Biblical Studies:

- Bachelor of Science in Biblical Studies and Biblical Counseling
- Bachelor of Science in Biblical Studies and Christian Leadership
- Bachelor of Science in Biblical Studies, Biblical Counseling and Christian Leadership

Students take only one course at a time in the CBS core curriculum, attending one 4 hour class session, with breakout for small-group collaborative and independent work each week. The courses are accelerated five weeks in length. The program duration is 24-36 months of consecutive semesters, requiring 9 credits each semester from the CBS core curriculum. Students are members of a continuing class, a cohort group, among whom an atmosphere of shared learning; this atmosphere also encourages personal, family, ministry, and career interests to develop.

### ONLINE PROGRAMS

The following programs are available online at the College of Biblical Studies:

- Bachelor of Science in Biblical Studies and Biblical Counseling
- Bachelor of Science in Organizational Leadership

Students take only one course at a time in the CBS core curriculum, which will require weekly online discussions and additional assignments each week. The courses are accelerated five weeks in length. The program duration is 24 months of six consecutive semesters, requiring 9 credits each semester from the CBS core curriculum. Students are members of a continuing class, a cohort group, among whom an atmosphere of shared learning; this atmosphere also encourages personal, family, ministry, and career interests to develop.

### PLACEMENT TESTS

TEST	SUBJECT AREA	ACCEPTABLE SCORES
THEA/TASP/TSI	Reading	230
	Writing	220
	Written Essay	5
	Math	230
TAKS	English:	2200 & 3
	Math:	2200
ACT	Math	19
	English	19
	Composite Score	23
TEST	SUBJECT AREA	ACCEPTABLE SCORES
SAT	Math	500
	Critical Reading (Verbal)	500
	Combined Score	1070
TAAS	Reading	TL X-89
	Math	TL X-89
	Writing	1770

<b>ASSET*</b>	Reading	35 for Associates and Bachelors 41 for ADCP
	Writing	35 for Associates and Bachelors 40 for ADCP
<b>COMPASS*</b>	Reading	62 for Associates and Bachelors 81 for ADCP
	Pre-algebra/Numerical	25
	Writing	32 for Associates and Bachelors 59 for ADCP
<b>CPT/ACCU-PLACER*</b>	Reading	55
	Sentence Skills	60
	Arithmetic	34

\* This test and scores meet "Ability to Benefit (ATB)" guidelines set forth by the Department of Education.

### NEW STUDENT ORIENTATION

The purpose of New Student Orientation is to prepare and to equip students to have a successful CBS educational experience. All new and re-admitted students are required to attend the New Student Orientation. Orientation for new and re-admitted on-ground students will be held on select days prior to the start of each semester. Online students will complete an online orientation prior to the start of each semester. (See [www.cbshouston.edu/orientation](http://www.cbshouston.edu/orientation).)





# STUDENT FINANCIAL INFORMATION



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## TUITION AND FEES

All fees are non refundable unless otherwise noted.

### General Fees

**General Fees apply to every student.**

Application Fee.....	\$40.00
Technology Fee.....	\$40.00
General Services Fee*.....	\$145.00
Late Registration Fee.....	\$25.00
Graduation/Diploma Fee (Degree Programs).....	\$60.00
Subject Exam Fee (\$50 Test fee; \$130 Transcription fee).....	\$180.00

### Financial Transaction Fees:

Deferred Tuition Fee.....	\$25.00
Late Payment Fee (each occurrence).....	\$50.00
Returned Check Fee (each occurrence).....	\$30.00

### Transcript Request Fees

Official Transcripts:.....	\$8.00
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### Replacement Diploma Fee:

Associate and Bachelor Degrees.....	\$50.00
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### Replacement Certificate Fee:

Bible Certificate.....	\$10.00
Ministry Tracks.....	\$10.00

### Tuition & Fees (in addition to General Fees):

Accelerated Degree Completion Program (ADCP) tuition (per credit hour)*.....	\$326.00
All other programs and courses tuition (per credit hour)*.....	\$274.00
Christian Service Learning Program Fee (per unit)**.....	\$150.00
Audit Fee*.....	\$250.00

All tuition and fees are due and payable at the initiation. Registration is not completed for any course until the full amount is paid or a payment plan is executed.

\*Refundable proportionately, in accordance with the Refund Policy as outlined in the Academic Catalog and Student Handbook.

\*\*Refundable prior to the first date of class.

College of Biblical Studies–Houston reserves the right to change the above tuition, fees, and other charges without notice.

## ACCOUNT INFORMATION

Students are responsible for knowing the status of their accounts at all times. Information is available online at [www.myrecords.cbshouston.edu](http://www.myrecords.cbshouston.edu) or through the Business office.

## ESTIMATED COSTS OF ENROLLMENT

	<b>Annual Cost</b>
Tuition (Full Time)*	\$6,576.00
Fees (Full Time)*	\$370.00
<b>Total</b>	<b>\$6,946.00</b>

*\*This rate is for a traditional bachelor student enrolling in 12 credit hours each term (fall and spring). Fees listed include the General Services and Technology fees. Additional fees may be assessed for special circumstances where appropriate.*

	<b>Annual Cost for ADCP</b>
Tuition (Full Time)*	\$8,802.00
Fees (Full Time)*	\$555.00
<b>Total</b>	<b>\$9,357.00</b>

\* This rate is for an ADCP student enrolling in 9 credit hours each term (fall, spring, and summer). Fees listed include the General Services and Technology fees. Additional fees may be assessed for special circumstances where appropriate.

### **ADD/DROP, WITHDRAWALS, OR CHANGE BETWEEN AUDIT AND CREDIT POLICY**

#### **Office of the Registrar**

College of Biblical Studies  
7000 Regency Square Blvd.  
Houston, Texas 77036  
832.252.4631  
registrar@cbshouston.edu  
www.cbshouston.edu/registrar  
myrecords.cbshouston.edu

All students who add, drop, or withdraw from a class, change class sections, or change status between credit and audit must give official written notice. Forms for such changes are available in the Registrar's Office. Official notice to the Registrar, in writing and dated, must be timely submitted according to the published refund schedules in order to qualify for any tuition refunds. Students must request and submit the completed form to the Registrar's Office; however, it is recommended they submit the form after they consult with their Academic Advisor and Financial Aid Office. In some cases, the form must be approved from multiple offices before it may be submitted so students are encouraged to attempt to submit the forms prior to the refund deadlines.

Once an official written notice is received and processed by the Registrar's Office, any charges owed to CBS or any refund due to the student will be determined by the Business Office based upon the published refund schedule. The student remains responsible for any debt incurred with CBS.

### **REFUND POLICY**

If a class is cancelled by the institution prior to class starting date, 100% of tuition and applicable fees for the particular course will be refunded. A change in the scheduled professor does not constitute a cancellation and will not entitle the student to a refund.

Official notice of course change requests must be submitted by the student according to the published refund schedule in order to qualify for any tuition refunds. Please refer to the refund schedule below. Adjustments will be made to tuition charges and fees which are considered refundable and are designated in the tuition and fee schedule.

Refunds that are in excess of all student account charges (tuition, fees, and other related expenses) will be mailed to the student. *Students should maintain their current address and contact information online at myrecords.cbshouston.edu.*

Note: The following refund schedule differs from the Department of Education and other financial aid refund policies. Students who are receiving financial aid under Title IV or other financial aid programs should also consult the Title IV refund policies in this Catalog or contact the Financial Aid Office for details.

**Non-ADCP Courses**

Prior to the first scheduled day of the semester: 100%

<b>Full-Term</b>	<b>12-14 week course</b>
Drop <b>prior</b> to the start of the term	100% refund
Drop during the first week of the term	70% refund
Drop during the second week of the term	70% refund
Drop during the third week of the term	30% refund
Drop during the fourth week	30% refund
Drop during the fifth week	0% refund
<b>Part of Term</b>	<b>10-11 week course</b>
Drop <b>prior</b> to the start of the first class meeting	100% refund
Drop after the first class meeting	70% refund
Drop after the second class meeting	30% refund
Drop after the third class meeting	0% refund
<b>Part of Term</b>	<b>5-9 week course</b>
Drop <b>prior</b> to the start of the first class meeting	100% refund
Drop after the first class meeting	70% refund
Drop after the second class meeting or later	0% refund
<b>Part of Term</b>	<b>2-4 week course</b>
Drop <b>prior</b> to the start of the first class meeting	100% refund
Drop after the first class meeting	70% refund
Drop after the second class meeting or later	0% refund
<b>Part of Term</b>	<b>1 week course</b>
Drop <b>prior</b> to the start of the first class meeting	100% refund
Drop after the first class meeting	70% refund
Drop after the second class meeting or later	0% refund

**Flex-start\* and ADCP**

<b>On the first scheduled class day</b>	<b>After first scheduled class day</b>
<b>70%</b>	<b>0%</b>

\*Courses that do not begin near the start of the semester and are indicated in the course schedule

## PAYMENT PLANS

### Business Office

College of Biblical Studies  
7000 Regency Square Blvd.  
Houston, Texas 77036  
Gayla Shaffer 832.252.0750  
Alberto Salazar 832.252.0713  
student.accounts@cbshouston.edu

CBS encourages students to take a biblical view of debt and to pay their full tuition at the time of registration. However, CBS offers for those who qualify payment plan options through Nelnet Business Solutions. Two payment plan options are provided, and the information regarding the plans can be viewed online on the CBS web site at [www.cbshouston.edu/paymentplans](http://www.cbshouston.edu/paymentplans). Students may select the option that best suits their needs for the term; however, they are encouraged to register early to allow for the widest selection of payment plans from which to choose.

Through Nelnet's e-cashier, students can arrange for payment plan options by submitting a \$25 per term, non-refundable fee to Nelnet and making monthly payments from their checking, savings, or credit card (Mastercard, Visa, Discover or American Express) accounts. This is not a loan program, so interest and finance charges are not assessed. Monthly payments will be automatically drafted or deducted on the 5th of the month according to the payment plan agreement chosen.

If a student's financial aid does not pay 100% of the entire term's charges, the student is responsible for the remaining balance. The student may opt to either pay his or her balance in full prior to the payment due date or select a payment plan to defer the remaining charges if applicable. If the student opts to pay the remaining balance through a payment plan, the student must meet the eligibility qualifications and complete the online enrollment process.

Students who do not qualify for the deferred tuition payment plan are:

1. Any student who has failed to meet the conditions of a previous payment plan.
2. Any student with an outstanding balance. However, if the outstanding balance is paid in full, the student may be allowed to participate in the deferred tuition payment plan.
3. Any student who fails to maintain the general regulations of the College of Biblical Studies.

### Enrollment in Payment Plan

Payment plans are only available through Nelnet's e-Cashier. To set up a payment plan, log into [www.myrecords.edu](http://www.myrecords.edu), select the billing tab, and then click on "Make payment/payment plan." A pop-up window will appear and a series of steps must be completed. For additional assistance, students may contact the Business Office at 832.252.0713 or email [student.account@cbshouston.edu](mailto:student.account@cbshouston.edu).

### Changes to Payment Plans

*It is the student's responsibility to contact the Business Office in writing or by e-mail if the student adds or drops classes at least 10 days prior to the next payment due date.* Although the Business Office monitors accounts, it remains the student's responsibility to contact the Office to ensure changes occur before the next payment is automatically deducted or charged to the student's account. For additional assistance, students may contact the Business Office at 832.252.0713 or email [student.account@cbshouston.edu](mailto:student.account@cbshouston.edu).

## STUDENT ACCOUNTS AND DELINQUENT ACCOUNTS POLICY

All students are required to pay incurred tuition and fees in full. During enrollment periods, students who have not met their financial obligations prior to the payment deadline will be administratively withdrawn from all registered courses and will remain responsible for any non-refundable fee charges the student incurred during the registration process. Any student owing a balance after any pre-agreed or published due date, will be assessed a \$50.00 late payment fee.

The College reserves the right to withhold any grades, graded work assignments or projects, transcripts (unofficial & official), certificates, diplomas, and participation in commencement ceremonies from students whose financial obligations have not been fully satisfied. Holds will be placed on a student's academic record, and the student will be unable to register for additional courses until the balance is paid in full.

The College reserves the right to submit any unpaid financial obligations of former and current students to a third party collection agency and to levy a collection fee. By registering for classes the student agrees to pay the reasonable

costs and expenses of collection, including the collection agency fee and attorney fees in the event that CBS places any outstanding account, debt or claim with a collection agency. Non-payment of a delinquent account may also result in notification of the national credit bureaus.

### RETURNED CHECKS

Students or organizations who submit two checks that are not honored by the bank (unless due to bank error) to the College for tuition and fees, books, or for any other obligation will forfeit their check-writing privileges. In the event that this occurs the student or organization must satisfy any current or future financial obligations by cash, cashier's check, money order, or credit card only. No future checks from the student or organization will be accepted.

In addition, a student who has tendered to the College a check returned unpaid by the bank will be assessed a \$30.00 returned check fee. If payment is not submitted by the due date indicated, a \$50.00 late payment fee will also be assessed and the student will be placed on holds.

### FORMS OF PAYMENT

The College of Biblical Studies accepts payments in the following ways:

- Online by Web Check/ACH using the Nelnet e-Cashier site through [myrecords.cbshouston.edu](http://myrecords.cbshouston.edu).
- Online by credit card/debit card (American Express, Discover, MasterCard or Visa) using the Nelnet e-Cashier site through [myrecords.cbshouston.edu](http://myrecords.cbshouston.edu).
- By mailing checks, cashier checks or money orders to:  
College of Biblical Studies–Houston  
Business Office  
7000 Regency Square Blvd.  
Houston, TX 77036
- In person by check, money order or cash at the Bookstore during normal business hours.

### FINANCIAL APPEALS PROCESS

The following is an appeal process for students who dispute financial claims by the College of Biblical Studies (i.e., tuition, fees, and amounts due on outstanding student balances).

1. Students should submit a written statement to the Director of Accounting stating the amount and nature of the disagreement and why he or she feels the charge is incorrect.
2. Students should submit their written appeal within thirty (30) days of the initial billing of a disputed charge. The Director of Accounting will respond in writing to the student's complaint within ten (10) days of the receipt of the appeal.
3. Should the student disagree with the Director of Accounting's decision, the student may appeal that decision (within 30 days) to the Vice President of Finance who will respond within ten (10) days of the appeal and whose decision shall be final.

### FINANCIAL AID

#### Financial Aid Office

College of Biblical Studies  
7000 Regency Square Blvd.  
Houston, Texas 77036  
832.252.4602  
[fa@cbshouston.edu](mailto:fa@cbshouston.edu)

Student Financial Aid is here to help students invest in their futures. CBS recommends that prospective students apply for financial aid at the same time that they apply for admission to the College. Although the Financial Aid Office will not review financial aid information until the admission application is filed, students may still apply for financial aid prior to admission to the College.

Financial Aid generally refers to money loaned or granted to students to help pay for higher education cost. Financial aid includes, but is not limited to: scholarships, grants, and student loans. These awards may be awarded singly or in various combinations. The amount of aid awarded and disbursed cannot exceed the cost of education and will be adjusted if the amount of aid awarded exceeds the cost of attendance.

## TYPES OF FINANCIAL AID

### FEDERAL PROGRAMS

#### Federal Pell Grant (Title IV)

Pell Grants are awarded to undergraduate students who have not earned a bachelor degree or equivalent. This program offers financial assistance to eligible students officially admitted and enrolled in the B.S., A.A., or A.B.S. programs. A Pell Grant is a form of financial aid that will not have to be repaid.

#### Supplemental Educational Opportunity Grant

The Federal SEOG (Supplemental Educational Opportunity Grant) is available to eligible undergraduates only, meaning it is available for undergrad students with the lowest EFC's and gives priority to students who receive Federal Pell Grants. SEOG Funds are limited; therefore all eligible students may not receive this award. This grant is available through FAFSA.

#### Academic Competitiveness Grant (Title IV)

The Academic Competitiveness Grant provides up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study. The program became available for the first time for the 2006-07 school year for first year students who graduated from high school after January 1, 2006 and for second year students who graduated from high school after January 1, 2005. The Academic Competitiveness Grant award is in addition to the student's Pell Grant award.

#### Federal Stafford Loans (Title IV) (Subsidized or Unsubsidized)

This program enables students enrolled in at least six credit hours to secure loans from the federal government. The government does charge fees to cover the administrative expenses; thus a student will need to borrow more than the actual amount needed for institutional expenses to pay the administrative loan fees. Stafford Loans have a variable interest rate with a cap of 8.25%.

Loan repayment begins six months after the student graduates, leaves school, or drops below half-time status. Students may qualify for a "subsidized" loan (government pays interest while in school) based on financial need, or an "unsubsidized" loan (student pays interest while in school) that is non-need based, or a combination. Interest will begin to accrue on unsubsidized loans 30 days after the disbursement date. If the student chooses not to pay the interest while in school, then the accrued interest is added to the original loan amount and the interest accrues on the total amounts.

The maximum amounts for each year are as follows:

Year	Dependent Students (except students whose parents cannot borrow PLUS)	Independent Students and Dependent Students (whose parents cannot borrow a PLUS loan)
1 <sup>st</sup> Year (Freshman)	\$5,500 – no more than \$3,500 may be in subsidized loans	\$9,500 – no more than \$3,500 may be in subsidized loans
2 <sup>nd</sup> Year (Sophomore)	\$6,500 – no more than \$4,500 may be in subsidized loans	\$10,500 – no more than \$4,500 may be in subsidized loans
3 <sup>rd</sup> and 4 <sup>th</sup> Year (Junior & Senior)	\$7,500 – no more than \$5,500 may be in subsidized loans	\$12,500 – no more than \$5,500 may be in subsidized loans
<b>Maximum Total Debt from Stafford Loans When Students Graduate</b>	<b>\$31,500 – no more than \$23,000 may be in subsidized loans</b>	<b>\$57,500 – no more than \$23,000 may be in subsidized loans</b>

**PLUS Loans (Parent Loans)**

Parents of dependent undergraduate students can borrow funding in addition to their student's financial aid awards. Parents can borrow to cover costs not already covered by their student's financial aid awards up to the full average cost of attendance. Unlike the Stafford Loan, the Parent PLUS Loan eligibility is based on the borrower's credit worthiness. In order to receive a PLUS loan the student's parents must complete and submit a PLUS loan application, available from the Department of Education at [www.studentloans.gov](http://www.studentloans.gov).

**Veterans Education Benefits**

A variety of financial support sources are available for military veterans, spouses, and dependents of veterans who honorably served in our Nation's armed forces. The amount of benefits awarded is determined by the Department of Veterans Affairs and is based on the number of credit hours for which a student is enrolled.

Chapter 30: Montgomery G.I. Bill – Active Duty/Discharged

Chapter 31: Vocational Rehabilitation

Chapter 33: Post 9/11 G.I. Bill

Chapter 35: Dependents Education Assistance

**Chapter 30**

Veterans who wish to use their VA educational benefits for the first time should apply online at <http://www.gibill.va.gov> and complete a form 22-1990, Application for Educational Benefits, to receive a Certificate of Eligibility.

If educational benefits have previously been used, complete a form 22-1995, Change of Program, online at <http://www.gibill.va.gov> to receive a Certificate of Eligibility.

Submit the following documents to the Office of Student Financial Services:

- Certificate of Eligibility
- Certificate of Release of Discharge from Active Duty (DD-214)
- Official academic transcripts from previously attended colleges and/or universities
- VA Information Sheet
- VA Degree Plan

**Chapter 31**

Qualifying disabled veterans receiving Veterans Affairs Benefits must contact the VA – R&E Department at 713.383.1999 to obtain authorization and certification (VA form 28-1905) prior to registration for class(es).

**Chapter 33**

Veterans who wish to use their VA educational benefits for the first time should apply online at <http://www.gibill.va.gov> and complete a form 22-1990, Application for Educational Benefits, to receive a Certificate of Eligibility.

If educational benefits have previously been used, complete a form 22-1995, Change of Program, online at <http://www.gibill.va.gov> to receive a Certificate of Eligibility.

Submit the following documents to the Office of Student Financial Services:

- Certificate of Eligibility
- Certificate of Release of Discharge from Active Duty (DD-214)
- Official academic transcripts from previously attended colleges and/or universities
- VA Information Sheet
- VA Degree Plan

**Chapter 35**

Qualified dependents who wish to use their VA educational benefits for the first time should apply online at <http://www.gibill.va.gov> and complete a form 22-5490, Application for Survivors' and Dependents' Educational Assistance, to receive a Certificate/Letter of Eligibility.

If educational benefits have previously been used, complete a form 22-1995, Change of Program, online at <http://www.gibill.va.gov> to receive a Certificate of Eligibility.



Submit the following documents to the Office of Student Financial Services:

- Certificate of Eligibility
- Certificate of Release of Discharge from Active Duty (DD-214)
- Official academic transcripts from previously attended colleges and/or universities
- VA Information Sheet
- VA Degree Plan

#### **Department of Assistive Rehabilitative Services (DARS)**

Students must contact the DARS office within their zip code and must have a physical or mental disability that is an impediment to employment to qualify. A qualifying student must have a DARS counselor contact the CBS Financial Aid Office at 832.252.4602 prior to registration for class(es).

### **SCHOLARSHIPS**

Institutional scholarships are available to eligible students who qualify for the scholarship programs. To be considered for scholarships, students must submit an application to the Financial Aid Office and meet the eligibility requirements outlined for each scholarship. Most of the scholarships are available and awarded based on merit, financial need, and/or other considerations.

Students may be eligible for the following scholarships and should visit the College's website at [www.cbshouston.edu/](http://www.cbshouston.edu/) scholarships for more information.

- Adolfo Gonzalez and Lester Haines Endowed Scholarship for Outreach to the Hispanic Community
- Ernest Mays Scholarship
- Institutional Tuition Grant
- InnerChange Freedom Initiative Scholarship
- Small Church Scholarship
- William Boyd Scholarship

This list may not be exhaustive, and the availability of scholarships may vary each year.

### **HOW TO APPLY FOR FINANCIAL AID**

Students may apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In addition, students must visit <https://sonis.cbshouston.edu/studsect.cfm> in order to complete the financial aid application process. Students must re-apply for financial aid each academic year. International students do not need to complete the FAFSA since they are not eligible for United States federal funding. In addition, CBS does not currently grant admission to individuals who require an I-20 or those who are in the United States on a visa. Each individual's financial need is calculated based on the information provided on these forms. Financial aid awards may be subject to change if supplementary documentation (tax, transcripts, bank statements, etc.) indicate significant variation from the information originally reported on the form(s). The "student contribution" derived from this calculation is then used to package and award aid for the student. This formula has been designed to provide an equitable system for the awarding of available institutional funds.

### **ELIGIBILITY**

#### **Eligibility for Federal Aid**

To be eligible for federal financial aid, a student must:

- Have a United States high school diploma or equivalent or GED
- Be admitted as a regular student in Associate or Bachelors Program
- Be U.S. citizens or eligible non-citizens
- Certify that funds will be used for educational purposes
- Certify that he/she was not convicted of drug charges while receiving Federal Title IV

- And certify that he/she is not in default on any federal student loan and does not owe money on any federal student grant

To be eligible for an Academic Competitiveness Grant (ACG) each academic year, a student must:

- Be a U.S. citizen
- Be Federal Pell Grant eligible
- Be enrolled full-time in a degree program
- Be enrolled in the first or second academic year of his or her program of study at a two-year or four-year degree-granting institution
- Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second year student)
- If a first-year student, not have been previously enrolled in an undergraduate program
- If a second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year

The Department of Education will predetermine if the students are eligible to answer the ACG questions based upon the student's responses to questions provided on the FAFSA.

#### **Eligibility for Institutional Aid**

To qualify for many of the scholarships available at the College of Biblical Studies, the student must:

- Be admitted as a student in the Bachelor of Science (B.S.), Associate of Arts (A.A.), the Associate of Biblical Studies (A.B.S.), or the Bible Certificate Program.

In order to receive financial aid, a student must:

- Be enrolled as a regular (matriculating) student in a degree or certificate program,
- Maintain satisfactory academic progress. Note: satisfactory academic progress standards for receipt of financial aid may differ from minimum College standards for continued enrollment or program requirements,
- And be in compliance with all other requirements of the assistance programs.

#### **Academic Eligibility for Financial Aid**

##### **Standards of Satisfactory Academic Progress for Financial Aid**

Satisfactory academic progress (SAP) is used to define successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the College to establish, publish, and apply standards to monitor students' progress towards completion of a certificate or degree program. Students' academic performance must meet the SAP standards below:

##### **Quantitative Academic Progress**

- Students must satisfactorily complete a minimum of 67% of the cumulative number of credit hours attempted each term.
- Course and/or program withdrawals during the drop/add period will not be counted in the calculation of academic progress.
- Grades of F, W, WA, and I are not considered as satisfactory completion.

##### **Qualitative Academic Progress**

In order to receive federal and veteran's benefits, students must maintain a cumulative grade point average (GPA) of 2.0. For some institutional scholarships, students must maintain a higher semester grade point average.

Effective July 1, 2011, a student failing to maintain Satisfactory Academic Progress (SAP) will be notified in writing and placed on financial aid "warning" during the next term of enrollment. While in this "warning" status, the student is eligible to continue to receive private, institutional, and federal aid. If SAP is achieved by the end of the "warning" term, the student will be removed from "warning" status. If SAP is not achieved by the end of the "warning" term, the student will be notified in writing and placed on financial aid "suspension" during the next term of enrollment. While in a "suspension" status, the student is not eligible to receive private, institutional, and federal aid.

Students placed on "suspension" are eligible to submit a written appeal with supportive documentation for consideration

of aid reinstatement.

Situations that may be considered for an appeal relate to the student or his/her immediate family members only. These situations must be extenuating emergency situations, such as the death of immediate family member or extreme medical emergencies. The written appeal must include reason for lack of SAP and what steps the student has taken to correct the situation satisfactorily.

If the appeal is approved, the student will be placed on financial aid “probation” for one term of enrollment only. The student will be required to sign an Academic Plan contract developed by Student Financial Services in conjunction with Student Success and Advising, and personalized to assist the student in achieving SAP and maintaining Pace or Completion Ratio. The Pace policy specifies the pace at which a student must progress through a program to ensure the student completes a program within the maximum time frame. During the term the student is under the Academic Plan contract, the student will remain on “probation” status and eligible for aid. Upon successful completion of the Academic Plan contract resulting in SAP, the student will be removed from “probation” and will continue to be aid eligible. If SAP is not achieved during “probation” term of enrollment, the student is then placed on financial aid “suspension” and will be ineligible to receive aid until the term following the term the student achieves SAP.

Students failing to maintain SAP should consult with the Student Financial Services and Student Success and Advising Offices to meet with an advisor, who can assist with financial aid and academic planning.

### **Retaking Course Work**

New federal regulations limit students eligibility of federal aid with regards to repeated courses. Students may not receive federal aid (Pell Grant and Stafford Loans) for courses that were previously taken and passed beyond the first retake. In addition, that course will not count towards the actual student’s enrollment. Note: Repeat courses still count toward a student’s attempted hours for financial aid purposes.

Example: Student A takes a course and receives a grade of ‘D’. Student A needs a ‘C’ in this course to count for the requirements of the degree. Student A takes the course again receives aid and earns another ‘D’. Student A needs to retake the course again, but is no longer eligible for federal aid for that class. Additionally, Student A cannot use that course toward enrollment for financial aid purposes. If student A is taking 12 credits, then the repeated 3 credit course is no longer eligible. Student A’s actual enrollment for financial aid purposes must be listed as 9 credits.

### **Pell Grant**

- Maximum award remains at \$5550 for full time enrollment for an academic year
- Duration of eligibility is reduced to the equivalent of 12 full time semesters instead of 18 full time semesters. The reduction affects all students beginning with 2012-13 award year. (No students are grandfathered.)

### **Provisions Affecting all Financial Aid Programs: Ability to Benefit Changes**

Ability to benefit options for establishing general student eligibility for Title IV funds are eliminated for students who first enroll in a program of study on or after July 1, 2012. A student will need to have a high school diploma or its recognized equivalent or have been home schooled, to meet the eligibility criteria.

### **Qualifying Income for Automatic Zero EFC**

- Automatic zero EFC income thresholds reduced to \$23,000 from the current \$30,000
- Auto zero calculation applies only to EFC calculation for dependent students (based on parent income) and independent student s with dependents other than a spouse (based on the combined income of the student and spouse).

### **Provisions Affecting Direct Loans Only**

- Interest subsidies during the six month grace period are eliminated for new Stafford Loans made on or after July 1, 2012. The repayment period still begins six months after the student is no longer enrolled at least half-time, but interest accrues during those six months will be payable by the student rather than subsidized by the federal government.
- Interest rate on Direct Subsidized Loans will increase from 3.4% to 6.8% for disbursements made on or after 07/01/12.

### **Maximum Eligibility Period to Receive Direct Subsidized Loans**

There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your

program. This is called your “maximum eligibility period”. You can usually find the published length of any program study in your school’s catalog.

The maximum time frame for which a student may be eligible for Federal Title IV aid is 150% of the normal time for degree completion, measured in the number of credit hours attempted. Transfer hours are included in calculation of total hours completed and used in determining an individual’s maximum time frame. Grades of F, W, WA, and I are not considered as satisfactory completion and will be included in calculation of total hours.

#### **Return of Title IV Funds and Withdrawal Record**

For any student who officially or unofficially withdraws from the College or fails to earn a passing grade in any class, federal regulations require a refund calculation for all students receiving Federal Title IV Funds. The calculation of the return of these funds may result in owing a balance to the College. If an unpaid balance exists on his or her account, then a hold will be placed on the student’s record. Withdrawing from classes will impact a student’s Satisfactory Academic Progress and may cause the student to be ineligible for future financial aid. All students should visit with a Student Financial Service Advisor prior to withdrawing.

Refunds and repayments of Title IV funds are made in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Federal PLUS Loans
4. Pell Grants
5. Academic Competitiveness Grant

The amount of federal aid that the student must repay is determined via the Federal Formula for Return of Title IV funds (Section 484B of the Higher Education Act). This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with loan programs Repayment of Student Aid – Return of Title IV.

#### **Return of Institutional Aid and Scholarships**

Institutional Aid and Scholarships are awarded based on enrollment hours. If any student withdraws from the College or reduces the number of hours during the course of the term, his/her awards will be adjusted accordingly, and as a result, he/she may owe the institution. CBS does not refund institutional aid or Scholarships to students.

#### **Credit Balance Policy**

The College has 14 days from the receipt of student funds to issue any refunds due to a Title IV funds credit balance on the student’s account. All checks will be sent via mail for security purposes. The student is responsible for notifying the Registrar’s Office or updating on [www.myrecords.cbshouston.edu](http://www.myrecords.cbshouston.edu) his/her current mailing address.

## **STUDENT RESPONSIBILITIES**

#### **Reporting Student Financial Aid Changes**

Student financial aid is based on the information submitted to the Student Financial Services for the current academic year in which the student requested aid. To keep student files current and accurate, students are required to report any financial changes to the office of Student Financial Services. Students should expect a revision of their awards in most cases. Changes can include but are not limited to:

1. Additional financial assistance: scholarships, grants, loans, fee waivers, GI Bill, VA benefits, and/or VA Vocational Rehabilitation, or any other monetary award not reported previously.
2. Changes in enrollment hours and/or withdrawal from the university
3. Change in course load if below full time.

#### **Entrance and Exit Interview**

All Federal Direct Ford loan recipients are required to complete an entrance interview prior to receiving the first disbursement of their loan proceeds. They are also required to complete an exit interview during their last term of attendance. (For further information, visit <http://www.studentloans.gov>.)

#### **Revision and Cancellation**

The College reserves the right to review, revise, or terminate all or a portion of financial aid at any time due to changes in

students' financial and/or academic status or failure to comply with laws and regulations, including financial verification and institutional policies. In addition, all financial aid is subject to revision based on the funds received by the College from all financial aid resources and any changes to federal laws, regulations, or policies.



# 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.

## 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. 0100-0199 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	Political Science/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 – 29 credit hours earned
Sophomore	30 – 59 credit hours earned
Junior	60 – 89 credit hours earned
Senior	90 or more credit hours earned



## REGISTRATION

Prior to each semester and before attending any class, 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, access [myrecords.cbshouston.edu](http://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.
- 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	Action
1-4 course weeks	Course is dropped without a “W” on transcript.
5-9 course weeks	Course is dropped with a “W” on transcript.
10-14 course weeks	Courses can no longer be dropped.
7 Week Courses	
Drop Date	Action
1-2 course weeks	Course is dropped without a “W” on transcript.
3-4 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.
2-3 course weeks	Course is dropped with a “W” on transcript.
4-5 course weeks	Courses can no longer be dropped.
1 Week Courses	
Drop Date	Action
1 course week	Course is dropped without a “W” on transcript.
2-3 course weeks	Course is dropped with a “W” on transcript.
4-5 course weeks	Courses can no longer be dropped.
Other Course Lengths	
Drop Date	Action
Before 25% of course	Course is dropped without a “W” on transcript.
After 25% and before 70%	Course is dropped with a “W” on transcript.
After 70% of course	Courses can no longer be dropped.

- 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.

## 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, weekly participation in required classroom activities (quizzes, discussion boards, logging-in) serves as “attendance”. Students are allowed to miss 20% of class time without penalty. Absences in excess of 20% of class time will result in an automatic “F”. Appeals for extraordinary situations should be discussed with 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](http://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 is available at [www.cbshouston.edu/watchman](http://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 College of Biblical Studies does not award academic credit for coursework taken on a non-credit basis. The College does have departmentally approved tests for the following classes: Bible Study Methods and Introduction to Biblical Counseling. These classes are approved by the faculty chairs for each department. Students who pass these tests with a 70% or better are awarded credit.

## **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 they are requesting a directed study on
- 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 ABS degree that plans on continuing for a B.S. degree at CBS

## GRADING

Students are graded according to the following designations:

<u>Letter Description</u>	<u>Numerical Value</u>	<u>Grade Points</u>
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

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 GPA of 3.30 or higher in 12 semester hours or more.

**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

Beginning fall 2011, 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.

**SATISFACTORY ACADEMIC PROGRESS**

The College of Biblical Studies reserves the right to place a student on academic probation and/or suspension for any reason deemed appropriate during his/her matriculation at the college. Students whose cumulative grade point average (GPA) falls below 2.0 will be placed on academic probation and are required to make satisfactory academic progress (SAP) per the following guidelines:

- Must be enrolled in a degree program, taking classes leading to that degree.
- Must maintain a cumulative GPA of 2.0.

**Academic Warning**

Students who earn a semester GPA of less than 2.0, but whose cumulative GPA is not less than 2.0 will be given an academic warning, and are strongly encouraged to meet with an Enrollment Advisor prior to the start of the next semester. Additionally, students who earn a GPA of less than 2.0 in their major courses, but whose cumulative GPA is not less than 2.0 will receive an academic warning. An academic warning will not be placed on the official transcript.

**Academic Probation**

Students should note that academic probation differs from financial aid probation. For information on financial aid probation see the Student Financial Information and Financial Aid Information section. Students whose cumulative GPA is less than 2.0 will be placed on academic probation, and will be required to meet with an Enrollment Advisor prior to the start of the next semester. Students placed on academic probation will be required to meet SAP standards by achieving a semester GPA of 2.0 during the semester in which they are on probation. Students placed on academic probation will also have a registration hold placed on their account, and the academic probation status will be indicated on the official transcript.

**Academic Suspension**

Students should note that academic suspension differs from financial aid suspension. For information on financial aid

suspension see the Student Financial and Aid Information section. Students who do not meet SAP standards during the semester in which they are on academic probation may be placed on academic suspension for one academic year. Students who are placed on academic probation more than twice in the course of two consecutive academic years will be placed on academic suspension as well. Students placed on academic suspension will be withdrawn from the College and the academic suspension status will be indicated on the official transcript. Those who wish to appeal the academic suspension may submit an appeal in writing to the Academic Dean for consideration.

#### **Re-admission After Suspension**

Students who are placed on academic suspension may re-apply to the College after a period of one academic year. Re-admission to the College is not guaranteed. Students must meet the current admission requirements for the College and the students' admission to the College will be considered by the Admissions Committee. Those students who are re-admitted to the College after 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 re-admission.

#### **Academic Expulsion**

Students who are placed on academic suspension twice will be permanently dismissed from the College. An academic expulsion status will be placed on the official transcript. Those who wish to appeal the academic expulsion may submit an appeal in writing to the Academic Dean for consideration.

### **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.

### **PRIVACY RIGHTS OF STUDENTS**

#### **A. Definitions**

*Educational Records.* Those records, files, documents, and other materials which (1) contain information directly related to a student, and (2) are maintained by the College of Biblical Studies or by a person acting for the College. Educational records do not include (1) personal notes, (2) employment records.

*Student.* Any person who is or has been enrolled at the College of Biblical Studies. Wherever "student" is used in reference to personal rights, an eligible parent of a dependent student has similar rights. This "eligible" parent is one who has satisfied Section 152 of the Internal Revenue Code of 1954, and who presents proof of such to the Records Office.

*Directory Information.* The college reserves the right to release directory information without the student’s consent. Any student who does not want directory information disclosed must submit a written request to the Office of the Registrar within ten days of registration.

The following information is directory information at the College of Biblical Studies: name, address, telephone number, date and place of birth, enrollment status, degree program, and degrees received.

*Access.* To have access to an educational record is to be allowed to see the original record.

**B. Release of Personally Identifiable Student Educational Records**

The College of Biblical Studies shall not permit access to, or the release of any information in the educational records of any student that is personally identifiable, other than directory information, without the written consent of the student, to any party other than the following:

1. College of Biblical Studies administrative officials and staff who have legitimate educational interests.
2. All faculty and advising staff have been identified as one who has a legitimate interest.
3. Appropriate personnel in connection with a student’s application for, or receipt of, financial aid.
4. Federal, State, and local officials authorized by the appropriate statute.
5. In compliance with judicial order or subpoena, providing that the student is notified in advance of the compliance.
6. Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health and safety of a student or other persons.

**C. Right of Access Does Not Include Any Financial Records or Any Information Therein.**

**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**

A transcript is the permanent academic record of the student. An official transcript is a copy bearing the College seal and the signature of the Registrar. Requests for a transcript will only be honored if the request is made in writing by the student to the Office of the Registrar and is accompanied by the appropriate transcript fee. Students may download and print the official Transcript Request Form from the website by accessing [www.cbshouston.edu/registrar](http://www.cbshouston.edu/registrar). The charge for each official transcript is \$8.00. Normal transcript processing takes 1-3 business days from the receipt of the request. Note: transcript requests will not be processed if the student has an outstanding financial obligation to the College.

## 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
	COMPASS Writing Test <sup>1</sup>	Writing Skills
	COMPASS Reading Test <sup>1</sup>	Reading 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

<sup>1</sup> If not meeting prescribed exemptions

**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 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.



# ACADEMIC PROGRAMS



TRUTH. TRAINING. TRANSFORMATION.

## BIBLICALLY BASED EDUCATION COMPETENCIES

In order to assess the effectiveness of providing biblically based education for the Body of Christ and equipping CBS students with a biblical worldview for ministry, the College of Biblical Studies faculty selected the following standard competencies for all CBS degree programs:

1. Successful students will be able to distinguish the basic content of each of the biblical books.
2. Successful students will be able to describe major characters in the Bible.
3. Successful students will be able to categorize the major doctrines of the Bible.
4. Successful students will be able to develop a biblical worldview.
5. Successful students will be able to demonstrate growth in their spiritual life.
6. Successful students will know the foundational principles of inductive biblical interpretation.

## GENERAL EDUCATION COMPETENCIES

Biblical truth and theological knowledge remain in isolation until they are applied to human life and experience. The emphasis of a Bible college is to develop persons equipped for Christian service and leadership. Therefore, to ensure breadth of knowledge, promote intellectual inquiry, stimulate the examination and understanding of personal, and social and civic values, the College of Biblical Studies–Houston has designed a general education core within degree programs that seeks to engender within its students the following competencies:

1. Successful students will be able to demonstrate the ability to communicate effectively in spoken and written English and/or Spanish.
2. Successful students will be able to demonstrate an understanding of the issues related to the human experience and/or society.
3. Successful students will be able to demonstrate an understanding of the historical and geographical implications on the world.
4. Successful students will be able to demonstrate the recognition and understanding of scientific, technological, abstract, logical, symbolic modes of thinking, and/or the exercise of critical thinking.

## CHRISTIAN SERVICE LEARNING PROGRAM

*Director: Steve Sullivan, D.Min., Ph.D.*

While all students at the College of Biblical Studies are encouraged to take an active role and participate in ministries in their local church during their time of study, students enrolled in the Associate of Arts, Associate of Biblical Studies or Bachelor of Science programs are required to satisfactorily complete three Christian Service units for graduation.

The purpose of the Christian Service Learning Program (CSLP) is to promote the practical outworking of the biblical and theological principles taught in the classroom. Upon completion of the Christian Service Learning unit, the successful student will:

1. Demonstrate the skills necessary for interpersonal relationships
2. Examine personal strengths and weaknesses in varied ministry settings
3. Demonstrate the skills necessary for ongoing Christian ministry
4. Exhibit growth in one's spiritual life

Though a requirement for graduation, participation in the Christian Service Learning Program is a non-credit unit. Each student's ministry practicum must be a prepared, ongoing and regular ministry assignment (minimum of 28 hours per unit) involving contact with others leading to a quality learning experience. Students are required to complete all assignments (including but not limited to successfully completing all forms on time, ensuring that the supervisor form is turned in on time, attending required class sessions and/or watching required videos), perform the required service hours, and comply with all program policies to receive a grade of "Satisfactory." Students who do not adhere to the course requirements will receive a grade of "Unsatisfactory." Only CSLP units which receive a grade of "Satisfactory" will be accepted to meet the graduation requirements. If a student receives a grade of "Unsatisfactory", he or she must register, pay, and complete another approved ministry assignment.

Before enrolling in a CSLP unit, students should consult with their Academic Advisor. Students may contact the CSLP Office by telephone at 832.252.0736 or at CSLP@cbsouston.edu. The CSLP Office must approve all ministry assignments before assignments begin. Students register for a CSLP unit during the normal registration period at the beginning of each term; students may enroll for only one CSLP unit per academic term. A CSLP unit must be completed within the same term in which the student registers.

## CURRICULAR PROGRAMS

All of the academic programs at CBS are structured to provide every student with a thorough grounding in the Bible and biblical doctrine.

<b>Bible Certificate</b>		
A foundational study of the Bible	<b>36</b>	<b>hours</b>
<b>Associate of Arts</b>		
An online degree focusing on Bible, Theology, Ministry Skills, and General Education	<b>63</b>	<b>hours</b>
<b>Associate of Biblical Studies</b>		
A degree focusing on Bible, Theology, Ministry Skills, and General Education	<b>70</b>	<b>hours</b>
<b>Traditional Bachelor of Science Degrees</b>		
Bachelor of Science degree with majors in Biblical Studies, Women's Ministry or Organizational Leadership	<b>126-127</b>	<b>hours</b>
<b>Online Bachelor of Science Degrees via Accelerated Degree Completion</b>		
Online Bachelor of Science degree with split majors in Biblical Studies and Biblical Counseling or Organizational Leadership	<b>123</b>	<b>hours</b>
<b>On Ground Bachelor of Science Degrees via Accelerated Degree Completion</b>		
Bachelor of Science degree with split majors in Biblical Studies and Biblical Counseling and/or Christian Leadership	<b>123-147</b>	<b>hours</b>

## BIBLE CERTIFICATE PROGRAM

*Program Coordinator: (English) Israel Loken, Ph.D. (Spanish) Sergio Estrada, Ph.D.*

**Purpose and Objectives:** The 36-hour program leading to the Bible Certificate is designed to provide basic biblical and theological knowledge and rudimentary skills in Bible interpretation and principles of biblical teaching. This program is offered in both English and Spanish. Upon completion of the program, successful students will be able to:

1. Distinguish the basic content of each of the biblical books.
2. Describe the major characters in the Bible.
3. Know the foundational principles of inductive Bible interpretation.
4. Categorize the major doctrines of the Bible.

### Curriculum:

<b>Bible 21 hours</b>	
BIBL 1311 Pentateuch	3 hrs.
BIBL 1312 Historical Literature	3 hrs.
BIBL 1213 Wisdom Literature	2 hrs.
BIBL 1414 Prophets	4 hrs.
BIBL 1321 Gospels	3 hrs.
BIBL 1322 Acts and Pauline Epistles	3 hrs.
BIBL 1323 General Epistles and Revelation	3 hrs.
<b>Theology 12 hours</b>	
THEO 1311 Introduction to Theological Method	3 hrs.
THEO 1312 God, Christ, and Holy Spirit	3 hrs.
THEO 1313 Man, Sin, and Salvation	3 hrs.
THEO 1314 Angels, Church, and Prophecy	3 hrs.
<b>Ministry Skills 3 hours</b>	
MSMN 1301 Bible Study Methods	3 hrs.

### Requirements:

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. Entrance and exit interview with measurements.
6. No unresolved disciplinary matter including but not limited to student code of conduct violations, library or financial obligation.
7. Approval by CBS faculty.

**Suggested Sequence\***

(Students taking 2 courses per semester)

Year	Fall	Spring	Summer
<b>1</b>	MSMN 1301 Bible Study Methods	BIBL 1311 Pentateuch	BIBL 1312 Historical Literature
	THEO 1311 Introduction to Theological Method	THEO 1312 God, Christ, and Holy Spirit	THEO 1313 Man, Sin, and Salvation
<b>2</b>	BIBL 1213 Wisdom Literature	BIBL 1414 Prophets	THEO 1314 Angels, Church, and Prophecy
	BIBL 1321 Gospels	BIBL 1322 Acts and Pauline Epistles	BIBL 1323 General Epistles and Revelation

\* If the student desires to earn the A.B.S. degree this plan should not be followed. A student who desires the Associate of Arts degree should not pursue the Bible Certificate first.

**Suggested Sequence\***

(Full-Time Students)

Year	Fall	Spring	Summer
<b>1</b>	MSMN 1301 Bible Study Methods	BIBL 1312 Historical Literature	BIBL 1213 Wisdom Literature
	BIBL 1311 Pentateuch	BIBL 1322 Acts and Pauline Epistles	BIBL 1414 Prophets
	BIBL 1321 Gospels	THEO 1312 God, Christ, and Holy Spirit	BIBL 1323 General Epistles and Revelation
	THEO 1311 Introduction to Theological Method	THEO 1313 Man, Sin, and Salvation	THEO 1314 Angels, Church, and Prophecy

\* If the student desires to earn the A.B.S. degree this plan should not be followed. A student who desires the Associate of Arts degree should not pursue the Bible Certificate first.

**ASSOCIATE OF ARTS DEGREE IN ENGLISH**

*Program Coordinator: (English) Israel Loken, Ph.D.*

**Purpose and Objectives:** The 63-hour online only program leading to the Associate of Arts degree is designed for individuals who wish to pursue an Associate degree while receiving foundational biblical principles that contribute to a biblical worldview. It may also be used as the first two years of a bachelor's degree program. Credits earned in this program may be applied to the bachelor's degree programs offered at the College or, when appropriate, may be transferable to other institutions. Upon completion of the program, successful students will be able to:

1. Categorize the literary forms of biblical books.
2. Learn and apply principles of Christian ministry.

**Graduation Requirements:**

1. Successful completion of all admissions requirements including completion of high school diploma or GED
2. Satisfactory completion of all requirements on Official Degree Plan within a maximum of eight years
3. Cumulative 2.0 grade point average
4. Satisfactory completion of 3 units in Christian Service Learning Program
5. Academic advising sessions including pre and post testing/measurements
6. Intent to Graduate Form filed by submitted deadline
7. Graduation/Diploma fee
8. No unresolved disciplinary matter, including but not limited to, student code of conduct violations, library, or financial obligation
9. Completion of exit counseling for students with Stafford or PLUS loans
10. Approval by CBS faculty

**Associate of Arts Degree – English Curriculum:**

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
ENGLISH 6 hours		BIBLE 21 hours	
ENGL 1301 English Composition 1	3	BIBL 1311 Pentateuch	3
ENGL 1302 English Composition 2	3	BIBL 1312 Historical Literature	3
SCIENCE/COMPUTER 9 hours		BIBL 1213 Wisdom Literature	2
COSC 1317 Introduction to Computing	3	BIBL 1414 Prophets	4
BIOL 2301 Anatomy and Physiology <sup>1</sup>	3	BIBL 1321 Gospels	3
MATH 1332 Mathematical Principles	3	BIBL 1322 Acts and Pauline Epistles	3
FINE ARTS/HUMANITIES 9 hours		BIBL 1323 General Epistles and Revelation	3
ENGL 1311 Fundamentals of Speech <sup>2</sup>	3	THEOLOGY 3 hours	
PHIL 2304 Introduction to Philosophy	3	THEO 1311 Introduction to Theological Method	3
PHIL 3305 Christian Ethics	3	MINISTRY SKILLS 9 hours	
SOCIAL SCIENCE 6 hours		MSMN 1301 Bible Study Methods	3
HIST 2321 Western Civilization 1 <sup>3</sup>	3	MSMN 2301 Missions, Evangelism, and Discipleship	3
HIST 2322 Western Civilization 2 <sup>3</sup>	3	MSMN 2302 Foundations of Spiritual Life	3
ORIENTATION non-credit			
ORIE 1013 Orientation			
CHRISTIAN SERVICE 3 units			
MCSP 2011 Christian Service, 1	1u		
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		

<sup>1</sup> ASTR 2301 Astronomy may substitute for BIOL 2301 Anatomy and Physiology.

<sup>2</sup> Expository Preaching classes, MSPM 3301-3305, may substitute for ENGL 1311 Fundamentals of Speech. These classes are for men only. MSCE 3323 Women Teaching Women may substitute for ENGL 1311 Fundamentals of Speech. This class is for women only.

<sup>3</sup> GOVT 2301 Principles of American Politics may substitute for HIST 2321 Western Civilization 1 or HIST 2322 Western Civilization 2.

**ASSOCIATE OF ARTS DEGREE**

**Suggested Sequence: English**  
(Full-time Students)

Year	Fall	Spring	Summer
<b>1</b>	MSMN 1301 Bible Study Methods ENGL 1301 English Composition 1 COSC 1317 Introduction to Computing	ENGL 1302 English Composition 2 HIST 2321 Western Civilization 1 BIBL 1321 Gospels MSCP 2011 Christian Service	BIBL 1311 Pentateuch BIBL 1312 Historical Literature MSMN 2301 Missions, Evangelism, and Discipleship MSCP 2011 Christian Service
<b>2</b>	MATH 1332 Mathematical Principles BIBL 1213 Wisdom Literature BIBL 1414 Prophets BIBL 1322 Acts & Pauline Epistles	BIBL 1323 General Epistles and Revelation HIST 2322 Western Civilization 2 PHIL 2304 Introduction to Philosophy THEO 1311 Introduction to Theological Method MSCP 2011 Christian Service	PHIL 3305 Christian Ethics MSMN 2302 Foundations of Spiritual Life BIOL 2301 Anatomy and Physiology ENGL 1311 Fundamentals of Speech



**ASSOCIATE OF BIBLICAL STUDIES ENGLISH OR SPANISH**

*Program Coordinator: (English) Israel Loken, Ph.D.; (Spanish) Sergio Estrada, Ph.D.*

**Purpose and Objectives:** The 70-hour program leading to the Associate of Biblical Studies degree is designed for lay leaders and ministry support personnel in the church and parachurch organizations who require only foundational biblical studies. It may also be used as the first two years of a bachelor's degree program. Credits earned in this program may be applied to the bachelor's degree programs offered at the College or, when appropriate, may be transferable to other institutions. Upon completion of the program, successful students will be able to:

1. Categorize the literary forms of biblical books.
2. Learn and apply principles of Christian ministry.

**Graduation Requirements:**

1. Successful completion of all admissions requirements including completion of high school diploma or GED
2. Satisfactory completion of all requirements on Official Degree Plan within a maximum of eight years
3. Cumulative 2.0 grade point average
4. Satisfactory completion of 3 units in Christian Service Learning Program
5. Academic advising sessions including pre and post testing/measurements
6. Intent to Graduate Form filed by submitted deadline
7. Graduation/Diploma fee
8. No unresolved disciplinary matter, including but not limited to, student code of conduct violations, library, or financial obligation
9. Completion of exit counseling for students with Stafford or PLUS loans
10. Approval by CBS faculty

**Associate of Biblical Studies – English Curriculum:**

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
ENGLISH 6 hours		BIBLE 21 hours	
ENGL 1301 English Composition 1	3	BIBL 1311 Pentateuch	3
ENGL 1302 English Composition 2	3	BIBL 1312 Historical Literature	3
SCIENCE/COMPUTER 6 hours		BIBL 1213 Wisdom Literature	2
COSC 1317 Introduction to Computing	3	BIBL 1414 Prophets	4
BIOL 2301 Anatomy and Physiology <sup>1</sup>	3	BIBL 1321 Gospels	3
FINE ARTS/HUMANITIES 9 hours		BIBL 1322 Acts and Pauline Epistles	3
ENGL 1311 Fundamentals of Speech <sup>2</sup>	3	BIBL 1323 General Epistles and Revelation	3
PHIL 2304 Introduction to Philosophy	3	THEOLOGY 12 hours	
PHIL 3305 Christian Ethics	3	THEO 1311 Introduction to Theological Method	3
SOCIAL SCIENCE 3 hours		THEO 1312 God, Christ, and Holy Spirit	3
HIST 2321 Western Civilization 1 or HIST 2322 Western Civilization 2 <sup>3</sup>	3	THEO 1313 Man, Sin, and Salvation	3
		THEO 1314 Angels, Church, and Prophecy	3
ORIENTATION non-credit		MINISTRY SKILLS 13 hours	
ORIE 1013 Orientation		MSMN 1301 Bible Study Methods	3
CHRISTIAN SERVICE 3 units		MSMN 1302 Principles of Biblical Teaching	3
MCSP 2011 Christian Service, 1	1u	MSMN 1103 Principles of Biblical Teaching Lab	1
MCSP 2011 Christian Service, 2	1u	MSMN 2301 Missions, Evangelism, and Discipleship	3
MCSP 2011 Christian Service, 3	1u	MSMN 2302 Foundations of Spiritual Life	3

<sup>1</sup> ASTR 2301 Astronomy may substitute for BIOL 2301 Anatomy and Physiology.

<sup>2</sup> Expository Preaching classes, MSPM 3301-3305, may substitute for ENGL 1311 Fundamentals of Speech. These classes are for men only. MSCE 3323 Women Teaching Women may substitute for ENGL 1311 Fundamentals of Speech. This class is for women only.

<sup>3</sup> GOVT 2301 Principles of American Politics may substitute for HIST 2321 Western Civilization 1 or HIST 2322 Western Civilization 2.

**ASSOCIATE OF BIBLICAL STUDIES DEGREE****Suggested Sequence: English**

(Students taking 2 courses per semester)

Year	Fall	Spring	Summer
<b>1</b>	MSMN 1301 Bible Study Methods COSC 1317 Introduction to Computing	MSMN 1302 Principles of Biblical Teaching ENGL 1301 English Composition 1 MCSP 2011 Christian Service	MSMN 1103 Principles of Biblical Teaching Lab ENGL 1302 English Composition 2
<b>2</b>	BIBL 1311 Pentateuch ENGL 1311 Fundamentals of Speech MCSP 2011 Christian Service	BIBL 1312 Historical Literature HIST 2321 or HIST 2322 Western Civilization 1 or 2	BIBL 1213 Wisdom Literature THEO 1311 Introduction to Theological Method
<b>3</b>	BIBL 1321 Gospels THEO 1312 God, Christ, and Holy Spirit	BIBL 1322 Acts and Pauline Epistles THEO 1313 Man, Sin, and Salvation	BIBL 1323 General Epistles and Revelation THEO 1314 Angels, Church, and Prophecy
<b>4</b>	MSMN 2301 Missions, Evangelism, and Discipleship BIOL 2301 Anatomy and Physiology MCSP 2011 Christian Service	BIBL 1414 Prophets PHIL 2304 Introduction to Philosophy	PHIL 3305 Christian Ethics MSMN 2302 Foundations of Spiritual Life

(Full-time Students)

Year	Fall	Spring	Summer
<b>1</b>	MSMN 1301 Bible Study Methods HIST 2321 or HIST 2322 Western Civilization 1 or 2 ENGL 1301 English Composition 1 COSC 1317 Introduction to Computing	MSMN 1302 Principles of Biblical Teaching BIBL 1311 Pentateuch ENGL 1302 English Composition 2 THEO 1311 Introduction to Theological Method MCSP 2011 Christian Service	MSMN 1103 Principles of Biblical Teaching Lab BIBL 1312 Historical Literature BIBL 1321 Gospels MSMN 2301 Missions, Evangelism, and Discipleship
<b>2</b>	ENGL 1311 Fundamentals of Speech BIBL 1213 Wisdom Literature BIBL 1322 Acts and Pauline Epistles THEO 1312 God, Christ, and Holy Spirit MCSP 2011 Christian Service	THEO 1313 Man, Sin, and Salvation BIBL 1323 General Epistles and Revelation THEO 1314 Angels, Church, and Prophecy MCSP 2011 Christian Service PHIL 2304 Introduction to Philosophy	PHIL 3305 Christian Ethics BIBL 1414 Prophets MSMN 2302 Foundations of Spiritual Life BIOL 2301 Anatomy and Physiology

**Associate of Biblical Studies – Spanish Curriculum:**

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
SPANISH 6 hours		BIBLE 21 hours	
SPAN 2307 Spanish Composition for Hispanic Heritage Learners 1	3	BIBL 1311 Pentateuch	3
		BIBL 1312 Historical Literature	3
SPAN 2308 Spanish Composition for Hispanic Heritage Learners 2	3	BIBL 1213 Wisdom Literature	2
		BIBL 1414 Prophets	4
SCIENCE/COMPUTER 6 hours		BIBL 1321 Gospels	3
COSC 1317 Introduction to Computing	3	BIBL 1322 Acts and Pauline Epistles	3
BIOL 2301 Anatomy and Physiology <sup>1</sup>	3	BIBL 1323 General Epistles and Revelation	3
FINE ARTS/HUMANITIES 9 hours		THEOLOGY 12 hours	
SPAN 3307 Public Speaking in Spanish <sup>2</sup>	3	THEO 1311 Introduction to Theological Method	3
PHIL 2304 Introduction to Philosophy	3	THEO 1312 God, Christ, and Holy Spirit	3
PHIL 3305 Christian Ethics	3	THEO 1313 Man, Sin, and Salvation	3
SOCIAL SCIENCE 3 hours		THEO 1314 Angels, Church, and Prophecy	3
HIST 2321 Western Civilization 1 or HIST 2322 Western Civilization 2 <sup>3</sup>	3	MINISTRY SKILLS 13 hours	
		MSMN 1301 Bible Study Methods	3
ORIENTATION non-credit		MSMN 1302 Principles of Biblical Teaching	3
ORIE 1013 Orientation		MSMN 1103 Principles of Biblical Teaching Lab	1
CHRISTIAN SERVICE 3 units		MSMN 2301 Missions, Evangelism, and Discipleship	3
MCSP 2011 Christian Service, 1	1u	MSMN 2302 Foundations of Spiritual Life	3
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		

<sup>1</sup> ASTR 2301 Astronomy may substitute for BIOL 2301 Anatomy and Physiology.

<sup>2</sup> MSPM 3311 Expository Preaching may substitute for SPAN 3307 Public Speaking in Spanish.

<sup>3</sup> GOVT 2301 Principles of American Politics may substitute for HIST 2321 Western Civilization 1 or HIST 2322 Western Civilization.

**ASSOCIATE OF BIBLICAL STUDIES DEGREE****Suggested Sequence: Spanish**

(Students taking 2 courses per semester)

Year	Fall	Spring	Summer
<b>1</b>	MSMN 1301 Bible Study Methods COSC 1317 Introduction to Computing	MSMN 1302 Principles of Biblical Teaching SPAN 2307 Spanish Composition for Hispanic Heritage Learners 1 MCSP 2011 Christian Service	MSMN 1103 Principles of Biblical Teaching Lab SPAN 2308 Spanish Composition for Hispanic Heritage Learners 2
<b>2</b>	BIBL 1311 Pentateuch SPAN 3307 Public Speaking in Spanish MCSP 2011 Christian Service	BIBL 1312 Historical Literature HIST 2321 or HIST 2322 Western Civilization 1 or 2	BIBL 1213 Wisdom Literature THEO 1311 Introduction to Theological Method
<b>3</b>	BIBL 1321 Gospels THEO 1312 God, Christ, and Holy Spirit	BIBL 1322 Acts and Pauline Epistles THEO 1313 Man, Sin, and Salvation	BIBL 1323 General Epistles and Revelation THEO 1314 Angels, Church, and Prophecy
<b>4</b>	MSMN 2301 Missions, Evangelism, and Discipleship BIOL 2301 Anatomy and Physiology MCSP 2011 Christian Service	BIBL 1414 Prophets PHIL 2304 Introduction to Philosophy	PHIL 3305 Christian Ethics MSMN 2302 Foundations of Spiritual Life

(Full-time Students)

Year	Fall	Spring	Summer
<b>1</b>	MSMN 1301 Bible Study Methods HIST 2321 or HIST 2322 Western Civilization 1 or 2 SPAN 2307 Spanish Composition for Hispanic Heritage Learners 1 COSC 1317 Introduction to Computing	MSMN 1302 Principles of Biblical Teaching BIBL 1311 Pentateuch SPAN 2308 Spanish Composition for Hispanic Heritage Learners 2 THEO 1311 Introduction to Theological Method MCSP 2011 Christian Service	MSMN 1103 Principles of Biblical Teaching Lab BIBL 1312 Historical Literature BIBL 1321 Gospels MSMN 2301 Missions, Evangelism, and Discipleship
<b>2</b>	SPAN 3307 Public Speaking in Spanish BIBL 1213 Wisdom Literature BIBL 1322 Acts and Pauline Epistles THEO 1312 God, Christ, and Holy Spirit MCSP 2011 Christian Service	THEO 1313 Man, Sin, and Salvation BIBL 1323 General Epistles and Revelation THEO 1314 Angels, Church, and Prophecy MCSP 2011 Christian Service PHIL 2304 Introduction to Philosophy	PHIL 3305 Christian Ethics BIBL 1414 Prophets MSMN 2302 Foundations of Spiritual Life BIOL 2301 Anatomy and Physiology

**BACHELOR OF SCIENCE – FOUR YEAR DEGREE PROGRAM****MAJOR: BIBLICAL STUDIES**

*Program Coordinator: Israel Loken, Ph.D.*

**Purpose and Objectives:** The Biblical Studies major is designed to equip men and women with the skills necessary for ministry in a variety of contexts. Built on the foundation of inductive Bible interpretation, the program includes training in Christian Leadership and Biblical Counseling. Upon completion of the program, successful students will be able to:

1. Defend biblically one's position on major biblical interpretive issues.
2. Demonstrate an understanding of the servant leader model for leadership.
3. Demonstrate an understanding of the Biblical Framework model for biblical counseling.
4. Learn and apply principles for Christian ministry.

**Graduation Requirements:**

1. Successful completion of all admissions requirements including completion of high school diploma or GED
2. Minimum of 24 hours in major completed at CBS
3. Minimum of 127 hours to graduate
4. Satisfactory completion of all requirements on Official Degree Plan
5. Complete required Christian Service Learning units
6. Cumulative 2.0 grade point average
7. Academic advising sessions including pre and post testing/measurements
8. Intent to Graduate Form filed by submitted deadline
9. Graduation/Diploma fee
10. No unresolved disciplinary matter, including but not limited to, student code of conduct violations, library, or financial obligation
11. Completion of exit counseling for students with Stafford or PLUS loans
12. Approval by CBS faculty

**MAJOR: BIBLICAL STUDIES****Minor: Biblical Counseling**

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
ENGLISH 12 hours		BIBLE 21 hours	
ENGL 1301 English Composition 1	3	BIBL 1311 Pentateuch	3
ENGL 1302 English Composition 2	3	BIBL 1312 Historical Literature	3
ENGL 2332 Literary Tradition	3	BIBL 1213 Wisdom Literature	2
ENGL 2312 Research and Writing	3	BIBL 1414 Prophets	4
SOCIAL SCIENCES 12 hours		BIBL 1321 Gospels	3
GOVT 2301 Principles of American Politics	3	BIBL 1322 Acts and Pauline Epistles	3
HIST 2321 Western Civilization 1 <sup>1</sup>	3	BIBL 1323 General Epistles and Revelation	3
HEISTS 2322 Western Civilization 2	3	THEOLOGY 12 hours	
HIST 2323 or 2324 Church History	3	THEO 1311 Introduction to Theological Method	3
MATH/SCIENCES 9 hours		THEO 1312 God, Christ, and Holy Spirit	3
MATH 1332 Mathematical Principles	3	THEO 1313 Man, Sin, and Salvation	3
BIOL 2301 Anatomy and Physiology	3	THEO 1314 Angels, Church, and Prophecy	3
COSC 1317 Introduction to Computing	3	MINISTRY SKILLS 13 hours	
FINE ARTS/HUMANITIES 12 hours		MSMN 1301 Bible Study Methods	3
ENGL 1311 Fundamentals of Speech <sup>2</sup>	3	MSMN 1302 Principles of Biblical Teaching	3
Language, Culture, or Humanities Elective	3	MSMN 1103 Principles of Biblical Teaching Lab	1
Language, Culture, or Humanities Elective	3	MSMN 2301 Missions, Evangelism, and Discipleship	3
PHIL 2304 Introduction to Philosophy	3	MSMN 2302 Foundations of Spiritual Life	3
ORIENTATION non-credit		ELECTIVES 6 hours	
ORIE 1013 Orientation		Electives	6
CHRISTIAN SERVICE 3 units			
MCSP 2011 Christian Service, 1	1u		
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		

MAJOR COURSES 30 hours	HRS
ETHICS AND LEADERSHIP COURSES 6 hours	
LSOL 3301 Introduction to Christian Leadership	3
PHIL 3305 Christian Ethics	3
BIBLE 3 hours	
BIBL 4331 Advanced Hermeneutics	3
BIBLICAL COUNSELING - MINOR COURSES 21 hours	
MSBC 3301 Introduction to Biblical Counseling	3
MSBC 3302 Theological Foundations of Biblical Counseling	3
MSBC 3303 Analysis of Common Counseling Problems	3
MSBC 3304 Marriage and Family	3
MSBC 4301 Advanced Biblical Counseling 1	3
MSBC 4302 Advanced Biblical Counseling 2	3
MSBC 4303 The Counseling Process	3

<sup>1</sup> History and Geography of the Ancient Near East, HIST 2318, may substitute for HIST 2321, Western Civilization 1.

<sup>2</sup> Expository Preaching classes, MSPM 3301-3305, may substitute for ENGL 1311 Fundamentals of Speech. These classes are for men only. MSCE 3323 Women Teaching Women may substitute for ENGL 1311 Fundamentals of Speech. This class is for women only.

**MAJOR: BIBLICAL STUDIES**
**Minor: Biblical Counseling**

**Purpose:** The Biblical Counseling minor is designed to provide men and women with biblical and theological education for counseling in the local church and other ministries. The minor intends to equip students with the competency to counsel from the sufficiency and supremacy of the Bible which includes the Biblical Framework model of counseling. It includes training in marriage and family, crisis counseling and counseling in many of the categories of the *Diagnostic and Statistical Manual of Mental Disorders DSM-IV-TR*. The courses offered in the curriculum are not designed to meet academic or other requirements of the State of Texas for licensure as a professional counselor.

**Suggested Sequence**

Year	Fall	Spring	Summer
<b>1</b>	MSMN 1301 Bible Study Methods HIST 2321 Western Civilization 1 ENGL 1301 English Composition 1 COSC 1317 Introduction to Computing	BIBL 1311 Pentateuch BIBL 1321 Gospels ENGL 1302 English Composition 2 THEO 1311 Introduction to Theological Method	MCSP 2011 Christian Service Learning Program THEO 1312 God, Christ, and Holy Spirit BIBL 1312 Historical Literature ENGL 2312 Research and Writing HIST 1322 Western Civilization 2
<b>2</b>	THEO 1313 Man, Sin, and Salvation ENGL 1311 Fundamentals of Speech Language/Culture/Humanities BIBL 1213 Wisdom Literature	MSMN 1302 Principles of Biblical Teaching Language/Culture/Humanities 2 THEO 1314 Angels, Church, and Prophecy BIBL 1322 Acts and Pauline Epistles	MSMN 1103 Principles of Biblical Teaching Lab MCSP 2011 Christian Service Learning Program BIBL 1323 General Epistles and Revelation MATH 1322 Mathematical Principles
<b>3</b>	MSBC 3302 Theological Foundations of Biblical Counseling MSMN 2301 Missions, Evangelism and Discipleship MSMN 2302 Foundations of Spiritual Life BIBL 1414 Prophets	MSBC 3301 Introduction to Biblical Counseling LSOL 3301 Introduction to Christian Leadership ENGL 2332 Literary Tradition HIST 2323 or 2324 Church History	MSBC 3304 Marriage and Family BIOL 2301 Anatomy and Physiology GOVT 2301 Principles of American Politics MCSP 2011 Christian Service Learning Program BIBL 4331 Advanced Hermeneutics
<b>4</b>	MSBC 4301 Advanced Biblical Counseling 1 PHIL 2304 Introduction to Philosophy MSBC 3303 Analysis of Common Counseling Problems Elective	MSBC 4303 The Counseling Process MSBC 4302 Advanced Biblical Counseling 2 PHIL 3305 Christian Ethics Elective	



**MAJOR: BIBLICAL STUDIES****Minor: Pre-Seminary**

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
ENGLISH 12 hours		BIBLE 21 hours	
ENGL 1301 English Composition 1	3	BIBL 1311 Pentateuch	3
ENGL 1302 English Composition 2	3	BIBL 1312 Historical Literature	3
ENGL 2332 Literary Tradition	3	BIBL 1213 Wisdom Literature	2
ENGL 2312 Research and Writing	3	BIBL 1414 Prophets	4
SOCIAL SCIENCES 12 hours		BIBL 1321 Gospels	3
GOVT 2301 Principles of American Politics	3	BIBL 1322 Acts and Pauline Epistles	3
HIST 2321 Western Civilization 1 <sup>1</sup>	3	BIBL 1323 General Epistles and Revelation	3
HIST 2322 Western Civilization 2	3	THEOLOGY 12 hours	
HIST 2323 or 2324 Church History	3	THEO 1311 Introduction to Theological Method	3
MATH/SCIENCES 9 hours		THEO 1312 God, Christ, and Holy Spirit	3
MATH 1332 Mathematical Principles	3	THEO 1313 Man, Sin, and Salvation	3
BIOL 2301 Anatomy and Physiology	3	THEO 1314 Angels, Church, and Prophecy	3
COSC 1317 Introduction to Computing	3	MINISTRY SKILLS 13 hours	
FINE ARTS/HUMANITIES 12 hours		MSMN 1301 Bible Study Methods	3
MSPM 3301-3305 Expository Preaching or MSCE 3323 Women Teaching Women <sup>2</sup>	3	MSMN 1302 Principles of Biblical Teaching	3
GREE 2311 Greek 1	3	MSMN 1103 Principles of Biblical Teaching Lab	1
GREE 2312 Greek 2	3	MSMN 2301 Missions, Evangelism and Discipleship	3
PHIL 2304 Introduction to Philosophy	3	MSMN 2302 Foundations of Spiritual Life	3
ORIENTATION non-credit		ELECTIVES 6 hours	
ORIE 1013 Orientation		Electives	6
CHRISTIAN SERVICE 3 units			
MCSP 2011 Christian Service, 1	1u		
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		

MAJOR COURSES 30 hours	HRS
ETHICS, LEADERSHIP AND COUNSELING COURSES 9 hours	
LSOL 3301 Introduction to Christian Leadership	3
MSBC 3301 Introduction to Biblical Counseling	3
PHIL 3305 Christian Ethics	3
BIBLE, PHILOSOPHY, AND THEOLOGY ELECTIVES 3 hours	
Upper Level Bible, Philosophy, and Theology Electives	3
PRE-SEMINARY - MINOR COURSES 18 hours	
THEO 3211 History of Doctrine	2
BIBL 4311 Old Testament Introduction	3
BIBL 3221 New Testament Introduction	2
THEO 4212 Dispensationalism	2
BIBL 4331 Advanced Hermeneutics	3
GREE 3311 Greek 3 Advanced Grammar <sup>3</sup>	3
GREE 3312 Greek 4 Syntax and Word Studies <sup>4</sup>	3

<sup>1</sup> History and Geography of the Ancient Near East, HIST 2318, may substitute for HIST 2321, Western Civilization 1.

<sup>2</sup> Expository Preaching classes, MSPM 3301-3305, are for men only. MSCE 3323 Women Teaching Women is for women only.

<sup>3</sup> Introduction to Greek Tools, GREE 3301, may substitute for GREE 3311.

<sup>4</sup> Introduction to Hebrew Tools, HEBR 3301, may substitute for GREE 3312.

**MAJOR: BIBLICAL STUDIES**
**Minor: Pre-Seminary**

**Purpose:** The Pre-Seminary minor is designed to provide a solid biblical and theological foundation for those students intending to pursue graduate study at a seminary.

**Suggested Sequence**

Year	Fall	Spring	Summer
1	MSMN 1301 Bible Study Methods HIST 2321 Western Civilization 1 ENGL 1301 English Composition 1 COSC 1317 Introduction to Computing	BIBL 1311 Pentateuch BIBL 1321 Gospels ENGL 1302 English Composition 2 THEO 1311 Introduction to Theological Method	MCSPP 2011 Christian Service Learning Program THEO 1312 God, Christ, and Holy Spirit BIBL 1312 Historical Literature ENGL 2312 Research and Writing HIST 1322 Western Civilization 2
2	THEO 1313 Man, Sin, and Salvation ENGL 1311 Fundamentals of Speech Language/Culture/Humanities BIBL 1213 Wisdom Literature	MSMN 1302 Principles of Biblical Teaching GREE 2312 Greek 2 THEO 1314 Angels, Church, and Prophecy BIBL 1322 Acts and Pauline Epistles	MSMN 1103 Principles of Biblical Teaching Lab MCSPP 2011 Christian Service Learning Program BIBL 1323 General Epistles and Revelation MATH 1322 Mathematical Principles Elective
3	MSBC 3301 Introduction to Biblical Counseling MSMN 2301 Missions, Evangelism, and Discipleship GREE 3311 Greek 3 Advanced Grammar BIBL 1414 Prophets	ENGL 2332 Literary Tradition HIST 2323 or 2324 Church History GREE 3312 Greek 4 Syntax and Word Studies BIBL 4311 Old Testament Introduction	BIBL 3321 New Testament Introduction BIOL 2301 Anatomy and Physiology GOVT 2301 Principles of American Politics MCSPP 2011 Christian Service Learning Program Upper Level Bible, Philosophy, or Theology Elective
4	LSOL 3301 Intro To Christian Leadership THEO 3211 History of Doctrine MSMN 2302 Foundations of Spiritual Life PHIL 2304 Introduction to Philosophy	PHIL 3305 Christian Ethics BIBL 4331 Advanced Hermeneutics THEO 4312 Dispensationalism Elective	

**MAJOR: BIBLICAL STUDIES**

Minor: Christian Education

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
ENGLISH 12 hours		BIBLE 21 hours	
ENGL 1301 English Composition 1	3	BIBL 1311 Pentateuch	3
ENGL 1302 English Composition 2	3	BIBL 1312 Historical Literature	3
ENGL 2332 Literary Tradition	3	BIBL 1213 Wisdom Literature	2
ENGL 2312 Research and Writing	3	BIBL 1414 Prophets	4
SOCIAL SCIENCES 12 hours		BIBL 1321 Gospels	3
GOVT 2301 Principles of American Politics	3	BIBL 1322 Acts and Pauline Epistles	3
HIST 2321 Western Civilization 1 <sup>1</sup>	3	BIBL 1323 General Epistles and Revelation	3
HIST 2322 Western Civilization 2	3	THEOLOGY 12 hours	
HIST 2323 or 2324 Church History	3	THEO 1311 Introduction to Theological Method	3
MATH/SCIENCES 9 hours		THEO 1312 God, Christ, and Holy Spirit	3
MATH 1332 Mathematical Principles	3	THEO 1313 Man, Sin, and Salvation	3
BIOL 2301 Anatomy and Physiology	3	THEO 1314 Angels, Church, and Prophecy	3
COSC 1317 Introduction to Computing	3	MINISTRY SKILLS 13 hours	
FINE ARTS/HUMANITIES 12 hours		MSMN 1301 Bible Study Methods	3
ENGL 1311 Fundamentals of Speech <sup>2</sup>	3	MSMN 1302 Principles of Biblical Teaching	3
Language, Culture, or Humanities Elective	3	MSMN 1103 Principles of Biblical Teaching Lab	1
Language, Culture, or Humanities Elective	3	MSMN 2301 Missions, Evangelism, and Discipleship	3
PHIL 2304 Introduction to Philosophy	3	MSMN 2302 Foundations of Spiritual Life	3
ORIENTATION non-credit		ELECTIVES 6 hours	
ORIE 1013 Orientation		Electives	6
CHRISTIAN SERVICE 3 units			
MCSP 2011 Christian Service, 1	1u		
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		

MAJOR COURSES 30 hours	HRS
ETHICS, LEADERSHIP AND COUNSELING COURSES 9 hours	
LSOL 3301 Introduction to Christian Leadership	3
MSBC 3301 Introduction to Biblical Counseling	3
PHIL 3305 Christian Ethics	3
BIBLE 3 hours	
BIBL 4331 Advanced Hermeneutics	3
CHRISTIAN EDUCATION - MINOR COURSES 18 hours	
MSCE 3301 Introduction to Christian Education	3
MSCE 3322 Ministry Planning and Program Design	3
MSCE 4301 Age Level Ministries	3
MSPM 4302 Church Administration and Organization <sup>3</sup> or MSCE 4321 The Role of Women in Church Administration and Leadership <sup>4</sup>	3
MSCE 4302 Group Dynamics	3
MSPM 4303 Role of Associate Minister <sup>3</sup> or MSCE 3321 The Role of Women in Life and Ministry <sup>4</sup>	3

<sup>1</sup> History and Geography of the Ancient Near East, HIST 2318, may substitute for HIST 2321, Western Civilization 1.<sup>2</sup> Expository Preaching classes, MSPM 3301-3305, may substitute for ENGL 1311 Fundamentals of Speech. These classes are for men only. MSCE 3323 Women Teaching Women may substitute for ENGL 1311 Fundamentals of Speech. This class is for women only.<sup>3</sup> This class is for men only.<sup>4</sup> This class is for women only.

**MAJOR: BIBLICAL STUDIES**
**Minor: Christian Education with Concentration in Youth Ministry**

MAJOR COURSES 30 hours		HRS
ETHICS, LEADERSHIP AND COUNSELING COURSES 9 hours		
LSOL 3301 Introduction to Christian Leadership		3
MSBC 3301 Introduction to Biblical Counseling		3
PHIL 3305 Christian Ethics		3
BIBLE 3 hours		
BIBL 4331 Advanced Hermeneutics		3
CHRISTIAN EDUCATION - MINOR COURSES 18 hours		
MSCE 3301 Introduction to Christian Education		3
MSCE 3312 Developing Relevant Youth Curriculum		3
MSCE 3311 Principles of Youth Ministry		3
MSCE 3313 Understanding Youth Culture		3
MSCE 4311 Youth Ministry Administration		3
MSCE 4312 Youth Ministry Practicum		3

**Minor: Christian Education with Concentration in Women's Ministry**

MAJOR COURSES 30 hours		HRS
ETHICS, LEADERSHIP AND COUNSELING COURSES 9 hours		
LSOL 3301 Introduction to Christian Leadership		3
MSBC 3301 Introduction to Biblical Counseling		3
PHIL 3305 Christian Ethics		3
BIBLE 3 hours		
BIBL 4331 Advanced Hermeneutics		3
CHRISTIAN EDUCATION MINOR WITH CONCENTRATION IN WOMEN'S MINISTRY COURSES 18 hours		
MSCE 3301 Introduction to Christian Education		3
MSCE 3321 The Role of Women in Life and Ministry <sup>1</sup>		3
MSCE 4323 Women's Ministry Planning and Program Design <sup>1</sup>		3
MSBC 4321 Women Counseling Women <sup>1</sup>		3
MSCE 4321 The Role of Women in Church Administration and Leadership <sup>1</sup>		3
MSCE 4325 Special Issues in Ministering to Women <sup>1</sup>		3

<sup>1</sup> This class is for women only.

**MAJOR: BIBLICAL STUDIES****Minor: Christian Education**

**Purpose:** The Christian Education minor is designed to provide men and women with biblical and theological education to equip students with foundational competencies that will enable them to develop and lead ministries in the local church and parachurch organizations. It includes training for Sunday school education for all ages, small group ministry, discipleship ministry, youth ministry and women's ministry.

**Suggested Sequence**

Year	Fall	Spring	Summer
1	MSMN 1301 Bible Study Methods HIST 2321 Western Civilization 1 ENGL 1301 English Composition 1 COSC 1317 Introduction to Computing	BIBL 1311 Pentateuch BIBL 1321 Gospels ENGL 1302 English Composition 2 THEO 1311 Introduction to Theological Method	MCSP 2011 Christian Service Learning Program THEO 1312 God, Christ, and Holy Spirit BIBL 1312 Historical Literature ENGL 2312 Research and Writing HIST 1322 Western Civilization 2
2	THEO 1313 Man, Sin, and Salvation ENGL 1311 Fundamentals of Speech Language/Culture/Humanities BIBL 1213 Wisdom Literature	MSMN 1302 Principles of Biblical Teaching Language/Culture/Humanities 2 THEO 1314 Angels, Church, and Prophecy BIBL 1322 Acts and Pauline Epistles	MSMN 1103 Principles of Biblical Teaching Lab MCSP 2011 Christian Service Learning Program BIBL 1323 General Epistles and Revelation MATH 1322 Mathematical Principles
3	MSCE 3301 Introduction to Christian Education MSMN 2301 Missions, Evangelism, and Discipleship MSMN 2302 Foundations of Spiritual Life BIBL 1414 Prophets	ENGL 2332 Literary Tradition HIST 2323 or 2324 Church History MSCE 3302 Ministry Planning and Program Design LSOL 3301 Introduction to Christian Leadership	MSCE 4301 Age Level Ministries BIOL 2301 Anatomy and Physiology GOVT 2301 Principles of American Politics MCSP 2011 Christian Service Learning Program BIBL 4331 Advanced Hermeneutics
4	MSBC 3301 Introduction to Biblical Counseling MSPM 4302 Church Administration and Organization PHIL 2304 Introduction to Philosophy Elective	MSCE 4302 Group Dynamics MSPM 4303 Role of Associate Minister PHIL 3305 Christian Ethics Elective	

**MAJOR: BIBLICAL STUDIES**
**Minor: Pastoral Ministries**

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
ENGLISH 12 hours		BIBLE 21 hours	
ENGL 1301 English Composition 1	3	BIBL 1311 Pentateuch	3
ENGL 1302 English Composition 2	3	BIBL 1312 Historical Literature	3
ENGL 2332 Literary Tradition	3	BIBL 1213 Wisdom Literature	2
ENGL 2312 Research and Writing	3	BIBL 1414 Prophets	4
SOCIAL SCIENCES 12 hours		BIBL 1321 Gospels	3
GOVT 2301 Principles of American Politics	3	BIBL 1322 Acts and Pauline Epistles	3
HIST 2321 Western Civilization 1 <sup>1</sup>	3	BIBL 1323 General Epistles and Revelation	3
HIST 2322 Western Civilization 2	3	THEOLOGY 12 hours	
HIST 2323 or 2324 Church History	3	THEO 1311 Introduction to Theological Method	3
MATH/SCIENCES 9 hours		THEO 1312 God, Christ, and Holy Spirit	3
MATH 1332 Mathematical Principles	3	THEO 1313 Man, Sin, and Salvation	3
BIOL 2301 Anatomy and Physiology	3	THEO 1314 Angels, Church, and Prophecy	3
COSC 1317 Introduction to Computing	3	MINISTRY SKILLS 13 hours	
FINE ARTS/HUMANITIES 12 hours		MSMN 1301 Bible Study Methods	3
MSPM 3301-3305 Expository Preaching I, II, III, IV, or V <sup>2</sup>	3	MSMN 1302 Principles of Biblical Teaching	3
		MSMN 1103 Principles of Biblical Teaching Lab	1
GREE 3301 Introduction to Greek Tools <sup>3</sup>	3	MSMN 2301 Missions, Evangelism, and Discipleship	3
HEBR 3301 Introduction to Hebrew Tools <sup>4</sup>	3	MSMN 2302 Foundations of Spiritual Life	3
PHIL 2304 Introduction to Philosophy	3	ELECTIVES 6 hours	
ORIENTATION non-credit		Electives	6
ORIE 1013 Orientation			
CHRISTIAN SERVICE 3 units			
MCSP 2011 Christian Service, 1	1u		
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		

MAJOR COURSES 30 hours	
ETHICS, LEADERSHIP AND COUNSELING COURSES 9 hours	
LSOL 3301 Introduction to Christian Leadership	3
MSBC 3301 Introduction to Biblical Counseling	3
PHIL 3305 Christian Ethics	3
BIBLE 3 hours	
BIBL 4331 Advanced Hermeneutics	3
PASTORAL MINISTRIES - MINOR COURSES 18 hours	
MSPM 3301-3305 Expository Preaching I, II, III, IV or V <sup>2</sup>	3
MSPM 3301-3305 Expository Preaching I, II, III, IV or V <sup>2</sup>	3
MSCE 3301 Introduction to Christian Education	3
MSBC 3304 Marriage and Family	3
MSPM 4301 Pastoral Ministry <sup>2</sup>	3
MSPM 4302 Church Administration and Organization <sup>2</sup>	3

<sup>1</sup>History and Geography of the Ancient Near East, HIST 2318, may substitute for HIST 2321, Western Civilization 1.

<sup>2</sup>Only men may take these courses.

<sup>3</sup>GREE 2311 Greek 1 may substitute for GREE 3301 Introduction to Greek Tools.

<sup>4</sup>GREE 2312 Greek 2 may substitute for HEBR 3301 Introduction to Hebrew Tools.

## MAJOR: BIBLICAL STUDIES

### Minor: Pastoral Ministries

**Purpose:** The Pastoral Ministry minor is designed to provide male students with biblical and theological education to serve as a senior pastor or as an associate pastor or minister. The minor intends to equip the student with foundational competencies that will enable him to lead a local church or to serve effectively as a part of a pastoral staff. It includes training in preaching, shepherding and exposure to many areas of pastoral ministry. It is CBS' conviction from the Scriptures (see 1 Timothy 2;11, 1 Timothy 3:2, Titus 1:6, etc.) that women are not assigned the office position of pastor for the local church congregation. Since these courses are designed for the office position of pastor, the College asks female students to respect CBS' conviction and not select MSPM courses or the minor.

### Suggested Sequence

Year	Fall	Spring	Summer
1	MSMN 1301 Bible Study Methods HIST 2321 Western Civilization 1 ENGL 1301 English Composition 1 COSC 1317 Introduction to Computing	BIBL 1311 Pentateuch BIBL 1321 Gospels  ENGL 1302 English Composition 2 THEO 1311 Introduction to Theological Method	MCSP 2011 Christian Service Learning Program THEO 1312 God, Christ, and Holy Spirit BIBL 1312 Historical Literature ENGL 2312 Research and Writing HIST 1322 Western Civilization 2
2	THEO 1313 Man, Sin, and Salvation ENGL 1311 Fundamentals of Speech Language/Culture/Humanities BIBL 1213 Wisdom Literature	MSMN 1302 Principles of Biblical Teaching GREE 2312 Greek 2 or HEBR 3301 Introduction to Hebrew Tools THEO 1314 Angels, Church, and Prophecy BIBL 1322 Acts and Pauline Epistles	MSMN 1103 Principles of Biblical Teaching Lab MCSP 2011 Christian Service Learning Program BIBL 1323 General Epistles and Revelation MATH 1322 Mathematical Principles Elective
3	MSCE 3301 Introduction to Christian Education MSMN 2301 Missions, Evangelism, and Discipleship MSMN 2302 Foundations of Spiritual Life BIBL 1414 Prophets	HIST 2323 or 2324 Church History MSBC 3301 Introduction to Biblical Counseling LSOL 3301 Introduction to Christian Leadership MSPM 3301-05 Expository Preaching I-IV	MSBC 3304 Marriage and Family BIOL 2301 Anatomy and Physiology MCSP 2011 Christian Service Learning Program GOVT 2301 Principles of American Politics BIBL 4331 Advanced Hermeneutics
4	MSPM 3301-05 Expository Preaching I-IV MSCE 3301 Introduction to Christian Education MSPM 4302 Church Administration and Organization PHIL 2304 Introduction to Philosophy	PHIL 3305 Christian Ethics MSPM 4301 Pastoral Ministry Elective	

**MAJOR: BIBLICAL STUDIES**
**Minor: Women's Ministry**

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
ENGLISH 12 hours		BIBLE 21 hours	
ENGL 1301 English Composition 1	3	BIBL 1311 Pentateuch	3
ENGL 1302 English Composition 2	3	BIBL 1312 Historical Literature	3
ENGL 2332 Literary Tradition	3	BIBL 1213 Wisdom Literature	2
ENGL 2312 Research and Writing	3	BIBL 1414 Prophets	4
SOCIAL SCIENCES 12 hours		BIBL 1321 Gospels	3
GOVT 2301 Principles of American Politics	3	BIBL 1322 Acts and Pauline Epistles	3
HIST 2321 Western Civilization 1 <sup>1</sup>	3	BIBL 1323 General Epistles and Revelation	3
HIST 2322 Western Civilization 2	3	THEOLOGY 12 hours	
HIST 2323 or 2324 Church History	3	THEO 1311 Introduction to Theological Method	3
MATH/SCIENCES 9 hours		THEO 1312 God, Christ, and Holy Spirit	3
MATH 1332 Mathematical Principles	3	THEO 1313 Man, Sin, and Salvation	3
BIOL 2301 Anatomy and Physiology	3	THEO 1314 Angels, Church, and Prophecy	3
COSC 1317 Introduction to Computing	3	MINISTRY SKILLS 13 hours	
FINE ARTS/HUMANITIES 12 hours		MSMN 1301 Bible Study Methods	3
MSCE 3323 Women Teaching Women <sup>2</sup>	3	MSMN 1302 Principles of Biblical Teaching	3
		MSMN 1103 Principles of Biblical Teaching Lab	1
GREE 3301 Introduction to Greek Tools <sup>3</sup>	3	MSMN 2301 Missions, Evangelism, and Discipleship	3
HEBR 3301 Introduction to Hebrew Tools <sup>4</sup>	3	MSMN 2302 Foundations of Spiritual Life	3
PHIL 2304 Introduction to Philosophy	3	ELECTIVES 6 hours	
ORIENTATION non-credit		Electives	6
ORIE 1013 Orientation			
CHRISTIAN SERVICE 3 units			
MCSP 2011 Christian Service, 1	1u		
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		

MAJOR COURSES 30 hours	
ETHICS, LEADERSHIP AND COUNSELING COURSES 9 hours	
LSOL 3301 Introduction to Christian Leadership	3
MSBC 3301 Introduction to Biblical Counseling	3
PHIL 3305 Christian Ethics	3
BIBLE AND THEOLOGY ELECTIVES 3 hours	
BIBL 4331 Advanced Hermeneutics	3
Women's Ministry - MINOR COURSES 18 hours	
MSCE 4323 Women's Ministry Planning and Program Design <sup>2</sup>	3
BIBL 3343 Women in the Bible <sup>2</sup>	3
MSCE 4328 Stages of Women's Development <sup>2</sup>	3
MSCE 4325 Special Issues in Ministering to Women <sup>2</sup>	3
MSCE 3321 The Role of Women in Life and Ministry <sup>2</sup>	3
MSBC 4321 Women Counseling Women <sup>2</sup>	3

<sup>1</sup> History and Geography of the Ancient Near East, HIST 2318, may substitute for HIST 2321, Western Civilization 1.

<sup>2</sup> Only women may take this course.

<sup>3</sup> GREE 2311 Greek 1 may substitute for GREE 3301 Introduction to Greek Tools.

<sup>4</sup> GREE 2312 Greek 2 may substitute for HEBR 3301 Introduction to Hebrew Tools.



**MAJOR: BIBLICAL STUDIES****Minor: Women's Ministry**

**Purpose:** The Bachelor of Science Degree in Biblical Studies with a minor in Women's Ministry is designed to equip women with in-depth knowledge of the word of God and the skill to practically apply it to all of life's many situations. Students in the Women's Ministry minor will have an opportunity to explore various issues that women face and examine biblical truths that are applicable to those issues. Upon completion of the program the student will be thoroughly equipped to minister to women in their local churches, communities and families.

**Suggested Sequence**

Year	Fall	Spring	Summer
1	MSMN 1301 Bible Study Methods HIST 2321 Western Civilization 1 ENGL 1301 English Composition 1 COSC 1317 Introduction to Computing	BIBL 1311 Pentateuch ENGL 1302 English Composition 2 THEO 1311 Introduction to Theological Method MSCE 3321 The Role of Women in Life and Ministry	MCSP 2011 Christian Service Learning Program THEO 1312 God, Christ, and Holy Spirit BIBL 1312 Historical Literature ENGL 2312 Research and Writing BIBL 1321 Gospels
2	THEO 1313 Man, Sin, and Salvation MSCE 3323 Women Teaching Women BIBL 1213 Wisdom Literature BIBL 1414 Prophets	MSMN 1302 Principles of Biblical Teaching GREE 2312 Greek 2 or HEBR 3301 Introduction to Hebrew Tools THEO 1314 Angels, Church, and Prophecy BIBL 1322 Acts and Pauline Epistles	MSMN 1103 Principles of Biblical Teaching Lab MCSP 2011 Christian Service Learning Program BIBL 1323 General Epistles and Revelation MATH 1322 Mathematical Principles HIST 1322 Western Civilization 2
3	MSCE 3301 Introduction to Christian Education MSMN 2301 Missions, Evangelism, and Discipleship MSMN 2302 Foundations of Spiritual Life Language/Culture/Humanities	HIST 2323 or 2324 Church History MSBC 3301 Introduction to Biblical Counseling LSOL 3301 Introduction to Christian Leadership BIBL 4331 Advanced Hermeneutics	BIBL 3343 Women in the Bible BIOL 2301 Anatomy and Physiology MCSP 2011 Christian Service Learning Program MSBC 4321 Women Counseling Women
4	MSCE 4328 Stages of Women's Development MSCE 4325 Special Issues in Ministering to Women PHIL 2304 Introduction to Philosophy Elective	PHIL 3305 Christian Ethics MSCE 4323 Women's Ministry Planning and Program Design GOVT 2301 Principles of American Politics Elective	

**MAJOR: ORGANIZATIONAL LEADERSHIP**

*Program Coordinator: Michale Ayers, Ph.D.*

**Purpose and Objectives:** The Bachelor of Science Degree in Organizational Leadership at CBS is designed for those pursuing exemplary Christian leadership in business, management, entrepreneurship, church, or parachurch organizations. The curriculum supports a unique philosophy that affirms the business and organizational competencies necessary for success, while challenging students to see organizations as strategic stewardships of Christian leaders. The on ground only degree program seeks to develop traits of character and competence in students and prepare them to face the challenges of leadership in an ever-changing world. Upon completion of the program, successful students will be able to:

1. Understand biblical leadership and appreciate the value of that leadership in a business environment
2. Develop analytical expertise and functional frameworks drawn from a broad range of managerial skills

**Graduation Requirements:**

1. Successful completion of all admissions requirements including completion of high school diploma or GED
2. Minimum of 33 total hours in major at CBS
3. Minimum of 126 hours to graduate
4. Satisfactory completion of all requirements on Official Degree Plan
5. Complete required Christian Service Learning units
6. Cumulative 2.0 grade point average
7. Academic advising sessions including pre and post testing/measurements
8. Intent to Graduate Form filed by submitted deadline
9. Graduation/Diploma fee
10. No unresolved disciplinary matter, including but not limited to, student code of conduct violations, library, or financial obligation
11. Completion of exit counseling for students with Stafford or PLUS loans
12. Approval by CBS faculty

**MAJOR: ORGANIZATIONAL LEADERSHIP**

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
ENGLISH 12 hours		BIBLE 21 hours	
ENGL 1301 English Composition 1	3	BIBL 1311 Pentateuch	3
ENGL 1302 English Composition 2	3	BIBL 1312 Historical Literature	3
ENGL 2332 Literary Tradition	3	BIBL 1213 Wisdom Literature	2
ENGL 2312 Research and Writing	3	BIBL 1414 Prophets	4
SOCIAL SCIENCES 12 hours		BIBL 1321 Gospels	3
GOVT 2301 Principles of American Politics	3	BIBL 1322 Acts and Pauline Epistles	3
HIST 2321 Western Civilization 1 <sup>1</sup>	3	BIBL 1323 General Epistles and Revelation	3
HIST 2322 Western Civilization 2	3	THEOLOGY 12 hours	
HIST 2323 or 2324 Church History	3	THEO 1311 Introduction to Theological Method	3
MATH/SCIENCES 9 hours		THEO 1312 God, Christ, and Holy Spirit	3
MATH 1332 Mathematical Principles	3	THEO 1313 Man, Sin, and Salvation	3
BIOL 2301 Anatomy and Physiology	3	THEO 1314 Angels, Church, and Prophecy	3
COSC 1317 Introduction to Computing	3	MINISTRY SKILLS 6 hours	
FINE ARTS/HUMANITIES 15 hours		MSMN 1301 Bible Study Methods	3
ENGL 1311 Fundamentals of Speech <sup>2</sup>	3	MSMN 2302 Foundations of Spiritual Life	3
Language, Culture, or Humanities Elective	3	ELECTIVES 6 hours	
Language, Culture, or Humanities Elective	3	Electives	6
PHIL 2304 Introduction to Philosophy	3		
PHIL 3305 Christian Ethics	3		
ORIENTATION non-credit			
ORIE 1013 Orientation			
CHRISTIAN SERVICE 3 units			
MCSP 2011 Christian Service, 1	1u		
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		

MAJOR COURSES 33 hours	HRS
ORGANIZATIONAL LEADERSHIP	
LSOL 3301 Introduction to Christian Leadership	3
LSOL 3302 Organizations as Strategic Christian Stewardships	3
LSOL 3303 Interpersonal Skills of Leadership	3
LSOL 3304 Team Leadership, Empowerment, Group Dynamics in Organizations	3
LSOL 3305 Organizational Culture and Change Processes	3
LSOL 4301 Human Resource Management	3
LSOL 4302 Financial Management for Organizations	3
LSOL 4303 Principles of Marketing	3
LSOL 4304 Project Planning and Management	3
LSOL 4305 Case Studies in Organizational Leadership and Ethics	3
LSOL 4306 Applied Organizational Leadership Research Project	3

<sup>1</sup> History and Geography of the Ancient Near East, HIST 2318, may substitute for HIST 2321.

<sup>2</sup> Expository Preaching classes, MSPM 3301-3304, may substitute for ENGL 1311 Fundamentals of Speech. These classes are for men only. MSCE 3323 Women Teaching Women may substitute for ENGL 1311 Fundamentals of Speech. This class is for women only.

**MAJOR: ORGANIZATIONAL LEADERSHIP**
**Suggested Sequence**

Year	Fall	Spring	Summer
<b>1</b>	MSMN 1301 Bible Study Methods HIST 2321 Western Civilization 1 ENGL 1301 English Composition 1 COSC 1317 Introduction to Computing	BIBL 1311 Pentateuch BIBL 1321 Gospels ENGL 1302 English Composition 2 THEO 1311 Introduction to Theological Method	MCSP 2011 Christian Service Learning Program THEO 1312 God, Christ, and Holy Spirit BIBL 1312 Historical Literature ENGL 2312 Research and Writing HIST 1322 Western Civilization 2
<b>2</b>	THEO 1313 Man, Sin, and Salvation ENGL 1311 Fundamentals of Speech Language/Culture/Humanities BIBL 1213 Wisdom Literature	LSOL 1301 Introduction to Christian Leadership Language/Culture/Humanities, 2 THEO 1314 Angels, Church, and Prophecy BIBL 1322 Acts and Pauline Epistles	LSOL 3302 Organizations as Strategic Christian Stewardships MCSP 2011 Christian Service Learning Program BIBL 1323 General Epistles and Revelation MATH 1322 Mathematical Principles
<b>3</b>	LSOL 3303 Interpersonal Skills of Leadership LSOL 3304 Team Leadership, Empowerment, and Group Dynamics in Organizations BIBL 1414 Prophets MSMN 2302 Foundations of Spiritual Life	LSOL 3305 Organizational Culture and Change Process LSOL 4301 Human Resource Management HIST 2324 Church History PHIL 2304 Introduction to Philosophy	LSOL 4302 Financial Management for Organizations LSOL 4303 Principles of Marketing BIOL 2301 Anatomy and Physiology MCSP 2011 Christian Service Learning Program
<b>4</b>	LSOL 4304 Project Planning and Management LSOL 4305 Case Studies in Organizational Leadership and Ethics PHIL 3305 Christian Ethics GOVT 2301 Principles of American Politics	LSOL 4306 Applied Organizational Leadership Research Project ENGL 2332 Literary Tradition Elective Elective	

**MAJOR: WOMEN'S MINISTRY**

*Program Coordinator: Venessa Ellen, Ph.D.*

**Purpose and Objectives:** The Bachelor of Science Degree in Women's Ministry is designed to equip women with a vast array of knowledge and skill in understanding and ministering to women according to a complementarian, biblical worldview. Students in the women's ministry program will learn how to develop an effective women's ministry, address various counseling issues as it relates to women, and properly evaluate administrative models that are necessary for women in church and parachurch organizations. Additionally, these students will be thoroughly equipped to function according to biblical principles in their various roles in life as a mother, daughter, wife, employee, employer, etc. Upon completion of the program successful students will be able to:

1. Develop a biblical philosophy of womanhood.
2. Learn and apply biblical principles for leading, serving, and discipling women in a wide variety of circumstances.

**Graduation Requirements:**

1. Successful completion of all admissions requirements including completion of high school diploma or GED
2. Minimum of 33 total hours in major at CBS
3. Minimum of 127 hours to graduate
4. Satisfactory completion of all requirements on Official Degree Plan
5. Complete required Christian Service Learning units
6. Cumulative 2.0 grade point average
7. Academic advising sessions including pre and post testing/measurements
8. Intent to Graduate Form filed by submitted deadline
9. Graduation/Diploma fee
10. No unresolved disciplinary matter, including but not limited to, student code of conduct violations, library, or financial obligation
11. Completion of exit counseling for students with Stafford or PLUS loans
12. Approval by CBS faculty

**MAJOR: WOMEN'S MINISTRY**

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
ENGLISH 12 hours		BIBLE 21 hours	
ENGL 1301 English Composition 1	3	BIBL 1311 Pentateuch	3
ENGL 1302 English Composition 2	3	BIBL 1312 Historical Literature	3
ENGL 2332 Literary Tradition	3	BIBL 1213 Wisdom Literature	2
ENGL 2312 Research and Writing	3	BIBL 1414 Prophets	4
SOCIAL SCIENCES 12 hours		BIBL 1321 Gospels	3
GOVT 2301 Principles of American Politics	3	BIBL 1322 Acts and Pauline Epistles	3
HIST 2321 Western Civilization 1 <sup>1</sup>	3	BIBL 1323 General Epistles and Revelation	3
HIST 2322 Western Civilization 2	3	THEOLOGY 12 hours	
HIST 2323 or 2324 Church History	3	THEO 1311 Introduction to Theological Method	3
MATH/SCIENCES 9 hours		THEO 1312 God, Christ, and Holy Spirit	3
MATH 1332 Mathematical Principles	3	THEO 1313 Man, Sin, and Salvation	3
BIOL 2301 Anatomy and Physiology	3	THEO 1314 Angels, Church, and Prophecy	3
COSC 1317 Introduction to Computing	3	MINISTRY SKILLS 13 hours	
FINE ARTS/HUMANITIES 9 hours		MSMN 1301 Bible Study Methods	3
MSCE 3323 Women Teaching Women <sup>2</sup>	3	MSMN 2302 Foundations of Spiritual Life	3
PHIL 2304 Introduction to Philosophy	3	MSMN 3141 Women's Spiritual Formation <sup>2</sup>	1
PHIL 3305 Christian Ethics	3	MSMN 2301 Missions, Evangelism, and Discipleship	3
ORIENTATION non-credit		MSBC 3301 Introduction to Biblical Counseling	3
ORIE 1013 Orientation		ELECTIVES 6 hours	
CHRISTIAN SERVICE 3 units		Electives	3
MCSP 2011 Christian Service, 1	1u	Electives	3
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		

<sup>1</sup> History and Geography of the Ancient Near East, HIST 2318, may substitute for HIST 2321.

<sup>2</sup> This class is for women only.

MAJOR COURSES 33 hours	HRS	MAJOR COURSES 33 hours	HRS
WOMEN'S MINISTRY 33 hours		WOMEN'S MINISTRY 33 hours	
MSCE 3321 The Role of Women in Life and Ministry <sup>3</sup>	3	MSBC 4321 Women Counseling Women <sup>3</sup>	3
MSCE 3326 Feminist Theory <sup>3</sup>	3	MSBC 3304 Marriage and Family	3
BIBL 3343 Women in the Bible <sup>3</sup>	3	MSCE 3322 Women's Ministry Planning and Program Design <sup>3</sup>	3
MSCE 4325 Special Issues in Ministering to Women <sup>3</sup>	3	BIBL 3343 Women in the Bible <sup>3</sup>	3
MSCE 4328 Stages of Women's Development <sup>3</sup>	3	MSCE 4328 Stages of Women's Development <sup>3</sup>	3
MSCE 4331 Women Shepherding Women <sup>3</sup>	3	MINISTRY OF THE PASTOR'S WIFE - MINOR COURSES 18 hours	
MSBC 3304 Marriage and Family	3	MSCE 4331 Women Shepherding Women <sup>3</sup>	3
MSCE 4334 Hospitality and Home Governance <sup>3</sup>	3	MSCE 4316 Developing Leadership Teams for Women <sup>3</sup>	3
MSCE 4321 The Role of Women in Church Administration and Leadership <sup>3</sup>	3	MSCE 3361 Survey of the Ministry of the Pastor's Wife <sup>3</sup>	3
MSBC 4321 Women Counseling Women <sup>3</sup>	3	MSCE 4361 The Role of the Pastor's Wife in Church Administration <sup>3</sup>	3
MSCE 3322 Women's Ministry Planning and Program Design <sup>3</sup>	3	MSCE 3363 The Role of the Pastor's Wife in Life and Ministry <sup>3</sup>	3
		MSCE 3305 Spiritual Health of the Pastor's Wife <sup>3</sup>	3

<sup>3</sup> This class is for women only.

**MAJOR: WOMEN'S MINISTRY****Suggested Sequence**

Year	Fall	Spring	Summer
<b>1</b>	MSMN 1301 Bible Study Methods HIST 2321 Western Civilization 1 ENGL 1301 English Composition 1 COSC 1317 Introduction to Computing	MSCE 3321 The Role of Women in Life and Ministry BIBL 1311 Pentateuch THEO 1311 Introduction to Theological Method ENGL 1302 English Composition 2	MSCE 3326 Feminist Theory BIBL 1312 Historical Literature THEO 1312 God, Christ, and Holy Spirit ENGL 2312 Research and Writing MCSP 2011 Christian Service Learning Program
<b>2</b>	BIBL 3343 Women in the Bible MSCE 3323 Women Teaching Women BIBL 1213 Wisdom Literature THEO 1313 Man, Sin, and Salvation MSBC 3301 Introduction to Biblical Counseling	MSCE 4334 Hospitality and Home Governance MSMN 2302 Foundations of Spiritual Life THEO 1314 Angels, Church, and Prophecy BIBL 1414 Prophets	MSMN 3141 Women's Spiritual Formation MSBC 3301 Introduction to Biblical Counseling MSMN 2301 Missions, Evangelism, and Discipleship BIBL 1321 Gospels MCSP 2011 Christian Service Learning Program
<b>3</b>	MSBC 4321 Women Counseling Women BIBL 1322 Acts and Pauline Epistles PHIL 2304 Introduction to Philosophy MSCE 4325 Special Issues in Ministering to Women	MSBC 3304 Marriage and Family BIBL 1323 General Epistles and Revelation HIST 2324 Church History PHIL 3305 Christian Ethics	MSCE 4328 Stages of Women's Development BIOL 2301 Anatomy and Physiology MCSP 2011 Christian Service Learning Program MATH 1322 Mathematical Principles
<b>4</b>	MSCE 4321 The Role of Women in Church Administration and Leadership MSCE 4331 Women Shepherding Women GOVT 2301 Principles of American Politics HIST 1322 Western Civilization 2	MSBC 4323 Women's Ministry Planning and Program Design ENGL 2332 Literary Tradition Elective Elective	

## MAJOR: WOMEN'S MINISTRY

### Minor in Ministry of the Pastor's Wife

**Purpose:** The Bachelor of Science Degree in Women's Ministry with a minor in the ministry of the pastor's wife is designed to equip pastor's wives with a vast array of knowledge and skill in understanding and ministering to women. Students in the Ministry of the Pastor's Wife program will learn how to develop a philosophy for women's ministry as well as practical skills to minister and care for other women. Additionally, this program is carefully designed to encourage the pastor's wife in her personal life as a woman of God and further equip her to sojourn with her husband in ministry. The students will receive biblically based education with practical life applications so that they can study the Word, apply it to their lives and then teach other women how to do the same. Upon completion of the program, the student will be a stronger asset to her pastor/husband and her local church.

### Suggested Sequence

Year	Fall	Spring	Summer
1	MSMN 1301 Bible Study Methods HIST 2321 Western Civilization 1 ENGL 1301 English Composition 1 COSC 1317 Introduction to Computing	MSCE 3363 The Role of the Pastor's Wife in Life and Ministry BIBL 1311 Pentateuch THEO 1311 Introduction to Theological Method ENGL 1302 English Composition 2	MSCE 3305 Spiritual Health of the Pastor's Wife BIBL 1312 Historical Literature THEO 1312 God, Christ, and Holy Spirit ENGL 2312 Research and Writing MCSP 2011 Christian Service Learning Program
2	BIBL 3343 Women in the Bible BIBL 1213 Wisdom Literature THEO 1313 Man, Sin, and Salvation HIST 1322 Western Civilization 2 MSBC 3301 Introduction to Biblical Counseling	MSBC 4321 Women Counseling Women MSMN 2302 Foundations of Spiritual Life THEO 1314 Angels, Church, and Prophecy BIBL 1414 Prophets	MSCE 4328 Stages of Women's Development MSMN 3141 Women's Spiritual Formation MSMN 2301 Missions, Evangelism, and Discipleship BIBL 1321 Gospels MCSP 2011 Christian Service Learning Program
3	MSCE 4316 Developing Leadership Teams for Women BIBL 1322 Acts and Pauline Epistles PHIL 2304 Introduction to Philosophy MSBC 3304 Marriage and Family	MSCE 4331 Women Shepherding Women BIBL 1323 General Epistles and Revelation HIST 2324 Church History PHIL 3305 Christian Ethics	MSCE 3323 Women Teaching Women BIOL 2301 Anatomy and Physiology MCSP 2011 Christian Service Learning Program MATH 1322 Mathematical Principles
4	MSCE 3361 Survey of the Ministry of the Pastor's Wife MSCE 4361 The Role of the Pastor's Wife in Church Administration GOVT 2301 Principles of American Politics HIST 1322 Western Civilization 2	MSBC 4323 Women's Ministry Planning and Program Design ENGL 2332 Literary Tradition Elective Elective	



## ACCELERATED DEGREE COMPLETION PROGRAM

### INTRODUCTION

The Accelerated Degree Completion Program format is designed to encourage completing a college degree and reducing the time to obtain that degree. The programs were developed primarily to meet the needs of working adults who are at least 24-years-old and who have completed 69 college credits. The total credits for program completion are 123-147 hours, of which 54-78 hours comprise the CBS core curriculum and must be completed in residence.

Transfer students from accredited colleges, universities, schools or Bible institutes receive full and equitable transfer credit for subjects appropriate to the program curricula. The amount of transfer credit is determined upon receipt and evaluation of the official transcripts of completed work.

### ADMISSION/PREREQUISITES

The Bachelor of Science degrees via the Accelerated Degree Completion Programs involve 123-147 hours of curriculum composed of 36 hours of general education courses, 33 hours of general electives, and 54-78 hours of the CBS resident accelerated degree completion curriculum. The lone 147 credit hour degree program is the Bachelor of Science in Biblical Studies, Christian Leadership, and Biblical Counseling.

Students must have achieved at least 69 hours of approved college credits, with 36 hours in general education, prior to the start of the CBS resident degree completion curriculum.

Students who have previously earned an accredited Bachelor's degree, Master's degree, or equivalent must still meet the General Education requirements attendant to admission into the Bachelor's Accelerated Degree Completion Program. Prospective Bachelor students must still meet the other admission requirements, including submission of all college transcripts for all universities, colleges and schools formerly attended.

### STUDENT COMMITMENT

Students must be admitted into the College and fulfill the requirements for admission into the Bachelor of Science program. To assist in accomplishing maximum academic achievement and monitor academic progress, students must participate in an ongoing sequence of academic advising including development of a degree plan, placement testing, Christian Service Learning Program and any other requirements.

Transfer students desiring admission to the Bachelor of Science Accelerated Degree Completion Program will need to provide:

1. Official transcripts from all previously attended, accredited institutions of higher learning.
2. Official Verification for Demonstrated Competency such as:
  - College-Level Examination Program (CLEP)
  - Military Equivalencies
  - Advanced Placement (AP)
  - International Baccalaureate (IB)
  - Institutional Credit Examinations

### PROFILE OF ADULT LEARNERS

CBS is dedicated to providing college-level programs to adult learners who are:

**Goal-Oriented** – Those who like a fast pace, follow logical order, and value personal accomplishment.

**Activity-Oriented** – Those who are social, talkative, multi-sensory, and need action.

**Learner-Oriented** – Those who prefer to learn for the sake of learning, are outcome-based, and want immediate, direct application.

**Process-Oriented** – Those who must know goals and objectives, benefits of and need for materials; and draw from experience.

## ACADEMIC HONORS DESIGNATIONS

Please refer to the Academic Honors section in the Academic Regulations section of the Catalog.

## SATISFACTORY ACADEMIC PROGRESS

Please refer to the Satisfactory Academic Progress section in the Academic Regulations section of the Catalog.

## PREREQUISITE REQUIREMENTS

Entering students must have 69 hours of approved college credits, from accredited institutions, 36 of which must be general education credits. CBS recognizes the learning distinctives of adult learners. In addition to transfer credits from other accredited institutions, incoming students can demonstrate competencies and earn credit through:

1. College-level Examination Program (CLEP)
2. Military Equivalencies
3. Advanced Placement (AP)
4. International Baccalaureate (IB)
5. Institutional Credit by Examination
6. Prior Learning Credits

The CBS Registrar Office will assist program candidates with course deficiencies in identifying and suggesting manageable courses of action or both on-site and at approved outside institutions of higher education for earning necessary credit hours to qualify for the entrance into the program and completion of their degree.

## ON GROUND PROGRAMS

The following programs are available on ground on the main campus of the College of Biblical Studies:

- Bachelor of Science in Biblical Studies and Biblical Counseling
- Bachelor of Science in Biblical Studies and Christian Leadership
- Bachelor of Science in Biblical Studies, Biblical Counseling and Christian Leadership

Students take only one course at a time in the CBS core curriculum, attending one 4 hour class session, with breakout for small-group collaborative and independent work each week. The courses are accelerated five weeks in length. The program duration is 24-36 months of consecutive semesters, requiring 9 credits each semester from the CBS core curriculum. Students are members of a continuing class, a cohort group, among whom an atmosphere of shared learning; this atmosphere also encourages personal, family, ministry, and career interests to develop.

## ONLINE PROGRAMS

The following programs are available online at the College of Biblical Studies:

- Bachelor of Science in Biblical Studies and Biblical Counseling
- Bachelor of Science in Organizational Leadership

Students take only one course at a time in the CBS core curriculum, which will require weekly online discussions and additional assignments each week. The courses are accelerated five weeks in length. The program duration is 24 months of six consecutive semesters, requiring 9 credits each semester from the CBS core curriculum. Students are members of a continuing class, a cohort group, among whom an atmosphere of shared learning; this atmosphere also encourages personal, family, ministry, and career interests to develop.

## **BACHELOR OF SCIENCE WITH SPLIT MAJORS IN BIBLICAL STUDIES AND BIBLICAL COUNSELING (BSBC) – ACCELERATED DEGREE COMPLETION**

*Program Coordinator: Rich Cozart, Ph.D.*

The purpose of the 123-hour program with split majors in Biblical Studies and Biblical Counseling culminating in a Bachelor of Science degree is to provide a biblical model for biblical counseling. The training will prepare men and women to engage in church, parachurch, or private biblical counseling, and provide a base for seminary or other graduate training. The courses offered in the curriculum are not designed to meet academic or other requirements of the State of Texas for licensure as a professional counselor. Upon completion of the program, successful students will:

1. Demonstrate an understanding of the Biblical Framework model for biblical counseling
2. Apply principles of biblical counseling to specific counseling situations.

Students take only one course at a time in the CBS core curriculum, attending one 4-hour class session, with breakout for small-group collaborative and independent work each week. The courses are accelerated five weeks in length. The program is 24 months of six consecutive semesters, requiring 9 credits each semester from the CBS core curriculum. Students are members of a continuing class, a cohort group, among whom an atmosphere of shared learning; personal, family, ministry, and career interests develops. Upon successful completion of the program, students receive a Bachelor of Science Degree with split majors in Biblical Studies and Biblical Counseling.

The Bachelor of Science in Biblical Studies and Biblical Counseling degree completion program is composed of upper division college-level courses totaling 54-credit hours offered in an accelerated form as follows:

1. The 54 hours consist of eighteen courses.
2. Students' focus will be on one course at a time.
3. The same group of students will progress through the entire program together.
4. At graduation, successful students will have cumulative college-level credits as follows:
  - 54 hours CBS baccalaureate core curriculum—all earned at CBS
  - 36 hours general education courses—transferred-in and/or earned at CBS
  - 33 hours general elective courses—transferred-in and/or earned at CBS

## DEGREE AND GRADUATION REQUIREMENTS

Bachelor students are expected to complete all degree and graduation requirements pursuant to their degree program no later than one year following the successful completion of the research project course. Failure to comply will result in the student being withdrawn from the Bachelor's program and subjected to re-enrollment procedures and fees.

1. Successful completion of all admissions requirements including completion of high school diploma or GED
2. 54 credit hours of BSBC curriculum
3. 36 credit hours of approved general education
4. 33 credit hours of approved general electives
5. Cumulative 2.0 grade point average
6. Satisfactory completion of three units in the Christian Service Learning Program
7. Intent to Graduate Form filed by submitted date
8. Academic advising sessions including all post testing and measurements---
9. Graduation/Diploma fee
10. No unresolved disciplinary matter, including but not limited to, student code of conduct violations, library, and/or financial obligation
11. Completion of exit counseling for students with Stafford or PLUS loans
12. Approval by CBS faculty

**DEGREE PLAN FOR BACHELOR OF SCIENCE IN BIBLICAL COUNSELING (ADCP)**

This cohort program is a lockstep program and the MAJOR COURSES are designed to be taken in order as shown by this table:

GENERAL STUDIES	HRS	MAJOR COURSES	HRS
ENGLISH 9 hours		GENERAL EDUCATION 3 hours	
English Composition 1	3	ENGL 3330 Advanced Research and Writing	3
English Composition 2	3	BIBLE and THEOLOGY 27 hours	
Literature	3	BIBL 3301 Biblical Interpretation	3
SOCIAL SCIENCE 3 hours		THEO 3330 Major Bible Themes	3
Western Civilization or US History	3	BIBL 3311 Special Issues in the Pentateuch	3
PHILOSOPHY/SOCIAL SCIENCES/RELIGIOUS STUDIES 6 hours		BIBL 3312 Special Issues in the Historical and Wisdom Literature	3
Social Science/Religious Studies <sup>1</sup>	6	BIBL 3313 Special Issues in the Prophetic Literature	3
FINE ARTS/HUMANITIES 3 hours		BIBL 3321 Special Issues in the Gospels	3
Fine Arts/Humanities <sup>2</sup>	3	BIBL 3322 Special Issues in Acts and Pauline Epistles	3
MATH/SCIENCES 6 hours		BIBL 3323 Special Issues in General Epistles	3
Computer Science or Math	3	THEO 3331 Theological Method	3
Natural Science <sup>3</sup>	3	COUNSELING STUDIES 24 hours	
COMMUNICATIONS 3 hours		MSBC 4341 Advanced Concepts in Biblical Counseling I	3
Speech <sup>4</sup>	3	MSBC 4342 Advanced Concepts in Biblical Counseling II	3
GENERAL EDUCATION ELECTIVE 6 hours		MSBC 4343 Applications in Biblical Counseling: Anxiety Disorders	3
Any courses from the categories above	6	MSBC 4344 Applications in Biblical Counseling: Mood Disorders	3
GENERAL ELECTIVES 33 hours	33	MSBC 4345 Applications in Biblical Counseling: Substance Related Disorders	3
ORIENTATION non-credit		MSBC 4346 Applications in Biblical Counseling: Disorders of Childhood and Youth	3
ORIE 1013 Orientation	n/a	MSBC 4347 Applications in Biblical Counseling: Psychotic Disorders	3
CHRISTIAN SERVICE 3 units		MSBC 4348 Applied Biblical Counseling Research Project	3
MCSP 2011 Christian Service, 1	1u		
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		

<sup>1</sup> History, Philosophy, Logic, Economics, Sociology, Psychology, Political Science, Public Policy, Counseling, Bible, Theology, Foundations of Spiritual Life or Apologetics.

<sup>2</sup> Foreign Language, Music Theory, Philosophy or Art Appreciation.

<sup>3</sup> Biology, Chemistry, Physics, Astronomy, Geology or Anatomy and Physiology.

<sup>4</sup> Expository Preaching classes, MSPM 3301-3305, may substitute for Speech. These classes are for men only. MSCE 3323 Women Teaching Women may substitute for Speech. This class is for women only.

**DEGREE PLAN FOR BACHELOR OF SCIENCE IN BIBLICAL COUNSELING (ADCP)**
**Suggested Sequence**

Year	Fall	Spring	Summer
<b>1</b>	ENGL 3330 Advanced Research and Writing BIBL 3301 Biblical Interpretation THEO 3330 Major Bible Themes	BIBL 3311 Special Issues in the Pentateuch BIBL 3312 Special Issues in the Historical and Wisdom Literature BIBL 3313 Special Issues in the Prophetic Literature	BIBL 3321 Special Issues in the Gospels BIBL 3322 Special Issues in Acts and Pauline Epistles BIBL 3323 Special Issues in General Epistles
<b>2</b>	THEO 3331 Theological Method MSBC 4341 Advanced Concepts in Biblical Counseling MSBC 4342 Advanced Concepts in Biblical Counseling II	MSBC 4343 Applications in Biblical Counseling: Anxiety Disorders MSBC 4344 Applications in Biblical Counseling: Mood Disorders MSBC 4345 Applications in Biblical Counseling: Substance Related Disorders	MSBC 4346 Applications in Biblical Counseling: Disorders of Childhood and Youth MSBC 4347 Applications in Biblical Counseling: Psychotic Disorders MSBC 4348 Applied Biblical Counseling Research Project

## **BACHELOR OF SCIENCE WITH SPLIT MAJORS IN BIBLICAL STUDIES AND CHRISTIAN LEADERSHIP (BSCL) – ACCELERATED DEGREE COMPLETION**

*Program Coordinator: (English) Michale R. Ayers, Ph.D.; (Spanish) Edgar Serrano, M.A.C.E.*

The purpose of the 123 hour program with split majors in Biblical Studies and Christian Leadership culminating in a Bachelor of Science degree is to provide Christian leaders with biblical and theological education in order to equip them for a life of vocational or lay service as a leader in the church, parachurch, and/or business. Upon completion of the program, successful students will:

1. Understand and apply the servant leader model for leadership.
2. Develop functional frameworks for effective leadership skills.

Students take only one course at a time in the CBS core curriculum, attending one 4 hour class session, with breakout for small-group collaborative and independent work each week. The courses are accelerated five weeks in length. The program is 24 months of six consecutive semesters, requiring 9 credits each semester from the CBS core curriculum. Students are members of a continuing class, a cohort group, among whom an atmosphere of shared learning; personal, family, ministry, and career interests develops. Upon successful completion of the program, students receive a Bachelor of Science Degree with major in Biblical Studies and Christian Leadership.

The Bachelor of Science in Biblical Studies and Christian Leadership degree is composed of upper division college-level courses totaling 54 credit hours offered in an accelerated form as follows:

1. The 54 hours consist of eighteen courses.
2. Students' focus will be on one course at a time.
3. The same group of students will progress through the entire program together.
4. At graduation, successful students will have cumulative college-level credits as follows:
  - 54-hours CBS baccalaureate core curriculum—all earned at CBS
  - 36-hours general education courses—transferred-in and/or earned at CBS
  - 33-hours general elective courses—transferred-in and/or earned at CBS

## DEGREE AND GRADUATION REQUIREMENTS

Bachelor students are expected to complete all degree and graduation requirements pursuant to their degree program no later than one year following the successful completion of the research project course. Failure to comply will result in the student being withdrawn from the Bachelor's program and subjected to re-enrollment procedures and fees.

1. Successful completion of all admissions requirements including completion of high school diploma or GED
2. 54 credit hours of BSCL curriculum
3. 36 credit hours of approved general education
4. 33 credit hours of approved general electives
5. Cumulative 2.0 grade point average
6. Satisfactory completion of three units in the Christian Service Learning Program
7. Intent to Graduate Form filed by submitted date
8. Academic advising sessions including all post testing and measurements
9. Graduation/Diploma fee
10. No unresolved disciplinary matter, including but not limited to, student code of conduct violations, library, and/or financial obligation.
11. Completion of exit counseling for students with Stafford or PLUS loans
12. Approval by CBS faculty



**DEGREE PLAN FOR BACHELOR OF SCIENCE IN CHRISTIAN LEADERSHIP (ADCP) IN ENGLISH**

This cohort program is a lockstep program and the MAJOR COURSES are designed to be taken in order as shown by this table:

ENGLISH 9 hours		MAJOR COURSES		HRS
English Composition 1	3	GENERAL EDUCATION 3 hours		
English Composition 2	3	ENGL 3330 Advanced Research and Writing		3
Literature	3	BIBLE and THEOLOGY 27 hours		
SOCIAL SCIENCE 3 hours		BIBL 3301 Biblical Interpretation		3
Western Civilization or US History	3	THEO 3330 Major Bible Themes		3
PHILOSOPHY/SOCIAL SCIENCES/RELIGIOUS STUDIES 6 hours		BIBL 3311 Special Issues in the Pentateuch		3
Social Science/Religious Studies <sup>1</sup>	6	BIBL 3312 Special Issues in the Historical and Wisdom Literature		3
FINE ARTS/HUMANITIES 3 hours		BIBL 3313 Special Issues in the Prophetic Literature.		3
Fine Arts/Humanities <sup>2</sup>	3	BIBL 3321 Special Issues in the Gospels		3
MATH/SCIENCES 6 hours		BIBL 3322 Special Issues in Acts and Pauline Epistles		3
Computer Science or Math	3	BIBL 3323 Special Issues in the General Epistles		3
Natural Science <sup>3</sup>	3	THEO 3331 Theological Method		3
COMMUNICATIONS 3 hours				
Speech <sup>4</sup>	3	LEADERSHIP STUDIES 24 hours		
GENERAL EDUCATION ELECTIVE 6 hours		LSCL 4340 Introduction to Christian Leadership and Leader Development		3
Any courses from the categories above	6			
GENERAL ELECTIVES 33 hours		LSCL 4341 Personal Pilgrimage and Character in Leadership		3
	33			
ORIENTATION non-credit		LSCL 4342 Relationships and Visioning in Leadership		3
ORIE 1013 Orientation	n/a	LSCL 4343 Interpersonal Skills for Leadership		3
CHRISTIAN SERVICE 3 units		LSCL 4344 Organizational Skills for Leadership		3
MCSP 2011 Christian Service, 1	1u	LSCL 4345 Case Studies in Leadership and Ethics		3
MCSP 2011 Christian Service, 2	1u	LSCL 4346 Applied Leadership Research Project I		3
MCSP 2011 Christian Service, 3	1u	LSCL 4347 Applied Leadership Research Project II		3

<sup>1</sup> History, Philosophy, Logic, Economics, Sociology, Psychology, Political Science, Public Policy, Counseling, Bible, Theology, Foundations of Spiritual Life or Apologetics.

<sup>2</sup> Foreign Language, Music Theory, Philosophy or Art Appreciation.

<sup>3</sup> Biology, Chemistry, Physics, Astronomy, Geology or Anatomy and Physiology.

<sup>4</sup> Expository Preaching classes, MSPM 3301-3305, may substitute for Speech. These classes are for men only. MSCE 3323 Women Teaching Women may substitute for Speech. This class is for women only.

**DEGREE PLAN FOR BACHELOR OF SCIENCE IN CHRISTIAN LEADERSHIP (ADCP) IN ENGLISH**
**Suggested Sequence**

Year	Fall	Spring	Summer
<b>1</b>	ENGL 3330 Advanced Research and Writing BIBL 3301 Biblical Interpretation THEO 3330 Major Bible Themes	BIBL 3311 Special Issues in the Pentateuch BIBL 3312 Special Issues in the Historical and Wisdom Literature BIBL 3313 Special Issues in the Prophetic Literature	BIBL 3321 Special Issues in the Gospels BIBL 3322 Special Issues in Acts and Pauline Epistles BIBL 3323 Special Issues in General Epistles
<b>2</b>	THEO 3331 Theological Method LSCL 4340 Introduction to Christian Leadership and Leader Development LSCL 4341 Personal Pilgrimage and Character in Leadership	LSCL 4342 Relationships and Visioning in Leadership LSCL 4343 Interpersonal Skills for Leadership LSCL 4344 Organizational Skills for Leadership	LSCL 4345 Case Studies in Leadership and Ethics LSCL 4346 Applied Leadership Research Project I LSCL 4347 Applied Leadership Research Project II

**DEGREE PLAN FOR BACHELOR OF SCIENCE IN CHRISTIAN LEADERSHIP (ADCP) IN SPANISH**

This cohort program is a lockstep program and the MAJOR COURSES are designed to be taken in order as shown by this table:

SPANISH 9 hours		MAJOR COURSES	HRS
SPAN 2307 Spanish Composition for Hispanic Heritage Learners 1	3	GENERAL EDUCATION 3 hours	
SPAN 2308 Spanish Composition for Hispanic Heritage Learners 2	3	SPAN 3330 Advanced Research and Writing (Spanish)	3
Literature (Spanish)	3	BIBLE and THEOLOGY 27 hours	
SOCIAL SCIENCE 3 hours		BIBL 3301 Biblical Interpretation (Spanish)	3
Western Civilization, History and Geography of the Ancient Near East or US History	3	THEO 3330 Major Bible Themes (Spanish)	3
PHILOSOPHY/SOCIAL SCIENCES/RELIGIOUS STUDIES 6 hours		BIBL 3311 Special Issues in the Pentateuch (Spanish)	3
Social Science/Religious Studies <sup>1</sup>	6	BIBL 3312 Special Issues in the Historical and Wisdom Literature (Spanish)	3
FINE ARTS/HUMANITIES 3 hours		BIBL 3313 Special Issues in the Prophetic Literature (Spanish)	3
Fine Arts/Humanities <sup>2</sup>	3	BIBL 3321 Special Issues in the Gospels (Spanish)	3
MATH/SCIENCES 6 hours		BIBL 3322 Special Issues in Acts and Pauline Epistles (Spanish)	3
Computer Science or Math	3	BIBL 3323 Special Issues in the General Epistles (Spanish)	3
Natural Science <sup>3</sup>	3	THEO 3331 Theological Method (Spanish)	3
COMMUNICATIONS 3 hours			
Speech (Spanish) <sup>4</sup>	3	LEADERSHIP STUDIES 24 hours	
GENERAL EDUCATION ELECTIVE 6 hours		LSCL 4340 Introduction to Christian Leadership and Leadership Development (Spanish)	3
Any courses from the categories above	6	LSCL 4341 Personal Pilgrimage and Character in Leadership (Spanish)	3
GENERAL ELECTIVES 33 hours			
	33	LSCL 4342 Relationships and Visioning in Leadership (Spanish)	3
ORIENTATION non-credit			
ORIE 1013 Orientation (Spanish)	n/a	LSCL 4343 Interpersonal Skills for Leadership (Spanish)	3
CHRISTIAN SERVICE 3 units		LSCL 4344 Organizational Skills for Leadership (Spanish)	3
MCSP 2011 Christian Service, 1 (Spanish)	1u	LSCL 4345 Case Studies in Leadership and Ethics (Spanish)	3
MCSP 2011 Christian Service, 2 (Spanish)	1u	LSCL 4346 Applied Leadership Research Project I (Spanish)	3
MCSP 2011 Christian Service, 3 (Spanish)	1u	LSCL 4347 Applied Leadership Research Project II (Spanish)	3

<sup>1</sup> History, Philosophy, Logic, Economics, Sociology, Psychology, Political Science, Public Policy, Counseling, Bible, Theology, Foundations of Spiritual Life or Apologetics.

<sup>2</sup> Music Theory, Philosophy or Art Appreciation.

<sup>3</sup> Biology, Chemistry, Physics, Astronomy, Geology or Anatomy and Physiology.

<sup>4</sup> Expository Preaching in Spanish MSPM 3311, may substitute for Speech. This class is for men only.

**DEGREE PLAN FOR BACHELOR OF SCIENCE IN CHRISTIAN LEADERSHIP (ADCP) IN SPANISH**
**Suggested Sequence**

Year	Fall	Spring	Summer
<b>1</b>	SPAN 3330 Advanced Research and Writing BIBL 3301 Biblical Interpretation THEO 3330 Major Bible Themes	BIBL 3311 Special Issues in the Pentateuch BIBL 3312 Special Issues in the Historical and Wisdom Literature BIBL 3313 Special Issues in the Prophetic Literature	BIBL 3321 Special Issues in the Gospels BIBL 3322 Special Issues in Acts and Pauline Epistles BIBL 3323 Special Issues in General Epistles
<b>2</b>	THEO 3331 Theological Method LSCL 4340 Introduction to Christian Leadership and Leader Development LSCL 4341 Personal Pilgrimage and Character in Leadership	LSCL 4342 Relationships and Visioning in Leadership LSCL 4343 Interpersonal Skills for Leadership LSCL 4344 Organizational Skills for Leadership	LSCL 4345 Case Studies in Leadership and Ethics LSCL 4346 Applied Leadership Research Project I LSCL 4347 Applied Leadership Research Project II

## **BACHELOR OF SCIENCE WITH SPLIT MAJORS IN BIBLICAL STUDIES, CHRISTIAN LEADERSHIP, AND BIBLICAL COUNSELING (BSCLBC) – ACCELERATED DEGREE COMPLETION**

*Program Coordinator: Steven P. Sullivan, D. Min., Ph.D.*

This 147 hour program with split majors in Biblical Studies, Christian Leadership, and Biblical Counseling culminates in a Bachelor of Science degree. The purpose of this training is to prepare men and women to engage in church, parachurch, or private biblical counseling, provide a base for seminary or other graduate training, and equip Christian leaders for a life of vocational or lay service as a leader in the church, parachurch, and/or business. The courses offered in the curriculum are not designed to meet academic or other requirements of the State of Texas for licensure as a professional counselor. Upon completion of the program, successful students will:

1. Demonstrate an understanding of the biblical-framework model for biblical counseling
2. Understand and apply the servant leader model for leadership.
3. Apply principles of biblical counseling to specific counseling situations

Upon successful completion of the program, students receive a Bachelor of Science Degree with majors in Biblical Studies, Christian Leadership, and Biblical Counseling.

The Bachelor of Science in Biblical Studies, Christian Leadership, and Biblical Counseling degree completion program is composed of upper division college-level courses totaling 78-credit hours offered in an accelerated form as follows:

1. The 78 hours consist of 26 courses.
2. Students' focus will be on one course at a time.
3. Entering students must have at least 69-hours of approved college credits, from accredited institutions, 36-hours of which must be general education credits.
4. At graduation, successful students will have cumulative college-level credits as follows:
  - 78 hours CBS baccalaureate core curriculum—all earned at CBS
  - 36 hours general education courses—transferred-in and/or earned at CBS
  - 33 hours general elective courses—transferred-in and/or earned at CBS

## DEGREE AND GRADUATION REQUIREMENTS

Bachelor students are expected to complete all degree and graduation requirements pursuant to their degree program no later than one year following the successful completion of the research project course. Failure to comply will result in the student being withdrawn from the Bachelor's program and subjected to re-enrollment procedures and fees.

1. Successful completion of all admissions requirements including completion of high school diploma or GED
2. 78 credit hours of BSCL/BSBC curriculum
3. 36 credit hours of approved general education
4. 33 credit hours of approved general electives
5. Cumulative 2.0 grade point average
6. Satisfactory completion of three units in the Christian Service Learning Program
7. Intent to Graduate Form filed by submitted date
8. Academic advising sessions including all post testing and measurements
9. Graduation/Diploma fee
10. Completion of exit counseling for students with Stafford or PLUS loans
11. Approval by CBS faculty
12. No unresolved disciplinary matter, including but not limited to, student code of conduct violations, library, and/or financial obligation

## DEGREE PLAN FOR BACHELOR OF SCIENCE WITH SPLIT MAJORS IN BIBLICAL STUDIES, CHRISTIAN LEADERSHIP, AND BIBLICAL COUNSELING (ADCP)

This cohort program is a lockstep program and the MAJOR COURSES are designed to be taken in order as shown by this table:

GENERAL STUDIES	HRS	MAJOR COURSES Continued	HRS
ENGLISH 9 hours		LEADERSHIP STUDIES 24 hours	
English Composition 1	3	LSCL 4340 Introduction to Christian Leadership and Leader Development	3
English Composition 2	3		
Literature	3	LSCL 4341 Personal Pilgrimage and Character in Leadership	3
SOCIAL SCIENCE 3 hours			
Western Civilization or US History	3		
PHILOSOPHY/SOCIAL SCIENCES/RELIGIOUS STUDIES 6 hours		LSCL 4342 Relationships and Visioning in Leadership	3
Social Science/Religious Studies <sup>1</sup>	6	LSCL 4343 Interpersonal Skills for Leadership	3
FINE ARTS/HUMANITIES 3 hours		LSCL 4344 Organizational Skills for Leadership	3
Fine Arts/Humanities <sup>2</sup>	3	LSCL 4345 Case Studies in Leadership and Ethics	3
MATH/SCIENCES 6 hours			
Computer Science or Math	3	LSCL 4346 Applied Research Project I	3
Natural Science <sup>3</sup>	3		
COMMUNICATIONS 3 hours		LSCL 4347 Applied Research Project II	3
Speech <sup>4</sup>	3	COUNSELING STUDIES 24 hours	
GENERAL EDUCATION ELECTIVE 6 hours			
Any courses from the categories above	6	MSBC 4341 Advanced Concepts in Biblical Counseling I	3
GENERAL ELECTIVES 33 hours			
	33	MSBC 4342 Advanced Concepts in Biblical Counseling II	3
ORIENTATION non-credit			
ORIE 1013 Orientation	n/a	MSBC 4343 Applications in Biblical Counseling: Anxiety Disorders	3
CHRISTIAN SERVICE 3 units			
MCSP 2011 Christian Service, 1	1u	MSBC 4344 Applications in Biblical Counseling: Mood Disorders	3
MCSP 2011 Christian Service, 2	1u	MSBC 4345 Applications in Biblical Counseling: Substance Related Disorders	3
MCSP 2011 Christian Service, 3	1u		
MAJOR COURSES	HRS	MSBC 4346 Applications in Biblical Counseling: Dis. of Childhood and Youth	3
GENERAL EDUCATION 3 hours			
ENGL 3330 Advanced Research and Writing	3	MSBC 4347 Applications in Biblical Counseling: Psychotic Disorders	3
BIBLE and THEOLOGY 27 hours			
BIBL 3301 Biblical Interpretation	3	MSBC 4348 Applied Biblical Counseling Research Project	3
THEO 3330 Major Bible Themes	3		
BIBL 3311 Special Issues in the Pentateuch	3		
BIBL 3312 Special Issues in the Historical and Wisdom Literature	3		
BIBL 3313 Special Issues in the Prophetic Literature.	3		
BIBL 3321 Special Issues in the Gospels	3		
BIBL 3322 Special Issues in Acts and Pauline Epistles	3		
BIBL 3323 Special Issues in the General Epistles	3		
THEO 3331 Theological Method	3		

<sup>1</sup> History, Philosophy, Logic, Economics, Sociology, Psychology, Political Science, Public Policy, Counseling, Bible, Theology, Foundations of Spiritual Life or Apologetics.

<sup>2</sup> Foreign Language, Music Theory, Philosophy or Art Appreciation.

<sup>3</sup> Biology, Chemistry, Physics, Astronomy, Geology or Anatomy and Physiology.

<sup>4</sup> Expository Preaching classes, MSPM 3301-3305, may substitute for Speech. These classes are for men only. MSCE 3323 Women Teaching Women may substitute for Speech. This class is for women only.

**DEGREE PLAN FOR BACHELOR OF SCIENCE WITH SPLIT MAJORS IN BIBLICAL STUDIES,  
CHRISTIAN LEADERSHIP, AND BIBLICAL COUNSELING (ADCP)**

**Suggested Sequence**

Year	Fall	Spring	Summer
<b>1</b>	ENGL 3330 Advanced Research and Writing BIBL 3301 Biblical Interpretation THEO 3330 Major Bible Themes	BIBL 3311 Special Issues in the Pentateuch BIBL 3312 Special Issues in the Historical and Wisdom Literature BIBL 3313 Special Issues in the Prophetic Literature	BIBL 3321 Special Issues in the Gospels BIBL 3322 Special Issues in Acts and Pauline Epistles BIBL 3323 Special Issues in General Epistles
<b>2</b>	THEO 3331 Theological Method LSCL 4340 Introduction to Christian Leadership and Leader Development LSCL 4341 Personal Pilgrimage and Character in Leadership	LSCL 4342 Relationships and Visioning in Leadership LSCL 4343 Interpersonal Skills for Leadership LSCL 4344 Organizational Skills for Leadership	LSCL 4345 Case Studies in Leadership and Ethics LSCL 4346 Applied Leadership Research Project I LSCL 4347 Applied Leadership Research Project II
<b>3</b>	MSBC 4341 Advanced Concepts in Biblical Counseling MSBC 4342 Advanced Concepts in Biblical Counseling II	MSBC 4343 Applications in Biblical Counseling: Anxiety Disorders MSBC 4344 Applications in Biblical Counseling: Mood Disorders MSBC 4345 Applications in Biblical Counseling: Substance Related Disorders	MSBC 4346 Applications in Biblical Counseling: Disorders of Childhood and Youth MSBC 4347 Applications in Biblical Counseling: Psychotic Disorders MSBC 4348 Applied Biblical Counseling Research Project



## BACHELOR OF SCIENCE IN ORGANIZATIONAL LEADERSHIP (ADCP)

*Program Coordinator: Michale Ayers, Ph.D.*

**Purpose and Objectives:** The Bachelor of Science Degree in Organizational Leadership at CBS is designed for those pursuing exemplary organizational leadership in business, management, entrepreneurship, church or parachurch organizations. The curriculum supports a unique philosophy that affirms the business and organizational competencies necessary for success, while challenging students to see organizations as strategic stewardships of Christian leaders. The degree program seeks to develop traits of character and competence in students and prepare them to face the challenges of leadership in an ever-changing world. Upon completion of the program successful students will be able to:

1. Understand biblical leadership and appreciate the value of that leadership in a business environment
2. Develop analytical expertise and functional frameworks drawn from a broad range of managerial skills

Students take only one course at a time in the CBS core curriculum, attending online sessions. The courses are accelerated five weeks in length. The program is 24 months of six consecutive semesters, requiring 9 credits each semester from the CBS core curriculum. Students are members of a continuing class, a cohort group, among whom an atmosphere of shared learning; personal, family, ministry and career interests develops. Upon successful completion of the program, students receive a Bachelor of Science Degree with major in Biblical Studies and Organizational Leadership.

The Bachelor of Science in Biblical Studies and Organizational Leadership degree is composed of upper division college-level courses totaling 54 credit hours offered in an accelerated form as follows:

1. The 54 hours consist of eighteen courses.
2. Students' focus will be on one course at a time.
3. The same group of students will progress through the entire program together.
4. At graduation, successful students will have cumulative college-level credits as follows:
  - 54-hours CBS baccalaureate core curriculum—all earned at CBS
  - 36-hours general education courses—transferred-in and/or earned at CBS
  - 33-hours general elective courses—transferred-in and/or earned at CBS

### DEGREE PLAN FOR BACHELOR OF SCIENCE IN ORGANIZATIONAL LEADERSHIP (ADCP)

This cohort program is a lockstep program and the MAJOR COURSES are designed to be taken in order as shown by this table:

GENERAL STUDIES	HRS	MAJOR COURSES	HRS
ENGLISH 9 hours		GENERAL EDUCATION 3 hours	
English Composition 1	3	ENGL 3330 Advanced Research and Writing	3
English Composition 2	3	BIBLE and THEOLOGY 27 hours	
Literature	3	BIBL 3301 Biblical Interpretation	3
SOCIAL SCIENCE 3 hours		THEO 3330 Major Bible Themes	3
Western Civilization or US History	3	BIBL 3311 Special Issues in the Pentateuch	3
PHILOSOPHY/SOCIAL SCIENCES/RELIGIOUS STUDIES 6 hours		BIBL 3312 Special Issues in the Historical and Wisdom Literature	3
Social Science/Religious Studies <sup>1</sup>	6	BIBL 3313 Special Issues in the Prophetic Literature	3
FINE ARTS/HUMANITIES 3 hours		BIBL 3321 Special Issues in the Gospels	3
Fine Arts/Humanities <sup>2</sup>	3	BIBL 3322 Special Issues in Acts and Pauline Epistles	3
MATH/SCIENCES 6 hours		BIBL 3323 Special Issues in the General Epistles	3
Computer Science or Math	3	THEO 3331 Theological Method	3
Natural Science <sup>3</sup>	3		
COMMUNICATIONS 3 hours		<b>MAJOR COURSES</b>	<b>HRS</b>
Speech <sup>4</sup>	3	ORGANIZATIONAL LEADERSHIP STUDIES 24 hours	
GENERAL EDUCATION ELECTIVE 6 hours		LSOL 3301 Introduction to Christian Leadership	3
Any courses from the categories above	6	LSOL 3302 Organizations as Strategic Christian Stewardships	3
GENERAL ELECTIVES 33 hours		LSOL 3308 Organizational Purpose and the Visioning Process	3
	33	LSOL 4301 Human Resource Management	3
ORIENTATION non-credit		LSOL 4302 Financial Management for Organizations	3
ORIE 1013 Orientation	n/a	LSOL 4303 Principles of Marketing	3
CHRISTIAN SERVICE 3 units		LSOL 4304 Project Planning and Management	3
MCSP 2011 Christian Service, 1	1u	LSOL 4306 Applied Organizational Leadership Research	3
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		

<sup>1</sup> History, Philosophy, Logic, Economics, Sociology, Psychology, Political Science, Public Policy, Counseling, Bible, Theology, Foundations of Spiritual Life or Apologetics.

<sup>2</sup> Foreign Language, Music Theory, Philosophy or Art Appreciation.

<sup>3</sup> Biology, Chemistry, Physics, Astronomy, Geology or Anatomy and Physiology.

<sup>4</sup> Expository Preaching classes, MSPM 3301-3305, may substitute for Speech. These classes are for men only. MSCE 3323 Women Teaching Women may substitute for Speech. This class is for women only.

**DEGREE PLAN FOR BACHELOR OF SCIENCE IN ORGANIZATIONAL LEADERSHIP (ADCP)****Suggested Sequence**

Year	Fall	Spring	Summer
<b>1</b>	ENGL 3330 Advanced Research and Writing BIBL 3301 Biblical Interpretation THEO 3330 Major Bible Themes	BIBL 3311 Special Issues in the Pentateuch BIBL 3312 Special Issues in the Historical and Wisdom Literature BIBL 3313 Special Issues in the Prophetic Literature	BIBL 3321 Special Issues in the Gospels BIBL 3322 Special Issues in Acts and Pauline Epistles BIBL 3323 Special Issues in General Epistles
<b>2</b>	THEO 3331 Theological Method LSOL 3301 Introduction to Christian Leadership LSOL 3302 Organizations as Strategic Stewardships	LSOL 3308 Organizational Purpose and the Visioning Process LSOL 4301 Human Resource Management LSOL 4302 Financial Management for Organizations	LSOL 4303 Principles of Marketing LSOL 4304 Project Planning and Management LSOL 4306 Applied Organizational Leadership Research



# STUDENT LIFE



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## 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**, *1 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 CODE OF CONDUCT

Students at CBS are called to a high standard of Christian conduct. Christian commitment should result naturally in godly living. However, the biblical doctrine of human nature requires a realistic approach to the question of Christian lifestyle. Faculty, staff and students are expected to abide by standards and principles found in the Holy Scriptures. While the Scriptures do not provide specific teaching on every aspect of social practice, they do provide general guidelines and advocate self-restraint in that which may be harmful or offensive to others. There are standards and expectations that have been adopted which will contribute to a healthy spiritual environment.

### Unacceptable Conduct

The following is a limited, not an exhaustive, list of offenses that will require a student conduct review and if necessary, imposed sanctions:

1. Scripture specifically prohibits stealing, sexual immorality, homosexuality, violence, harassment (all forms), outbursts of anger, threats, lying, cheating, profane language, and occult practices. These prohibitions are clearly understood to be biblical commands that are binding upon every Christian believer.
2. Pornographic materials are not to be used, possessed or distributed by faculty, staff, or students.
3. It is prohibited to bring concealed (licensed or unlicensed) weapons on the premises of CBS.
4. The possession, use, or distribution of alcoholic beverages, tobacco products, illicit drugs, and other questionable items and practices are not considered suitable for the Christian college campus.
5. Any discrimination against others on the basis of race, national origin, gender, age, or disability is not acceptable.
6. Students are subject to the responsibility of academic integrity (please refer to the Academic Catalog), which

demands honesty and giving credit to the proper sources.

7. The faculty, staff and students of the College of Biblical Studies have a right and a high expectation of personal privacy and security. There are highly personal and sensitive materials on campus that must be protected. Therefore it is strictly forbidden for students, without permission, to access another's computer, access a media storage device, go into a desk, briefcase, book bag, purse or similar item, and/or read or examine papers not their own.

Other Unacceptable Conduct (includes but is not limited to):

- Abusive/foul language
- Academic integrity violation
- Adultery
- Aiding, abetting, accessory to any act that is prohibited by the student conduct code
- Alcoholic beverages on campus
- Arson
- Assault/physical violence
- Bad checks/forgery
- Cohabitation without marriage
- Destroying property
- Disrespect for authority/CBS Employees/fellow students
- Disruption in the classroom
- Illegal use or distribution of drugs
- Improper use of identification
- Inappropriate dress
- Inappropriate relationship(s)
- Inciting disturbance, disorderly conduct, riots
- Providing false information
- Public actions/display that tarnishes the name of the college
- Sexual violence
- Sexual harassment
- Sexual immorality
- Stealing
- Tampering with security systems, fire alarms, and extinguishers
- Unauthorized entry into buildings and grounds
- Unauthorized solicitation and marketing activities
- Inappropriate speech/behavior in an online setting

## 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 found online at <http://cbshouston.edu/student-life>
- Provide current official documentation dated within the last three years, that includes 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 go online to <http://cbshouston.edu/student-life>. If you have further questions, please contact the Dean of Student Office at 832 252 0757.

**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/emergency-and-safety-information](http://www.cbshouston.edu/emergency-and-safety-information).

**Bookstore**

Required textbooks, Bibles, and other Christian books are available for purchase through the CBS bookstore. Online students may request that books be mailed to them from the CBS bookstore. (Shipping charges may apply.) In addition, online students are free to purchase their required texts through other vendors, such as Amazon, Christianbook.com, or Logos Bible Software.

**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](http://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 unless organized through the school. 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) affords 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](http://www.cbshouston.edu/healthalert).

**Library/Learning Resource Center**

In the CBS library collection, there are presently over 46,000 volumes and over 94,900 e-books. 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 at the College of Biblical Studies Library circulation desk. Online students can request to have a Texshare card mailed to them. The CBS library and learning center offers Internet services to the Worldwide Web as well as electronic access to their databases. The CBS library and learning resource center offers Internet services to the Worldwide Web as well as electronic access to their databases.

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](http://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 [www.myrecords.cbshouston.edu](http://www.myrecords.cbshouston.edu) or 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) for On Ground Students

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](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.

### **Institutional Complaints**

The procedures for addressing institutional complaints are as follows:

1. Whenever possible, students are encouraged to seek an informal resolution of the matter directly with the faculty or individual/s involved. 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. Often a complaint can be resolved in this way. However, if an informal approach is neither successful nor advisable, the student should use the following procedure. If there is no resolution to the institutional complaint per item #1, a student may complete a Formal Student Complaint Form; found online at <http://cbshouston.edu/student-life>. If you have further questions, please contact the Dean of Student Office at 832.252.0757. 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. The Dean of Students will notify the student in writing of the final decision within ten business days of the date of the initial complaint and include the notice of a right to appeal.
4. The student has the right to appeal the decision of the Dean of Students to the Executive Director, Student Affairs within ten business days of the date of the written notice of the Dean of Student’s decision.

### **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). On ground 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.



# BOARD AND FACULTY



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## FACULTY

### Full-time Faculty

**France B. Brown, Jr.**  
 Ernest L. Mays Assistant Professor of Expository  
 Preaching and Biblical Teaching  
 A.A., Blinn College; B.A., Texas A&M University; Th.M.,  
 Dallas Theological Seminary (Educational Leadership)

**Richard M. Cozart**  
 Professor  
 B.A., Claremont McKenna College; Th.M.,  
 Dallas Theological Seminary (Bible Exposition); M.Th.,  
 University of Wales (Biblical and Theological Studies);  
 Ph.D., University of Wales (Biblical and Theological  
 Studies); Ph.D. Studies, Liberty University (Pastoral Care  
 and Counseling)

**Nicolas A. Ellen**  
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 Seminary (Christian Education); M.A.B.C., The Master’s

College (Biblical Counseling); D.Min., Southern Baptist  
 Theological Seminary (Biblical Counseling); Ph.D. Studies  
 (Biblical Counseling), Southwestern Baptist Theological  
 Seminary

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 Baptist Theological Seminary (Christian Education);  
 M.A.B.C., The Master’s College (Biblical Counseling);  
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 (Church Administration and Women’s Ministry)

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 New Orleans Baptist Theological Seminary (General  
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 Seminary (Biblical and Theological Studies)

### Harold L. Fisher, Jr.

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 Intercontinental University (Instructional Technology);  
 M.E., Our Lady of the Lake University (Curriculum and  
 Instruction/Master Technology Teacher); Graduate  
 Studies, Dallas Theological Seminary (Biblical Studies);  
 M.A., Baptist Bible Seminary (Organizational Leadership);  
 Ed.D., Walden University (Education)

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 Baptist Theological Seminary (Religious Education)

### Edgar Serrano

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 Studies, Capital Seminary and Grad. School (Leadership)

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 Dallas Theological Seminary (Systematic Theology/Bible  
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**Debra M. Watkins**

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**Andrew Woods**

Professor  
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**Administrative Faculty****Michale R. Ayers**

Chair, Department of Leadership Studies; Professor  
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**Esmeralda Barrera**

Senior Academic Advisor; Instructor;  
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**William W. Blocker**

President; Professor  
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**Brittany Burnette**

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**Bryce Hantla**

Director of Institutional Research and Accreditation; Associate Professor  
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**Debbie Harper**

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Executive Director of Institutional Effectiveness and Student Affairs; Assistant Professor  
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**Chad Kniffen**

Registrar; Instructor  
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**Leonette Lewis**

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**Israel P. Loken**

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Director of Library Services; Assistant Professor  
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**Marvin R. McNeese Jr.**

Chair, General Education Department; Professor  
B.A., Albion College; M.A., (Political Science); M.A., University of Texas at Austin (Latin American Studies); M.P.Aff., University of Texas; Ph.D., Rice University (Political Science)

**Joseph D. Parle**

Vice President of Academic Affairs and Academic Dean; Professor  
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**Steven P. Sullivan**

Chair, Ministry Skills Department; Senior Professor  
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**Adjunct Faculty**

**Mona Lisa Chambers**

Adjunct Instructor  
B.S., University of Houston (Technology), M.S., University of Phoenix (Computer Information Systems)

**Karl Elkins**

Adjunct Instructor  
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**David Harrison**

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**Ivan Ramirez**

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**Delia Sanchez**

Adjunct Instructor  
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**Hutson Smelley**

Adjunct Instructor  
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**Jarvis Taylor**

Adjunct Instructor  
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**Joseph Yoo**

Adjunct Instructor  
B.A.; M.A., University of Houston (Hispanic Linguistics)



# COURSE DESCRIPTIONS



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## COURSE DESCRIPTIONS

### TRADITIONAL BACHELORS COURSES

#### Bible/Theology Courses

##### **BIBL 1311 Pentateuch – 3 credit hours**

(Suggested Prerequisite: 1301) An exposition of the Pentateuch (Genesis-Deuteronomy). Special emphasis will be placed on the documentary hypothesis (JEDP theory) and theories regarding the origin of the universe.

##### **BIBL 1312 Historical Literature – 3 credit hours**

(Suggested Prerequisite: 1301) An exposition of the Old Testament historical literature (Joshua-Esther). Special emphasis will be placed on the historical, social, and cultural backgrounds of the Old Testament period.

##### **BIBL 1213 Poetry and Wisdom Literature – 2 credit hours**

(Suggested Prerequisite: 1301) An exposition of the Old Testament poetic and wisdom literature (Job-Song of Solomon). Special emphasis will be placed on the relationship between Israelite poetry and that of the Ancient Near East.

##### **BIBL 1414 Prophets – 4 credit hours**

(Suggested Prerequisite: 1301) An exposition of the Old Testament prophetic literature (Isaiah-Malachi). Special emphasis will be placed on the chronology of the prophetic period.

##### **BIBL 1321 Gospels – 3 credit hours**

(Suggested Prerequisite: 1301) An exposition of the Gospels (Matthew-John). Special emphasis will be placed on the intertestamental period and the synoptic problem. (This class was formerly BI 201.)

##### **BIBL 1322 Acts & Pauline Epistles – 3 credit hours**

(Suggested Prerequisite: 1301) An exposition of Acts and Paul's letters (Romans-Philemon). Special emphasis will be placed on the chronology of Paul's life. (This class was formerly BI 202.)

##### **BIBL 1323 General Epistles & Revelation – 3 credit hours**

(Suggested Prerequisite: 1301) An exposition of the New Testament General Epistles (Hebrews-Jude) and Revelation. Special emphasis will be placed on the authorship of Hebrews, the canonicity of 2 Peter, and the dating of Revelation. (This class was formerly BI 203.)

##### **BIBL 4311 Old Testament Introduction – 3 credit hours**

A survey of the geographical, cultural, historical, and literary backgrounds of the Old Testament period.

##### **BIBL 3221 New Testament Introduction – 2 credit hours**

A survey of the geographical, cultural, historical, and literary backgrounds of the New Testament period.

##### **BIBL 4322 Romans – 3 credit hours**

An exposition of the book of Romans with emphasis on certain theological themes in Hamartiology (depravity and original sin), Soteriology (justification and sanctification), Theology Proper (God's sovereignty and man's responsibility), Eschatology (the present and future of Israel) and Practical Theology (issues in Romans 12-16).

##### **BIBL 3334 Daniel and Revelation – 3 credit hours**

An exposition of the books of Daniel and Revelation. Special emphasis will be placed on the major interpretive issues in these prophetic books.

##### **BIBL 4331 Advanced Hermeneutics – 3 credit hours**

(Required Prerequisite: 1301) An in-depth study of the field of biblical hermeneutics with special emphasis on the interpretation of difficult passages in a variety of genres.

##### **THEO 1311 Introduction to Theological Method – 3 credit hours**

A systematic presentation of prolegomena, theological method, and bibliography (the inspiration, inerrancy, and canonicity of the biblical books).

##### **THEO 1312 God, Christ, and Holy Spirit – 3 credit hours**

(Suggested Prerequisite: THEO 1311) A systematic presentation of the major teachings of biblical theology in the areas of theology proper (the existence, names, and attributes of God), Christology (the person and work of Christ), and pneumatology (the gifts and work of the Holy Spirit). (This class was formerly TH 301.)

##### **THEO 1313 Theology: Man, Sin, and Salvation – 3 credit hours**

(Suggested Prerequisite: THEO 1311) A systematic presentation of the major teachings of biblical theology in the areas of anthropology (the nature and fall of man), hamartiology (the origin and effects of sin), and soteriology (the method, extent, and benefits of salvation). (This class was formerly TH 302.)

##### **THEO 1314 Theology: Angels, Church, and Prophecy – 3 credit hours**

(Suggested Prerequisite: THEO 1311) A systematic presentation of the major teachings of biblical theology in the areas of angelology (the nature and work of angels), ecclesiology (the function, leaders, and ordinances of the Church), and eschatology (the events surrounding Christ's return and the eternal state). (This class was formerly TH 303.)

##### **THEO 3211 History of Doctrine – 2 credit hours**

(Suggested Prerequisite: THEO 1311) A study of the historical development of selected doctrines from the church fathers to the present day.

**THEO 3322 Theological Foundations for Making Wise Decisions – 3 credit hours**

A systematic presentation of the major teachings of biblical theology in the area of wise decision-making. This course is designed to equip students to make wise choices in all areas of their lives, for personal and corporate edification.

**THEO 3341 Apologetics – 3 credit hours**

A survey of apologetics designed to present the major fields of apologetics with the purpose of equipping students to defend their faith, present truth, and give answers to questions for personal and corporate evangelism and edification.

**THEO 4212 Dispensationalism – 2 credit hours**

(Suggested Prerequisite: THEO 1311) An in-depth study of dispensationalism with special attention on the eschatological implications of the system.

**Ministry Skills Courses****MSBC 3301 Introduction to Biblical Counseling – 3 credit hours**

(Suggested Prerequisites: MSBC 3302, THEO 1311, THEO 1313) Exposition of Scripture will be used to introduce the Biblical Framework for living the Christian life with the goal of understanding and counseling common personal, marital, and family problems as well as mental disorders. (This class was formerly MS 405.)

**MSBC 3302 Theological Foundations of Biblical Counseling – 3 credit hours**

(Suggested Prerequisites: THEO 1311, THEO 1313) Exposition of Scripture will be used to bring about an in-depth exploration of the scriptural bases for biblical counseling. Emphasis will be placed on the sufficiency of Scripture, the doctrine of God, Christ, Holy Spirit, Trinity as well as the nature of man, sin, salvation, sanctification, spiritual warfare, the need for relationships, biblical use of medication, and the doctrine of the Church.

**MSBC 3303 Analysis of Common Counseling Problems – 3 credit hours**

(Required Prerequisites: MSBC 3301, MSBC 3302) Exposition of Scripture will be used to survey common issues of life and their biblical solutions. The Biblical Framework methodology of counseling will be taught and applied as students work through various counseling cases.

**MSBC 4301 Advanced Biblical Counseling 1 – 3 credit hours**

(Required Prerequisites: MSBC 3301, MSBC 3302, MSBC 3303) The Biblical Framework methodology will be used to evaluate and diagnose the defining features of Anxiety, Mood, Childhood, Dissociative, Personality, Sexual, and Somatoform Disorders to demonstrate that

the root causes of these disorders are most effectively addressed by the Bible. A history of the development and use of the DSM I to DSM V and the implications for Biblical counseling will be addressed.

**MSBC 4302 Advanced Biblical Counseling 2 – 3 credit hours**

(Required Prerequisites: MSBC 3301, MSBC 3302, MSBC 3303, MSBC 4301) The Biblical Framework methodology will be used to evaluate and diagnose the defining features of Eating, Sleep, Disruptive, Impulse Control, Conduct, Bereavement, Substance Related, Addictive, and Shyness Disorders to demonstrate that the root causes of these disorders are most effectively addressed by the Bible. A history of the development and use of the DSM I to DSM V and the implications for Biblical counseling will be addressed.

**MSBC 4303 Counseling Process – 3 credit hours**

(Required Prerequisites: MSBC 3301, MSBC 3302, MSBC 3303) Exposition of Scripture will be used to teach basic biblical counseling procedures. Students will learn how to organize and develop a counseling session from start to finish from the basic biblical counseling procedures taught. Evaluation of various biblical counseling models will be evaluated and critiqued through observation of counseling videos.

**MSBC 3304 Marriage and Family – 3 credit hours**

A study of the purpose and practice of the biblical foundation of marriage and family. Some of the topics will include the biblical roles of husband and wife, communication, conflict resolution, and common problems in marriage and family. (This class was formerly MS 449.)

**MSBC 3305 Crisis Counseling – 3 credit hours**

A study of how to effectively provide biblical counsel, encouragement, support, and admonition to those in crisis. An overview of crisis in the pages of Scripture and contemporary life will be presented along with a Biblical crisis counseling model.

**MSCE 3301 Introduction to Christian Education – 3 credit hours**

An introduction to investigate and establish principles and practices of Christian education in a church or parachurch organization. Emphasis will be made on the goal of Christian Education which involves not just information but transformation of people's lives to Christ-likeness.

**MSCE 3302 Ministry Planning and Program Design – 3 credit hours**

(Suggested Prerequisite: MSCE 3301) A study that trains students to evaluate and implement a comprehensive plan supported by programs for each appropriate age-level ministry in the Church.

**MSCE 3311 Principles of Youth Ministry –**

*3 credit hours*

(Suggested Prerequisite: MSCE 3301) An overview of the biblical principles in order to minister to youth (ages 12-17 years). Special emphasis will be given to effective ministry, insight in relating to youth, basic program components, evangelizing and discipling youth, as well as traditional and contemporary youth problems. (This class was formerly MS 488.)

**MSCE 3312 Developing Relevant Youth Curriculum –**

*3 credit hours*

(Suggested Prerequisites: MSCE 3301, MSCE 3311) An assessment of doctrinal principles and biblical practices that trains students to evaluate and implement a biblical and relevant youth curriculum for the purpose of addressing contemporary youth issues. (This class was formerly MS 483.)

**MSCE 3313 Understanding Youth Culture –**

*3 credit hours*

(Suggested Prerequisites: MSCE 3301, MSCE 3311) An investigation and analysis of the present day issues of youth culture and a development of a biblical plan to help youth to live transformed lives.

**MSCE 3314 Biblical View of Sex – 3 credit hours**

(Suggested Prerequisite: MSCE 3301) A study designed to help youth ministers and workers deal biblically with the topic of sex in today's youth culture. (This class was formerly MS 482.)

**MSCE 4301 Age Level Ministries – 3 credit hours**

(Suggested Prerequisite: MSCE 3301) An integrational assessment designed to implement the process of Christian education at each distinct age-appropriate grouping in the church. Special emphasis will be on the biblical principles for Christian education at each age level and on establishing appropriate age level teaching techniques.

**MSCE 4302 Group Dynamics – 3 credit hours**

(Suggested Prerequisite: MSCE 3301) A practicum designed to assist Christian educators in understanding the value of various personalities and abilities inside the church or parachurch and utilizing them effectively for the enhancement of the church. Special emphasis will be on complementary skills and abilities to maximize edification in the church or parachurch.

**MSCE 4311 Youth Ministry Administration –**

*3 credit hours*

(Suggested Prerequisite: MSCE 3301) A practical study designed to assist youth ministers or workers in establishing administrative skills and practices. Special emphasis will be given to organizational structure, budget practices, event planning, teaching calendar, and vision casting.

**MSCE 4312 Youth Ministry Practicum –**

*3 credit hours*

(Suggested Prerequisite: MSCE 3301, 3311, 3312, 3313) A practicum designed to provide experience and opportunity to develop skills in areas like teaching, discipleship, leadership, and administration in youth ministry. (This class was formerly MS 489.)

**MSMN 1301 Bible Study Methods – 3 credit hours**

An in-depth study of the foundational principles and practice of the inductive approach to Bible study by using observation, interpretation, and application. (This class was formerly MS 401.)

**MSMN 1302 Principles of Biblical Teaching –**

*3 credit hours*

(Required Prerequisite: MSMN 1301) A study of basic principles of effective teaching and a practical step-by-step process to present effective, logical, illustrative, and practical lessons from the Bible to different audiences. (This class was formerly MS 402: Principles of Teaching.)

**MSMN 1103 Principles of Biblical Teaching Lab –**

*1 credit hour*

(Required Prerequisite: MSMN 1302) A practicum to apply Bible Study Methods and Principles of Biblical Teaching by presenting three prepared lessons in class with constructive evaluation from the instructor. Each student will teach one lesson from both the Old and New Testaments and a biographical lesson from a man or woman of the Bible. Due to the importance of class participation in every session of this course, late registration is not permitted for this class. (This class was formerly MS 403: Principles of Teaching Lab.)

**MSMN 2301 Missions, Evangelism, and Discipleship –**

*3 credit hours*

An examination of the biblical principles and practices of missions, evangelism, and discipleship for Christian service. (This class was formerly MS 404: Ministry, Evangelism and Discipleship.)

**MSMN 2302 Foundations of Spiritual Life –**

*3 credit hours*

A systematic presentation of the doctrines and practices vital to the understanding and edification of the student's spiritual life which is also the necessary basis for one's ministry and service. (This class was formerly MS 406.)

**MSMN 3121 The Church and Legal Issues –**

*1 credit hour*

A study of what the federal and Texas state laws say about disputes, incorporation, church constitution and bylaws, financial responsibility, employee liability, copyright, counseling malpractice, membership termination, property disputes, and the right to proclaim Jesus Christ.

**MSPM 3301 Expository Preaching I: Narrative Literature – 3 credit hours**

A foundational and functional analysis of the “Big Idea Expository Preaching” in biblical narrative literature in order to provide a practicum for the student to develop, deliver and evaluate sermons with a view toward personal life transformation to the glory of God. This course will substitute for a required Fundamentals of Speech class (ENGL 1311) in the Associate of Biblical Studies and the Bachelors Programs. (This was formerly GE 510.) *It is CBS’ conviction from the Bible that women are not assigned the responsibility of preaching the Bible authoritatively in a local church context. Therefore, we ask female students to respect CBS’ conviction and select any of the following courses to continue to sharpen their speaking skills: ENGL 1311 Speech, MSCE 3323 Women Teaching Women, or MSMN 1302 Principles of Biblical Teaching/MSMN 1103 Principles of Biblical Teaching Lab.*

**MSPM 3302 Expository Preaching II: Epistolary Literature – 3 credit hours**

A foundational and functional analysis of the “Big Idea Expository Preaching” in biblical epistolary literature and to provide a practicum for the student to develop, deliver and evaluate sermons with a view toward personal life transformation to the glory of God. This course will substitute for a required Fundamentals of Speech class (ENGL 1311) in the Associate of Biblical Studies and the Bachelors Programs. (This was formerly GE 511.) *It is CBS’ conviction from the Bible that women are not assigned the responsibility of preaching the Bible authoritatively in a local church context. Therefore, we ask female students to respect CBS’ conviction and select any of the following courses to continue to sharpen their speaking skills: ENGL 1311 Speech, MSCE 3323 Women Teaching Women, or MSMN 1302 Principles of Biblical Teaching/MSMN 1103 Principles of Biblical Teaching Lab.*

**MSPM 3303 Expository Preaching III: Poetic Literature – 3 credit hours**

A foundational and functional analysis of the “Big Idea Expository Preaching” in Proverbial and Psalmic literature in order to provide a practicum for the student to develop, deliver and evaluate sermons with a view toward personal life transformation to the glory of God. This course will substitute for a required Fundamentals of Speech class (ENGL 1311) in the Associate of Biblical Studies and the Bachelors Programs. (This was formerly GE 512.) *It is CBS’ conviction from the Bible that women are not assigned the responsibility of preaching the Bible authoritatively in a local church context. Therefore, we ask female students to respect CBS’ conviction and select any of the following courses to continue to sharpen their speaking skills: ENGL 1311 Speech, MSCE 3323 Women Teaching Women, or MSMN 1302 Principles of Biblical Teaching/MSMN 1103 Principles of Biblical Teaching Lab.*

**MSPM 3304 Expository Preaching IV: Biographical Literature – 3 credit hours**

A foundational and functional analysis of preaching the life of Bible personalities in order to provide a practicum for the student to develop, deliver and evaluate sermons with a view toward personal life transformation to the glory of God. This course will substitute for a required Fundamentals of Speech class (ENGL 1311) in the Associate of Biblical Studies and the Bachelors Programs. (This was formerly GE 513.) *It is CBS’ conviction from the Bible that women are not assigned the responsibility of preaching the Bible authoritatively in a local church context. Therefore, we ask female students to respect CBS’ conviction and select any of the following courses to continue to sharpen their speaking skills: ENGL 1311 Speech, MSCE 3323 Women Teaching Women, or MSMN 1302 Principles of Biblical Teaching/MSMN 1103 Principles of Biblical Teaching Lab.*

**MSPM 3311 Expository Preaching in Spanish – 3 credit hours**

This course is designed to give the student a comprehensive understanding of the theory of expository preaching, and to provide a framework and atmosphere where the student can observe and participate in actual expository sermon delivery. The goal of the course is for the student to expand his ability to express the truth of the Bible clearly and competently. This course will substitute for a required Public Speaking in Spanish class (SPAN 3307) in the Associate of Biblical Studies Program. *It is CBS’ conviction from the Bible that women are not assigned the responsibility of preaching the Bible authoritatively in a local church context. Therefore, we ask female students to respect CBS’ conviction and select any of the following courses to continue to sharpen their speaking skills: SPAN 2307 Spanish Composition for Hispanic Heritage Learners I or MSMN 1302 Principles of Biblical Teaching/MSMN 1103 Principles of Biblical Teaching Lab.*

**MSPM 4301 Pastoral Ministry – 3 credit hours**

This course provides a survey of the qualifications and practices of pastoral ministry. Emphasis will be placed upon on the principles and responsibilities of shepherding different individuals, families and the church. *It is CBS’ conviction from the Bible that women are not assigned the office/position of pastor for the local church congregation. Since this course is designed for the office/position of pastor we ask female students to respect CBS’ conviction and not select MSPM courses.*

**MSPM 4302 Church Administration and Organization – 3 credit hours**

(Suggested Prerequisite: MSPM 4301) This course enables students to assess church and parachurch ministries to establish procedures of administration for pastors, leaders and Christian educators which will best facilitate the educational process. It also investigates processes and best practices that create an environment conducive for spiritual growth. *It is CBS' conviction from the Bible that women are not assigned the office/position of pastor for the local church congregation. Since this course is designed for the office/position of pastor we ask female students to respect CBS' conviction and not select MSPM courses.*

**MSPM 4303 Role of the Associate Minister – 3 credit hours**

(Suggested Prerequisite: MSPM 4301) A study designed to teach pastors, ministers, leaders and Christian educators the role of the Associate Pastor (Minister) by surveying key Biblical relationships like Paul, Timothy and Titus. This course will explore the variety of responsibilities the Associate Pastor (Minister) may oversee. *It is CBS' conviction from the Bible that women are not assigned the office/position of pastor for the local church congregation. Since this course is designed for the office/position of pastor we ask female students to respect CBS' conviction and not select MSPM courses.*

**MSPM 4311 Church Planting – 3 credit hours**

This class will provide the student with an introduction to the major start-up issues the planter faces in the first year of starting a new church. This course will cover practical issues in the areas of personal preparation, strategic planning, core group development, and public launching.

**Leadership Courses**

**LSOL 3301 Introduction to Christian Leadership – 3 credit hours**

A thorough introduction to the subject of Christian leadership, as well as a systematic study of the biblical philosophy of leadership. Contemporary theories of leadership are evaluated through the Bible as students form a personal philosophy of leadership.

**LSOL 3302 Organizations as Strategic Christian Stewardships – 3 credit hours**

An analysis of the visioning process that integrates the tenets of faith, ethics, and the practice of leadership. This course defines vision and explores its power within organizations, affirms the business and organizational objectives necessary for success, and challenges students to see organizations as strategic stewardships of Christian ministry.

**LSOL 3303 Interpersonal Skills of Leadership – 3 credit hours**

(Suggested Prerequisite: LSOL 3301) An in-depth examination of the interpersonal leadership skills required for effective organizational leadership. These include time management, communication skills, conflict resolution, management principles, and leadership development through mentoring.

**LSOL 3304 Team Leadership, Empowerment, and Group Dynamics in Organizations – 3 credit hours**

(Suggested Prerequisite: LSOL 3301) An introduction to the theories and practices of group dynamics, the characteristics of effective teams, and the skills necessary to develop high-performing group collaboration as well as intervention strategies to solve group problems that accompany team development. Special emphasis is upon the values of empowerment, participative leadership, and collaboration in the organizational setting.

**LSOL 3305 Organizational Culture and Change Processes – 3 credit hours**

(Suggested Prerequisite: LSOL 3301) A thorough examination of the structure, values, and culture of organizations as well as an analysis and implementation of the leadership skills required for the change process, strategic, tactical, and operational planning, organizational behavior and change.

**LSOL 3308 Organizational Purpose and the Visioning Process – 3 credit hours**

A thorough examination of the power of clear purpose in organizations through the establishment of and integrity toward vision, mission and values. This course helps students understand human motivation, organizational mission, and the leadership skills required for the change process. Organizational skills such as visioning, understanding culture, communication, and team leadership are examined.

**LSOL 4301 Human Resource Management – 3 credit hours**

(Suggested Prerequisites: COSC 1317, LSOL 3301) An overview of the role of the HR department in an organization. The course provides practical instruction on how to comply with the various benefit, labor, and anti-discrimination laws; manage a compensation program; increase employee satisfaction; accurately keep and maintain personnel files; and properly discipline and terminate employees.

**LSOL 4302 Financial Management for Organizations – 3 credit hours**

(Suggested Prerequisites: MATH 1332, COSC 1317, LSOL 3301) Assists students in acquiring the skills necessary for the analysis and interpretation of organizational financial reports and plans, as well as understanding how to implement financial practices necessary in the for-

profit and not-for-profit settings. Students will learn the principles for reading and analyzing the most common financial reports prepared by most corporations, the budgeting process, and how organizations forecast revenues and resource needs through financial analysis.

**LSOL 4303 Principles of Marketing – 3 credit hours**

(Suggested Prerequisites: MATH 1332, COSC 1317, LSOL 3301) An overview of the major concepts, principles, and theories of marketing (product, price, placement, promotion), e-commerce, and ethical behavior in marketing (truthful advertising, non-harmful products). Students apply fundamental marketing concepts to case studies and real marketplace situations to formulate and write a marketing strategy.

**LSOL 4304 Project Planning and Management – 3 credit hours**

(Suggested Prerequisites: MATH 1332, COSC 1317, LSOL 3301) An overview of project management that explains the role of the project manager. The course introduces the four stages of the Project Life Cycle (defining, planning, executing, and delivering) as well as how to develop a project plan, manage risk, allocate resources, and schedule project duration.

**LSOL 4305 Case Studies in Organizational Leadership and Ethics – 3 credit hours**

(Suggested Prerequisites: LSOL 3301, LSOL 3302) The opportunity for students to conduct a critical review of various real-life challenges that organizations face today. Following the analysis, students will state the leadership strengths and weaknesses in the individuals and organizations cited, articulate suggested remedies for these specific leadership dilemmas, and develop an approach for effectively dealing with ethical issues based upon biblical principles.

**LSOL 4306 Applied Organizational Leadership Research Project – 3 credit hours**

(Required Prerequisites: LSOL 3301, 3302, 3303, 3304, 3305, 4301, 4302, 4303, 4304, 4305) This course serves as the capstone for the Bachelor of Science in the Organizational Leadership program. Students survey the applicable literature, conduct original research, and develop an individual research project involving investigation of a leadership or organizational issue approved by the instructor in one of these core competencies: Team Leadership, Project Planning, Marketing, or Human Resources. Each student writes a report suitable for publication, presentation to a potential employer, or submission with an application to a graduate school. The Applied Leadership Practicum is an opportunity for students to synthesize the knowledge they have acquired from the curriculum with field research, observation and/or their own work experience. This class was formerly titled LSOL 4306 Applied Leadership Practicum.

**General Education Courses**

**ASTR 2301 Astronomy – 3 credit hours**

This course is a general introduction to modern astronomy. Specific topics in this course include the planets, stars, galaxies, and cosmology. This course will present the laws of physics and the scientific method that astronomers use to study the universe.

**BIOL 1322 Basic Nutrition Science – 3 credit hours**

An introduction to human nutrition and diet with an emphasis on disease prevention, and supplementation of diet with vitamins and antioxidants. The final goal of this course is for each student to develop his or her own personal nutrition program. (This class was formerly GE 599.)

**BIOL 2301 Anatomy and Physiology – 3 credit hours**

This course provides an overview of the structure and function of the human body.

**COSC 1317 Introduction to Computing – 3 credit hours**

An overview of computer concepts and their applications, and how they are implemented for use in business and information systems. This class will focus on microcomputer hardware and software, with special emphasis on the use of the operating system, text processing, spreadsheets, and database management software. (This class was formerly GE 504 and COSC 1317 Basic Computer Science).

**ENGL 1301 English Composition 1 – 3 credit hours**

This course prepares students to organize and discuss well-developed essays. The student will begin to apply principles for scholarly research in order to develop basic essays. Special emphasis will be placed on research and grammar. (This class was formerly GE 501.)

**ENGL 1302 English Composition 2 – 3 credit hours**

(Required Prerequisite: ENGL 1301) This course equips students to write well-developed, descriptive, persuasive and argumentative essays. Special emphasis will be placed on rhetorical modes of discourse and principles for scholarly research. (This class was formerly GE 502.)

**ENGL 1311 Fundamentals of Speech – 3 credit hours**

This course is designed to teach basics of effective oral, public communication. Each student will prepare and present a variety of public speaking activities. This class will also place special emphasis on communication theory and development of listening skills (This class was formerly GE 503.)

**ENGL 2312 Research and Writing – 3 credit hours**  
 (Required Prerequisites: ENGL 1301, ENGL 1302.) This course will teach students how to use tools available for research to strengthen research and writing techniques.

**ENGL 2332 Literary Tradition – 3 credit hours**  
 This course is designed to study the major modes of writing including epic, tragedy, comedy, and novel.

**GOVT 2301 Principles of American Politics – 3 credit hours**  
 This course traces the American historical foundation from the American Revolution through today. Topics include American government, federalism, democracy, Congress, the presidency, the judiciary, political economy, political parties, interest groups, the media and civil rights. The course includes readings from the Declaration of Independence and the United States Constitution. The course defines the term “government,” and identifies the institutions and processes of government in the United States, Texas, and Houston. The course helps students to understand how these institutions were established and how they affect the lives they govern. (This class was formerly GE 560.)

**GOVT 2311 Introduction to Public Policy – 3 credit hours**  
 (Required Prerequisite: ENGL 1301) This course is an introduction to public policy in the United States. A central part of this course will involve the understanding of the public policy process, and how these policies are implemented. Students will consider the actions of the national, state, and local governments; that is, what they choose to do or not do, and their consequences in daily lives. Students will further explore why some problems reach the public agenda, why some solutions are adopted and others rejected. (Note: This course will substitute for the GOVT 2301 Principles of American Politics course in the traditional bachelors programs or will count as a required social sciences course for the A.B.S. and ADCP.)

**GREE 2311 Greek 1 – 3 credit hours**  
 An introduction to basic Greek forms, syntax, pronunciation and accents. Emphasis is placed on the conjugation of regular verbs, and various nouns, pronouns and adjectives.

**GREE 2312 Greek 2 – 3 credit hours**  
 (Required Prerequisite: GREE 2311) A continuation of Greek 1 that places special emphasis on verbals and irregular verbs.

**GREE 3301 Introduction to Greek Tools (formerly GREE 2301) – 3 credit hours**  
 This course is an introduction to exegetical method for the student who has not been formally trained in Greek. Students will learn the basics of biblical Greek and how

to use important biblical study tools so that they can engage in the serious study and exegetical analysis of New Testament passages.

**GREE 3311 Greek 3 – 3 credit hours**  
 (Required Prerequisites: GREE 2311, 2312) A continuation of Greek 2 and an introductory reading course focusing on the study of Greek syntax and grammar, including the reading of continuous texts from the Greek New Testament.

**GREE 3312 Greek 4 – 3 credit hours**  
 (Required Prerequisites: GREE 2311, 2312, 3311, 3312) A continuation of Greek 3. This course is designed to take an intermediate approach to the study of the syntax, including continuous readings from the Greek New Testament and textual criticism.

**GREE 4311 Greek 5 – 3 credit hours**  
 (Required Prerequisites: GREE 2311, 2312, 3311, 3312) This course is designed to impart proper hermeneutic principles for exegetical analysis of the Greek New Testament. One or more New Testament books will be translated and used for exegetical study.

**HEBR 3301 Introduction to Hebrew Tools (formerly HEBR 2301) – 3 credit hours**  
 This course is an introduction to exegetical method for the student who has not been formally trained in Hebrew. Students will learn the basics of biblical Hebrew and how to use important biblical study tools so that they can engage in the serious study and exegetical analysis of Old Testament passages.

**HIST 2318 History and Geography of the Ancient Near East – 3 credit hours**  
 This course surveys the history and geography of the ancient Near East from the rise of Ur to the conquest of Persia by Alexander the Great (ca, 2150-330 B.C.). Special emphasis will be placed on the societal movements necessary for the emergence of the first international empires, including those of Egypt, Assyria, Babylon, Persia, and Greece.

**HIST 2321 History of Western Civilization 1 – 3 credit hours**  
 This course surveys Western Civilization through the fourteenth century. This class emphasizes the ancient Near East, the societal movement that arose around the Mediterranean, and how the societal movements affect the regions of Europe. This class covers history both historically and thematically, including: geography, economy, religion, the rise and fall of empires, feudalism and the emergence of national monarchies. (This class was formerly GE 505.)



**HIST 2322 History of Western Civilization 2 – 3 credit hours**

This course surveys Western Civilization from the fifteenth century, reviewing the Medieval and Renaissance worldview. This class emphasizes the Reformation, societal movement that arose out of Western Europe, and how these societal movements affect both America and Eastern Europe. This class covers history both historically and thematically, including: geography, economy, religion, the rise and fall of monarchies, feudalism, and the emergence of modern world. (This class was formerly GE 506.)

**HIST 2323 History of Christianity: 1st Century through the 16th Century Reformation – 3 credit hours**

This course focuses on the major people and events from the time of the birth of the Church through the Reformation. Concentrations include the pre-Constantine Church, the Roman Catholic Church, the split of the Western and Eastern Church, and the rise of the Protestant Reformation. (This class was formerly GE 525.)

**HIST 2324 History of Christianity: 16th Century Counter-Reformation to the 20th Century – 3 credit hours**

This course will focus on the history of Christianity since the time of the Reformation. Concentrations will include the era of rationalism and revivalism, the development of modern denominations, the modern missionary movement and the development of the modern ideologies. (This class was formerly GE 526.)

**HIST 2399 Church History 3 – 3 credit hours**

This course will concentrate on seven key leaders or movements from the Protestant Reformation period: Wycliffe, Hus, Luther, Zwingli, Calvin, the Anabaptists, and Tyndale. Students will concentrate on how these major figures from the 14th through the 16th centuries impacted and shaped modern Christianity.

**HUMN 1301 Humanities I – 3 credit hours**

This course traces the foundations of law and conflicts in the West. It recounts major battles of the ancient world by tracing the foundations of democracy in Greece, discussing Aristotle and the Cardinal Virtues, seeking to identify a just man from Aristotle's writings.

**HUMN 1302 Humanities II – 3 credit hours**

This course contextually begins at the fall of the Roman Empire (c. 476), seeking to understand its cultural underpinnings. Thus this course will give special attention to Roman art, the writing of twelve Caesars, the rise of the systematic Christian doctrine and creeds and Councils of the early church.

**HUMN 2303 Humanities III – 3 credit hours**

This course contextually begins during the early Renaissance and ends at the close of the 17th century

with lyric poets. Thus, it will trace the foundations and formulations of Canon Law, the history of Gregorian chants, the Normanic influence on language, and the Magna Carta. Special emphasis will be placed on the Carolingian Renaissance and how it shaped the western mind. Special emphasis is placed on Lay Investiture controversy, St. Thomas, Dante, DaVinci's, reading Canterbury Tales as Catechesis, the Tudors, and the Reformation.

**HUMN 2304 Humanities IV – 3 credit hours**

This course contextually begins during the early modern period (18th century) and ends with the revolutions of the modern world (1900s). Special emphasis will be placed on the history and consequences of the new science, international relations, imperialism, modern philosophy, psychology, art, and music.

**HUMN 2305 Humanities V – 3 credit hours**

This course contextually begins during the Great Wars of the modern period (the age of Anxiety) and ends with current cultural trends. Special attention will be placed on racial relationships, global thinking, the internet, and educational trends.

**MATH 1332 Mathematical Principles – 3 credit hours**

A study of the following mathematical concepts: problem solving and critical thinking skills, sequences, consumer mathematics, financial management, measurement, geometry, counting methods, probability theory, and statistics.

**PHIL 2304 Introduction to Philosophy – 3 credit hours**

(Suggested prerequisites: THEO 1311, THEO 1312, THEO 1313) An introduction to the nature, definition, importance, and content of worldview systems and their implications in particular (e.g., deism, naturalism, pantheism, postmodernism). This course will highlight the critical importance of "worldview thinking" by giving special attention to the role of philosophical reasoning. (This class was formerly PHIL 2304 Worldview).

**PHIL 3305 Christian Ethics – 3 credit hours**

(Required Prerequisites: PHIL 2304, THEO 1311, THEO 1312; Suggested Prerequisites: PHIL 2304, THEO 1313) The course surveys the main models of Christian ethics, considers its foremost alternatives, and reflects upon case studies. Students will develop an informed biblical ethical system, applying biblical precepts, principles, and examples to a variety of ethical dilemmas. (This class was formerly TH 315 and PHIL 2305.)

**PHIL 3306 Faith and Film – 3 credit hours**

This course will introduce students to the concepts and implications of worldview ideas through the medium of films. Students will not only investigate how the film medium wrestles with philosophical and theological

ideas, but how they communicate them (e.g., film shots, setting, movement, editing, sound, and acting), impacting our culture, identity, goals, relationships, and values. This course does not require prerequisite knowledge or coursework in philosophy, film, or theology.

**SPAN 1301 Beginning Spanish 1 – 3 credit hours**

This course has been designed for students of Spanish as a Second Language. Introduction to Spanish follows a communicative approach. Students will interact in Spanish in a meaningful context with the instructor and classmates. By the end of this course students will have a general knowledge of the grammar, culture and language structure of the Spanish language and will be able to communicate effectively in Spanish according to this level.

**SPAN 2307 Spanish Composition for Hispanic Heritage Learners 1 – 3 credit hours**

This course is designed to introduce students to general skills in academic writing in Spanish. In this course, the student will be exposed to the practices of reading, analysis and writing through descriptive, narrative, expository, and argumentative writing assignments. The course will serve as a very thorough review of Spanish grammar and vocabulary, especially in the areas of complex grammatical structures, use of tenses, moods and textual markers.

**SPAN 2308 Spanish Composition for Hispanic Heritage Learners 2 – 3 credit hours**

The purpose of this course is to enrich students in a positive way to learn different techniques to improve writing skills in Spanish. Course topics will be based on cultural and historical differences that exist in the Spanish-speaking countries. At the same time the course will perform a critical development of the organization, structure and confrontation of the art of writing. The course is designed for native Spanish speaking students.

**SPAN 3307 Public Speaking in Spanish – 3 credit hours**

This course is designed to increase the student's understanding of the principles and processes of communicating effectively in public contexts and to facilitate development of the student's own effective public communication skills.

**Women's Ministry Courses**

**MSCE 2301 Spiritual Health for the Pastor's Wife – 3 credit hours**

This course is an assessment of personal spiritual disciplines and the obstacles that pastor's wives face that may hinder their personal development of these disciplines. Special emphasis will be placed on the practice of these spiritual disciplines. The students will have an opportunity to practice these disciplines with

each other and other women in their local church body. This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.

**MSCE 3141 Women's Spiritual Formation – 1 credit hour**

This course assists students in broadening their understanding of spirituality within the Christian tradition and how to connect this understanding to all aspects of their lives. Specifically, this course is designed to help the student to grow in intimacy with God and to mature in their spiritual life and relationships. Spiritual disciplines and practices will be discussed and practiced. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

**MSCE 3323 Women Teaching Women – 3 credit hours**

This course is a focused study that trains women in the process of conceiving, developing, implementing and evaluating a comprehensive plan for teaching other women. This course will focus on effective oral communication, preparation and delivery of a lesson to a female audience. Special emphasis will be given to effective vocal usage, listening skills, organization of material in a logical and disciplined manner and the biblical guidelines associated with women teaching women. Each student will have opportunities to speak before the class and receive evaluations by the instructor and other students. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

**MSCE 3343 Women in the Bible – 3 credit hours**

This course will focus on the examination of the lives and stories of many of the famous biblical women and other less known women of the Bible. Special emphasis will be placed on practical lessons the student can learn and apply based on examining the lives of the women of the Bible. Additionally, this course will examine the role of women in church history and the subsequent impact on women of today. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

**MSCE 3321 The Role for Women in Life and Ministry– 3 credit hours**

This course is a study of biblical womanhood emphasizing the role and ministry of women in the local church or parachurch ministry. Special interest will be given to the examination of the impact of feminist theology, current trends in women's ministries and concepts of egalitarian and complementarian theology. Additionally, this

course will examine Jesus' view of women. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.* (This class was formerly MSCE 3321 God's Role for Women in Life and Ministry)

#### **MSCE 3326 Feminist Theory–**

*3 credit hours*

This course is a study in the history and development of the American feminist movement. This course will examine the women's liberation movement and the variety of ways in which women have influenced public and political life cycles. Special emphasis will be given to the review of feminism and its impact on the Christian church, Christian home and its influence on ethical decisions of Christian women. Additionally, nuances of biblical and evangelical feminism will be explored. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

#### **MSCE 3361 Survey of the Ministry of the Pastor's Wife–**

*3 credit hours*

This course will examine literature relating to the current and historical issues pertaining to the pastorate and the wife of the pastor. The student will review copious amounts of literature relating to the ministry of the pastor's wife. Special emphasis will be given to reviewing literature relative to various challenges that the pastoral family encounters. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

#### **MSCE 3363 The Role of the Pastor's Wife in Life and Ministry–**

*3 credit hours*

This course is an assessment of the role of the pastor's wife and the different expectations that may be placed on her. The student will review different cultural viewpoints regarding expectations of a pastor's wife. Special emphasis will be given to the importance of biblical parenting, conflict management between the home and the church, and being a helper suitable to their pastor/husband. The student will develop a practical plan of biblical prioritization. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

#### **MSCE 4316 Developing Leadership Teams–**

*3 credit hours*

This course is a study of what biblical leadership looks like for women in the home, in the church and in the community. Special emphasis will be placed on assisting the pastor's wife with identifying godly character qualities that Christian women should strive to possess as women

who lead other women. Additionally this course will review specific leadership strategies the Pastor's wife could employ to effectively develop leadership teams with the women's ministry of her local church or parachurch organizations. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

#### **MSCE 4321 The Role of Women in Church Administration and Leadership–**

*3 credit hours*

This course is an assessment of church and parachurch ministries to establish wise procedures of administrative leadership for women; additionally, an assessment of biblical principles which will develop leaders in women's ministries. Special emphasis will be given to the evaluation of one's personal leadership style and the potential leadership abilities in others. Additionally, this course will examine the essential administrative skills required to lead meetings, develop budgets, use time wisely, make wise decisions, delegate work and work biblically as a team with staff and leadership. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

#### **MSBC 4321 Women Counseling Women –**

*3 credit hours*

This course will focus on the process of woman to woman counseling through the tools of instruction, encouragement, admonishment and appropriate support. Additionally, emphasis will be placed on biblical methods of change and practical suggestions will be given regarding the counseling process. The goal is to equip women to fulfill their scriptural mandate to disciple other women through woman to woman counseling to the glory of God. Time will be spent in the practice of one on one counseling. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

#### **MSCE 4323 Women's Ministry Planning and Program Design–**

*3 credit hours*

This course is a capstone course with a focused study that trains women in a process of conceiving, developing, implementing and evaluating a comprehensive plan for ministering to women. This course will focus on appropriate programs within the church context for each age and stage of women's ministry. Special emphasis will be given to biblical foundations, leadership development, discipleship (including the concepts of Titus 2:3-5), building good library resources, and implementation of a comprehensive plan for woman to woman ministry. *This course is designed to equip women to minister to other women, therefore we ask male students to respect*

*CBS' conviction and not select this course.* (This class was formerly as MSCE 3322 Women's Ministry Planning and Program Design).

**MSCE 4325 Special Issues in Ministering to Women—  
3 credit hours**

This course is a theological investigation of common issues women face and the practical biblical solutions for such issues. This course will investigate personal belief systems, biblical admonitions and ethical solutions to these various issues such as: women in the workforce, divorce, loneliness, suicide, addictions, abuse, abortion, adoption, self-esteem, self-image, self-love, sex-trafficking, and many others. Case studies will be utilized to enhance learning. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

**MSCE 4328 Stages of Women's Development—  
3 credit hours**

This course will focus on general characteristics of ongoing maturity of women: physical, mental and spiritual. Specifically, this course will examine the life stages and family cycles of women. Special emphasis will be placed on the major life cycle transitions that women face such as: leaving home, getting married and raising children, taking care of parents, entering and leaving school and the workforce. This course will also examine the biological, social, emotional and spiritual transitions that women encounter as they progress through the following life stages: childhood, adolescence, young adult, middle adult, old and older adulthood. Practical biblical solutions will be posited for solutions to issues that arise in these various life cycles and transitions as it relates to women. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

**MSCE 4331 Women Shepherding Women—  
3 credit hours**

This course will focus on the process of woman to woman evangelism, discipleship and mentorship. Various issues that may arise during the discipleship/mentorship process will be address by identifying specific biblical conflict resolution strategies. Additionally, this course will examine the differences in the generations and a biblical approach to discipling women of differing generations. Special emphasis will be placed on assessing the student's spiritual giftedness and personal spiritual maturity level. This course will further seek to help the student understand and identify differing communication styles and biblical patterns of discipleship and mentoring. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not*

*select this course.*

**MSCE 4334 Hospitality and Home Governance—3 credit hours**

This course is an overview of practical methods for managing the home as God prescribed in Titus and providing approaches to serving and ministering within the home environment. Special emphasis will be placed on menu organization, nutrition and food selection and preparation. Additionally, this course will focus on principles of stewardship as it relates to event planning at home or church, etiquette, hospitality in writing, resource management, and advanced planning techniques. Ultimately, this course will examine hospitality and home governance from a theological and practical point of view. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

**MSCE 4361 The Role of the Pastor's Wife in Church Administration –  
3 credit hours**

This course is an assessment of general church administration matters. Specifically this course will address matters that pertain to the church administration matters that may affect the pastor's wife if they are not handled wisely. Special issues will be covered such as: tax matters relating to pastoral salary package structures, insurance, potential liability concerns and many others. Additionally, this course will examine conflict management strategies the pastor's wife should possess when faced with difficult situations with church staff and leadership teams that work with her husband. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

**MSCE 4363 The Role of the Pastor's Wife in Woman to Women Relationships –  
3 credit hours**

This course is a study designed to examine the importance of the role of the Pastor's wife in the lives of the women within her local church body. Students will examine their influence on other women whether directly or indirectly just because they are the Pastor's wife. Special emphasis will be placed on understanding various strategies the Pastor's wife can take to mentor other women. Additionally, the student will be introduced to various issues and their biblical solutions they may face when mentoring women. *This course is designed to equip women to minister to other women, therefore we ask male students to respect CBS' conviction and not select this course.*

**BACHELOR OF SCIENCE VIA ADCP****ENGL 3330 Advanced Research and Writing – 3 credit hours**

This advanced research and writing course equips students to access efficiently and accurately research tools in order to write summaries, expositions, arguments, and literary analyses. Moreover, this class focuses on important principles and practices for scholarly research.

**Bible/Theology Courses****BIBL 3301 Biblical Interpretation – 3 credit hours**

A study of the literal-grammatical-historical system of biblical interpretation with guided practice in the application of this system to representative passages. (This class was formerly BIBL 3301 Advanced Biblical Hermeneutics).

**BIBL 3311 Special Issues in the Pentateuch – 3 credit hours**

A study examining special issues found in the Pentateuch (Genesis-Deuteronomy). Includes analysis and synthesis of each book along with an overview of the cultural, historical, geographical, and archaeological backgrounds of the period. (This class was formerly BIBL 3311 Special Issues in the Old Testament: Historical Literature).

**BIBL 3312 Special Issues in the Historical and Wisdom Literature – 3 credit hours**

A study examining special issues found in the Old Testament historical and wisdom literature (Joshua-Song of Solomon). Includes analysis and synthesis of each book along with an overview of the cultural, historical, geographical, and archaeological backgrounds of the period. (This class was formerly BIBL 3312 Special Issues in the Old Testament: Poetic & Wisdom Literature).

**BIBL 3313 Special Issues in the Prophetic Literature – 3 credit hours**

A study examining special issues found in the Old Testament prophetic literature (Isaiah-Malachi). Includes analysis and synthesis of each book along with an overview of the cultural, historical, geographical, and archaeological backgrounds of the period. (This class was formerly BIBL 3313 Special Issues in the Old Testament Prophetic Literature).

**BIBL 3321 Special Issues in the Gospels – 3 credit hours**

A study examining special issues found in the Gospels (Matthew-John). Includes analysis and synthesis of each book along with an overview of the cultural, historical, geographical, and archaeological backgrounds of the period. (This class was formerly BIBL 3321 Special Issues in the New Testament: Gospel Literature).

**BIBL 3322 Special Issues in Acts and Pauline Epistles– 3 credit hours**

A study examining special issues found in Acts and the Pauline epistles (Romans-Philemon). Includes analysis and synthesis of each book along with an overview of the cultural, historical, geographical, and archaeological backgrounds of the period. (This class was formerly BIBL 3322 Special Issues in the New Testament: Acts & Pauline Literature).

**BIBL 3323 Special Issues in the General Epistles Literature and Revelation – 3 credit hours**

A study examining special issues found in the general epistles (Hebrews-Revelation). Includes analysis and synthesis of each book along with an overview of the cultural, historical, geographical, and archaeological backgrounds of the period. (This class was formerly BIBL 3323 Special Issues in the New Testament: General Epistolary Literature and Revelation).

**THEO 3330 Major Bible Themes – 3 credit hours**

A study of the major themes found in the Bible with special emphasis on the biblical covenants. (This class was formerly THEO 3339 Biblical Foundations for Theology).

**THEO 3331 Theological Method – 3 credit hours**

A study of theological method with special emphasis on contemporary theological systems. (This class was formerly THEO 3331 Contemporary Issues in Theology).

**Ministry Skills Courses in Biblical Counseling****MSBC 4341 Advanced Concepts in Biblical Counseling I – 3 credit hours**

A study in advanced concepts of biblical counseling which emphasizes a scriptural understanding of the nature of man, the sufficiency of the Bible in counseling man's inner problems, and application of a Biblical Framework for diagnosing and treating the root cause of the immaterially-induced human problems and their physiological concomitants. In this context, the student will begin to gain experience in counseling others.

**MSBC 4342 Advanced Concepts in Biblical Counseling II – 3 credit hours**

A study in advanced concepts of biblical counseling which emphasizes a scriptural understanding of the four basic kinds of human relationships, the God-given roles in the family, how to diagnose the root cause of problems in the family, and what kind of practical homework can be given to address problems. In this context, the student will continue to gain experience in counseling others.

**MSBC 4343 Applications in Biblical Counseling: Anxiety Disorders – 3 credit hours**

A study in advanced applications of biblical counseling which emphasizes a scriptural understanding of the immaterially caused defining features of, the root cause of, and the basic biblical solution for human anxiety disorders, somatoform disorders, dissociative disorders, and common counseling problems. In this context, the student will continue to gain experience in counseling others.

**MSBC 4344 Applications in Biblical Counseling: Mood Disorders – 3 credit hours**

A study in advanced applications of biblical counseling which emphasizes a scriptural understanding of the immaterially caused defining features of, the root cause of, and the basic biblical solution for human mood disorders, sexual disorders, common counseling problems, and poor self-image. In this context, the student will continue to gain experience in counseling others.

**MSBC 4345 Applications in Biblical Counseling: Substance Related Disorders – 3 credit hours**

A study in advanced applications of biblical counseling which emphasizes a scriptural understanding of the immaterially caused defining features of, the root cause of, and basic biblical solution for human substance-related disorders, personality disorders, and common counseling problems. In this context, the student will continue to gain experience in counseling others.

**MSBC 4346 Applications in Biblical Counseling: Disorders of Childhood and Youth – 3 credit hours**

A study in advanced applications of biblical counseling which emphasizes a scriptural understanding of the immaterially caused defining features of, the root cause of, and the basic biblical solution for disorders usually first diagnosed in infancy, childhood, or adolescence, eating disorders, sleep disorders, impulse-control disorders, and common counseling problems. In this context, the student will continue to gain experience in counseling others.

**MSBC 4347 Applications in Biblical Counseling: Psychotic Disorders – 3 credit hours**

A study in advanced applications of biblical counseling which emphasizes a scriptural understanding of the immaterially caused defining features of, the root cause of, and the basic biblical solution for psychotic disorders, culture-bound syndromes, and common counseling problems. In this context, the student will continue to gain experience in counseling others.

**MSBC 4348 Applied Counseling Research Project – 3 credit hours**

This course is designed to enhance the skills necessary to research and develop a major research paper/case study and accompanying oral presentation that demonstrates the student's ability to identify a ministry-related theme and apply research methods to that theme. The selected topic should be of value to the student in their field of interest and submitted in accurate, written professional form that demonstrates the adequate attainment of biblical principles, knowledge and understanding.

**Leadership Skills Courses in Christian Leadership**

**LSCL 4340 (formerly MSCL 4340) Introduction to Christian Leadership and Leader Development – 3 credit hours**

An introduction to the subject of Christian leadership as well as a systematic study of the biblical philosophy of leadership; an in-depth analysis of each student's pilgrimage including discussion and discovery of one's identity, integrity, and intimacy characteristics; and an in-depth analysis of the qualifications of Christ-like character. This course provides technical and specific investigation of these subjects as well as opportunity for personal development in these areas.

**LSCL 4341 (formerly MSCL 4341) Personal Pilgrimage and Character in Leadership – 3 credit hours**

A continued introduction to the subject of Christian leadership as well as a systematic study of the biblical philosophy of leadership; an in-depth analysis of each student's pilgrimage including discussion and discovery of one's identity, integrity, and intimacy characteristics; and an in-depth analysis of the qualifications of Christ-like character. This course provides technical and specific investigation of these subjects as well as opportunity for personal development in these areas.

**LSCL 4342 (formerly MSCL 4342) Relationships and Visioning in Leadership – 3 credit hours**

An introduction to the subject of the Christian leader's relationships as well as a systematic study of the relationships and roles in the leader's family, church, and workplace; the development of vision for life and ministry; and principles for communicating vision. This course provides technical and specific investigation of these subjects as well as opportunity for personal development in these areas.

**LSCL 4343 (formerly MSCL 4343) Interpersonal Skills for Leadership – 3 credit hours**

An examination of the purpose, organization, and culture of the church and organizations as well as an analysis and implementation of the leadership skills required for the planning process; strategic, tactical, and operational planning; effective communication; conflict resolution;

time management; decision-making; problem-solving; delegation, responsibility, and accountability; organizational behavior and change; management theory and computer awareness. This course provides technical and specific investigation of these subjects as well as opportunity for personal development in these areas.

**LSCL 4344 (formerly MSCL 4344) Organizational Skills for Leadership – 3 credit hours**

An examination of the purpose, organization, and culture of the church and organizations as well as an analysis and implementation of the leadership skills required for the planning process; strategic, tactical, and operational planning; effective communication; conflict resolution; time management; decision-making; problem-solving; delegation, responsibility, and accountability; organizational behavior and change; management theory; computer awareness and more. This course provides technical and specific investigation of these subjects as well as opportunity for personal development in these areas.

**LSCL 4345 (formerly MSCL 4345) Case Studies in Leadership and Ethics – 3 credit hours**

Students have opportunities to practice their understanding of leadership theory, concepts, contexts, and competencies via written and video case study. Through engagement, analysis, reflection, and the creation of their own case studies, students should gain further understanding of the moral and ethical responsibilities of leadership and become better prepared to exercise servant leadership. The course is intended to help students learn to use their biblical and theoretical insight to interpret people and situations from multiple perspectives, to envision multiple possibilities for a given situation, and to synthesize ideas into meaningful concepts and theories.

**LSCL 4346 (formerly MSCL 4346) Applied Leadership Research Project: Part 1 – 3 credit hours**

Designed to enhance the skills necessary to research and develop a major research paper/case study and accompanying oral presentation and demonstrates the student's ability to identify a ministry-related theme and apply research methods to that theme. The topic should be of value to the student in their field of interest and submitted in accurate, written professional form that demonstrates the adequate attainment of biblical principles, knowledge and understanding.

**LSCL 4347 (formerly MSCL 4347) Applied Leadership Research Project: Part 2 – 3 credit hours**

A course that continues to enhance the skills necessary to research and develop a major research paper/case study and accompanying oral presentation, and demonstrates the student's ability to identify a ministry-related theme

and apply research methods to that theme. The topic should be of value to the student in a field of interest and submitted in accurate, written professional form that demonstrates the adequate attainment of biblical principles, knowledge and understanding.

**Leadership Skills Courses in Organizational Leadership**

**LSOL 3301 Introduction to Christian Leadership – 3 credit hours**

A thorough introduction to the subject of Christian leadership, as well as a systematic study of the biblical philosophy of leadership. Contemporary theories of leadership are evaluated through the Bible as students form a personal philosophy of leadership.

**LSOL 3302 Organizations as Strategic Christian Stewardships – 3 credit hours**

An analysis of the visioning process that integrates the tenets of faith, ethics, and the practice of leadership. This course defines vision and explores its power within organizations, affirms the business and organizational objectives necessary for success, and challenges students to see organizations as strategic stewardships of Christian ministry.

**LSOL 3308 Organizational Purpose and the Visioning Process – 3 credit hours**

A thorough examination of the power of clear purpose in organizations through the establishment of and integrity toward vision, mission and values. This course helps students understand human motivation, organizational mission, and the leadership skills required for the change process. Organizational skills such as visioning, understanding culture, communication, and team leadership are examined.

**LSOL 4301 Human Resource Management – 3 credit hours**

(Suggested Prerequisites: COSC 1317, LSOL 3301) An overview of the role of the HR department in an organization. The course provides practical instruction on how to comply with the various benefit, labor, and anti-discrimination laws; manage a compensation program; increase employee satisfaction; accurately keep and maintain personnel files; and properly discipline and terminate employees.

**LSOL 4302 Financial Management for Organizations – 3 credit hours**

(Suggested Prerequisites: MATH 1332, COSC 1317, LSOL 3301) Assists students in acquiring the skills necessary for the analysis and interpretation of organizational financial reports and plans, as well as understanding how to implement financial practices necessary in the for-profit and not-for-profit settings. Students will learn the principles for reading and analyzing the most common financial reports prepared by most corporations, the

budgeting process, and how organizations forecast revenues and resource needs through financial analysis.

**LSOL 4303 Principles of Marketing – 3 credit hours**

(Suggested Prerequisites: MATH 1332, COSC 1317, LSOL 3301) An overview of the major concepts, principles, and theories of marketing (product, price, placement, promotion), e-commerce, and ethical behavior in marketing (truthful advertising, non-harmful products). Students apply fundamental marketing concepts to case studies and real marketplace situations to formulate and write a marketing strategy.

**LSOL 4304 Project Planning and Management –**

*3 credit hours*

(Suggested Prerequisites: MATH 1332, COSC 1317, LSOL 3301) An overview of project management that explains the role of the project manager. The course introduces the four stages of the Project Life Cycle (defining, planning, executing, and delivering) as well as how to develop a project plan, manage risk, allocate resources, and schedule project duration.

**LSOL 4306 Applied Organizational Leadership Research Project – 3 credit hours**

(Required Prerequisites: LSOL 3301, 3302, 3303, 3304, 3305, 4301, 4302, 4303, 4304, 4305) This course serves as the capstone for the Bachelor of Science in the Organizational Leadership program. Students survey the applicable literature, conduct original research, and develop an individual research project involving investigation of a leadership or organizational issue approved by the instructor in one of these core competencies: Team Leadership, Project Planning, Marketing, or Human Resources. Each student writes a report suitable for publication, presentation to a potential employer, or submission with an application to a graduate school. The Applied Leadership Practicum is an opportunity for students to synthesize the knowledge they have acquired from the curriculum with field research, observation and/or their own work experience. This class was formerly titled LSOL 4306 Applied Leadership Practicum.



# ACADEMIC CALENDAR



TRUTH. TRAINING. TRANSFORMATION.

**FALL 2015 ACADEMIC CALENDAR**

June	Mon 22	<b>DEADLINE:</b> FALL 2015 course syllabi entered into Sonis Web	
August	Mon 17	<b>Fall 2015 Semester Start Date</b>	
	Mon - Fri 17 - 21	<b>INTERSESSION CLASSES BEGIN</b>	
	Mon 17/Wed 19	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session I only	
	Tue 18/Thu 20	ADCP Session 1 Begins	
	Sat 22	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees (Traditional Programs & Online Session) <b>DEADLINE:</b> Administrative Withdrawal due to non-payment for registered students	
	Mon 24	<b>FIRST DAY OF CLASSES (Traditional Programs &amp; Online Session 1)</b>	WK 1
		<b>DEADLINE:</b> To Add An Online Session 1 Course	WK 1
	Mon 24/Wed 26	<b>DEADLINE:</b> ADCP Session I Last day to withdraw with "W" appearing on transcript	WK 1
	Sat 29	<b>DEADLINE:</b> To Add A Traditional Program Course	WK 1
	Mon 31	<b>DEADLINE:</b> Online Session 1 Last day to withdraw with "W" appearing on transcript	WK 2
	September	Mon 7	<b>Labor Day (HOLIDAY - NO SCHEDULED CLASSES)</b>
Tue 15/Thu 17		ADCP Session I Ends	WK 4
Thu 17		CENSUS DATE	WK 4
Sat 19		<b>DEADLINE:</b> Last Day to Drop a Traditional Program course without a "W" appearing on transcript	WK 4
Mon 21/Wed 23		<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session II only	WK 5
Tue 22/Thu 24		ADCP Session II Begins	WK 5
Tue 29		<b>DEADLINE:</b> ADCP Session II Last day to withdraw with "W" appearing on transcript	WK 6
October	Thu 1	<b>DEADLINE:</b> ADCP Session II Last day to withdraw with "W" appearing on transcript	
	Sat 10	Online Session 1 Ends <b>DEADLINE:</b> Last Day to Register for Online Session 2	WK 7
	Sat 17	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees Online Session 2 only	WK 8
	Sat 17	<b>DEADLINE:</b> MID-TERM GRADE SUBMISSION VIA SONISWEB	WK 8
	Mon 19	<b>DEADLINE:</b> SPRING 2016 course syllabi entered into Sonis Web	WK 9
	Mon 19	Online Session 2 Begins <b>DEADLINE:</b> To Add An Online Session 2 Course	WK 9
	Mon, Tue, Thu 19, 20, 22	Graduate School Fair	WK 9
	Tue 20/Thu 22	ADCP Session II Ends	WK 9
	Mon 26	<b>DEADLINE:</b> Online Session 2 Last day to withdraw with "W" appearing on transcript	WK 10
	Mon 26/Wed 28	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session III only	WK 10
	Tue 27/Thu 29	ADCP Session III Begins	WK 10
	Sat 31	<b>DEADLINE:</b> Last day to withdraw a Traditional Program course with "W" appearing on transcript	WK 10
November	Tue 3/Thu 5	<b>DEADLINE:</b> ADCP Session III Last day to withdraw with "W" appearing on transcript	WK 11
	Mon 23	Spring 2016 Online Registration Begins	WK 14
	Mon - Sat 23 - 28	<b>Thanksgiving (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 14
December	Tue 1/Thu 3	ADCP Session III Ends	WK 15
	Sat 5	<b>LAST DAY OF CLASSES (Traditional Programs &amp; Online Session II)</b>	WK 15
	Sat 12	<b>DEADLINE:</b> FALL 2015 FINAL GRADE SUBMISSION 5:00 PM VIA SONISWEB	WK 16
	Sun 27	Spring 2016 Online Registration Ends	
January	Mon - Thu 4 - 7	Spring 2016 Late Registration (Late Registration Fees Apply)	

## SPRING 2016 ACADEMIC CALENDAR

October	Mon 19	<b>DEADLINE:</b> SPRING 2016 course syllabi entered into Sonis Web	
January		<b>Spring 2016 Semester Start Date</b>	
	Mon - Fri 4-8	<b>INTERSESSION CLASSES BEGIN</b>	
	Mon 4/Wed 6	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session I only	
	Tue 5/Thu 7	ADCP Session 1 Begins	
	Sat 9	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees (Traditional Programs & Online Session)	
	Mon 11	<b>FIRST DAY OF CLASSES (Traditional Programs &amp; Online Session 1)</b>	WK 1
		<b>DEADLINE:</b> To Add An Online Session 1 Course	WK 1
	Tue 12/Thu 14	<b>DEADLINE:</b> ADCP Session I Last day to withdraw with "W" appearing on transcript	WK 1
	Sat 16	<b>DEADLINE:</b> To Add A Traditional Program Course	WK 1
	Mon 18	<b>DEADLINE:</b> Online Session 1 Last day to withdraw with "W" appearing on transcript	WK 2
Mon 18	<b>Martin Luther King Jr. Day (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 2	
February	Thu 4	CENSUS DATE	WK 4
	Tue 2/Thu 4	ADCP Session I Ends	WK 4
	Sat 6	<b>DEADLINE:</b> Last Day to Drop a Traditional Program course without a "W" appearing on transcript	WK 4
	Mon 8/Wed 10	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session II only	WK 5
	Tue 9/Thu 11	ADCP Session II Begins	WK 5
	Tue 16/Thu 18	<b>DEADLINE:</b> ADCP Session II Last day to withdraw with "W" appearing on transcript	WK 6
	Sat 27	Online Session 1 Ends <b>DEADLINE:</b> Last Day to Register for Online Session 2	WK 7
March	Sat 5	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees Online Session 2 only	WK 8
	Sat 5	<b>DEADLINE:</b> SPRING 2016 MID-TERM GRADE SUBMISSION VIA SONISWEB	WK 8
	Mon 7	<b>DEADLINE:</b> SUMMER 2016 course syllabi entered into Sonis Web	WK 9
	Mon 7	Online Session 2 Begins <b>DEADLINE:</b> To Add An Online Session 2 Course	WK 9
	Tue 8/Thu 10	ADCP Session II Ends	WK 9
	Mon 14	<b>DEADLINE:</b> Online Session 2 Last day to withdraw with "W" appearing on transcript	WK 10
	Mon 14	Summer 2016 Online Registration Begins	WK 10
	Mon 15/Wed 16	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session III only	WK 10
	Tue 15/Thu 17	ADCP Session III Begins	WK 10
	Sat 19	<b>DEADLINE:</b> Last day to withdraw a Traditional Program course with "W" appearing on transcript	WK 10
	Mon,Tue,Thu 21, 22, 24	Graduate School Fair	WK 11
	Tue 22/Thu 24	<b>DEADLINE:</b> ADCP Session III Last day to withdraw with "W" appearing on transcript	WK 11
	Sat 26	<b>Easter (HOLIDAY - NO SCHEDULE CLASSES)</b>	WK 11
April	Tue 12/Thu 14	ADCP Session III Ends	WK 14
	Mon 18	LAST DAY OF CLASSES (Traditional Programs & Online Session II)	WK 15
	Sun 24	Summer 2016 Online Registration Ends	WK 16
	Mon - Thu 25 - 29	Summer 2016 Late Registration (Late Registration Fees Apply)	WK 16
	Mon 25	<b>DEADLINE:</b> SPRING 2016 FINAL GRADE SUBMISSION 5:00 PM VIA SONISWEB	WK 16
May	Sat 9	<b>Commencement</b>	

### SUMMER 2016 ACADEMIC CALENDAR

March	Mon 7	<b>DEADLINE:</b> SUMMER 2016 course syllabi entered into Sonis Web	
April		<b>Summer 2016 Semester Start Date</b>	
	Mon - Fri 25-29	<b>INTERSESSION CLASSES BEGIN</b>	
	Mon 25/Wed 27	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session I only	
	Tue 26/Thu 28	ADCP Session 1 Begins	
	Sat 30	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees (Traditional Programs & Online Session ) <b>DEADLINE:</b> Administrative Withdrawal due to non-payment for registered students	
May	Tue 3/Thu 5	<b>DEADLINE:</b> ADCP Session I Last day to withdraw with "W" appearing on transcript	
	Mon 2	<b>FIRST DAY OF CLASSES (Traditional Programs &amp; Online Session 1)</b>	WK 1
	Sat 7	<b>DEADLINE:</b> To Add An Online Session 1 Course	WK 1
	Mon 9	<b>DEADLINE:</b> To Add A Traditional Program Course	WK 1
	Mon 9	<b>DEADLINE:</b> Online Session 1 Last day to withdraw with "W" appearing on transcript	WK 2
	Tue 24/Thu 26	ADCP Session I Ends	WK 3
	Thu 26	CENSUS DATE	WK 4
	Sat 28	<b>DEADLINE:</b> Last Day to Drop a Traditional Program course without a "W" appearing on transcript	WK 4
	Mon 30	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session II only	Wk 4
Mon 30	<b>Memorial Day (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 4	
June	Wed 1	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session II only	WK 4
	Thu 2	ADCP Session II Begins	WK 4
	Tue 7/Thu 9	<b>DEADLINE:</b> ADCP Session II Last day to withdraw with "W" appearing on transcript	WK 5
	Sat 18	Online Session 1 Ends <b>DEADLINE:</b> Last Day to Register for Online Session 2	WK 7
	Sat 25	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees Online Session 2 only	WK 8
	Sat 25	<b>DEADLINE:</b> SUMMER 2016 MID-TERM GRADE SUBMISSION VIA SONISWEB	WK 8
	Mon 27	Online Session 2 Begins <b>DEADLINE:</b> To Add An Online Session 2 Course	WK 9
	Mon 27	Fall 2016 Online Registration Begins	WK 9
	Tue 28/Thu 30	ADCP Session II Ends	WK 8
July	Mon 4	<b>Independence Day (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 9
	Mon 4	<b>DEADLINE:</b> FALL 2016 course syllabi entered into Sonis Web	WK 9
	Mon 4	<b>DEADLINE:</b> Online Session 2 Last day to withdraw with "W" appearing on transcript	WK 10
	Mon 4/Wed 6	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session III only	WK 9
	Tue 5/Thu 7	ADCP Session III Begins	WK 7
	Sat 9	<b>DEADLINE:</b> Last day to withdraw a Traditional Program course with "W" appearing on transcript	WK 16
	Tue 12/Thu 14	<b>DEADLINE:</b> ADCP Session III Last day to withdraw with "W" appearing on transcript	WK 10
August	Tue 7/Thu 9	ADCP Session III Ends	WK 14
	Mon 15	<b>LAST DAY OF CLASSES (Traditional Programs &amp; Online Session II)</b>	WK 15
	Mon 22	<b>DEADLINE:</b> SUMMER 2016 FINAL GRADE SUBMISSION 5:00 PM VIA SONISWEB	WK 16
	Sun 21	Fall 2016 Online Registration Ends	WK 15
	Mon - Thu 22-25	Fall 2016 Late Registration (Late Registration Fees Apply)	WK 16

## FALL 2016 ACADEMIC CALENDAR

July	Mon 4	<b>DEADLINE:</b> FALL 2016 course syllabi entered into Sonis Web	
August	Sat 27	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees (Traditional Programs & Online Session ) <b>DEADLINE:</b> Administrative Withdrawal due to non-payment for registered students	
	Mon 22	<b>Semester Start Date</b>	
	Mon - Fri 22-26	<b>INTERSESSION CLASSES BEGIN</b>	
	Mon 29	<b>FIRST DAY OF CLASSES (Traditional Programs &amp; Online Session 1)</b>	WK 1
	Mon 29	<b>DEADLINE:</b> To Add An Online Session 1 Course	WK 1
	Mon 29	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session I only	WK 1
	Mon 29	ADCP Session 1 Begins	WK 1
	September	Sat 3	<b>DEADLINE:</b> To Add A Traditional Program Course
Sun 4		<b>DEADLINE:</b> Online Session 1 Last day to withdraw with "W" appearing on transcript	WK 2
Sun 4		<b>DEADLINE:</b> ADCP Session I Last day to withdraw with "W" appearing on transcript	WK 2
Mon 5		<b>Labor Day (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 2
Thu 22		CENSUS DATE	WK 4
Sat 24		<b>DEADLINE:</b> Last Day to Drop a Traditional Program course without a "W" appearing on transcript	WK 4
Sat 24		ADCP Session I Ends	WK 4
Sat 24		<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session II only	WK 4
Sat 24		ADCP Session II Begins	WK 4
Sat 24		<b>DEADLINE:</b> ADCP Session II Last day to withdraw with "W" appearing on transcript	WK 4
October	Sat 15	Online Session 1 Ends <b>DEADLINE:</b> Last Day to Register for Online Session 2	Wk 7
	Sat 15	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees Online Session 2 only	WK 7
	Sat 22	<b>DEADLINE:</b> FALL 2016 MID-TERM GRADE SUBMISSION VIA SONISWEB	WK 8
	Mon 24	Online Session 2 Begins <b>DEADLINE:</b> To Add An Online Session 2 Course	WK 9
	Mon 24	<b>DEADLINE:</b> SPRING 2017 course syllabi entered into Sonis Web	WK 9
	M, T, Thu 24, 25, 27	Graduate School Fair	WK 9
	Sun 30	<b>DEADLINE:</b> Online Session 2 Last day to withdraw with "W" appearing on transcript	WK 10
Sun 30	ADCP Session II Ends	WK 10	
November	Sat 5	<b>DEADLINE:</b> Last day to withdraw a Traditional Program course with "W" appearing on transcript	WK 10
	Sat 5	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session III only	WK 10
	Sat 5	ADCP Session III Begins	WK 10
	Sat 5	<b>DEADLINE:</b> ADCP Session III Last day to withdraw with "W" appearing on transcript	WK 10
	Mon 14	Spring 2017 Online Registration Begins	WK 12
	Mon - Sat 21 - 26	<b>Thanksgiving (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 13
December	Mon 12	<b>LAST DAY OF CLASSES (Traditional Programs &amp; Online Session II)</b>	WK 15
	Mon 12	ADCP Session III Ends	WK 15
	Thu 15	<b>DEADLINE:</b> FALL 2016 FINAL GRADE SUBMISSION 5:00 PM VIA SONISWEB	WK 16
January	Sun 1	Spring 2017 Online Registration Ends	WK 16
	Mon - Thu 2- 5	Spring 2017 Late Registration (Late Registration Fees Apply)	WK 16

**SPRING 2017 ACADEMIC CALENDAR**

October	Mon 24	<b>DEADLINE:</b> SPRING 2017 course syllabi entered into Sonis Web	
January	Mon 2	<b>Spring 2017 Semester Start Date</b>	
	Mon - Fri 2-6	<b>INTERSESSION CLASSES BEGIN</b>	
	Sat 7	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees (Traditional Programs & Online Session ) <b>DEADLINE:</b> Administrative Withdrawal due to non-payment for registered students	
	Mon 9	<b>FIRST DAY OF CLASSES (Traditional Programs &amp; Online Session 1)</b>	WK 1
	Mon 9	<b>DEADLINE:</b> To Add An Online Session 1 Course	WK 1
	Mon 9	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session I only	WK 1
	Mon 9	ADCP Session 1 Begins	WK 1
	Sat 14	<b>DEADLINE:</b> To Add A Traditional Program Course	WK 1
	Sun 15	<b>DEADLINE:</b> Online Session 1 Last day to withdraw with "W" appearing on transcript	WK 2
	Mon 16	<b>Martin Luther King Jr. Day (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 2
	Mon 16	<b>DEADLINE:</b> ADCP Session I Last day to withdraw with "W" appearing on transcript	WK 2
February	Thu 2	CENSUS DATE	WK 4
	Sat 4	<b>DEADLINE:</b> Last Day to Drop a Traditional Program course without a "W" appearing on transcript	WK 4
	Sat 4	ADCP Session I Ends	WK 4
	Sat 4	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session II only	WK 4
	Sat 4	ADCP Session II Begins	WK 4
	Sat 4	<b>DEADLINE:</b> ADCP Session II Last day to withdraw with "W" appearing on transcript	WK 4
	Sat 25	Online Session 1 Ends <b>DEADLINE:</b> Last Day to Register for Online Session 2	WK 7
March	Sat 4	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees Online Session 2 only	WK 8
	Sat 4	<b>DEADLINE:</b> SPRING 2017 MID-TERM GRADE SUBMISSION VIA SONISWEB	WK 8
	Mon 6	Online Session 2 Begins <b>DEADLINE:</b> To Add An Online Session 2 Course	WK 9
	Sat 11	<b>DEADLINE:</b> Last day to withdraw a Traditional Program course with "W" appearing on transcript	WK 9
	Sun 12	<b>DEADLINE:</b> Online Session 2 Last day to withdraw with "W" appearing on transcript	WK 10
	Sun 12	ADCP Session II Ends	WK 10
	Mon 13	<b>DEADLINE:</b> SUMMER 2017 course syllabi entered into Sonis Web	WK 10
	Mon 13	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session III only	WK 10
	Mon 13	ADCP Session III Begins	WK 10
	Mon 13	<b>DEADLINE:</b> ADCP Session III Last day to withdraw with "W" appearing on transcript	WK 10
	Mon 13	Summer 2017 Online Registration Begins	WK 10
April	Sat - Sun 15-16	<b>Easter (HOLIDAY - NO SCHEDULE CLASSES)</b>	WK 14
	Mon 17	<b>LAST DAY OF CLASSES (Traditional Programs &amp; Online Session II)</b>	WK 15
	Sun 23	Summer 2017 Online Registration Ends	WK 15
	Sun 23	ADCP Session III Ends	WK 15
	Mon - Thu 24-27	Summer 2017 Late Registration (Late Registration Fees Apply)	WK 15
	Mon 24	<b>DEADLINE:</b> SPRING 2017 FINAL GRADE SUBMISSION 5:00 PM VIA SONISWEB	WK 16
May	Sat 13	<b>Commencement</b>	

## SUMMER 2017 ACADEMIC CALENDAR

March	Mon 13	<b>DEADLINE:</b> SUMMER 2017 course syllabi entered into Sonis Web	
May	Mon 1	<b>Summer 2017 Semester Start Date</b>	
	Mon - Fri 1 - 5	<b>INTERSESSION CLASSES BEGIN</b>	
	Sat 6	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees (Traditional Programs & Online Session ) <b>DEADLINE:</b> Administrative Withdrawal due to non-payment for registered students	
	Mon 8	<b>FIRST DAY OF CLASSES (Traditional Programs &amp; Online Session 1)</b>	WK 1
		<b>DEADLINE:</b> To Add An Online Session 1 Course	WK 1
	Mon 8	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session I only	WK 1
	Mon 8	ADCP Session 1 Begins	WK 1
	Sat 13	<b>Commencement</b>	WK 1
	Sat 13	<b>DEADLINE:</b> To Add A Traditional Program Course	WK 1
	Sun 14	<b>DEADLINE:</b> Online Session 1 Last day to withdraw with "W" appearing on transcript	WK 2
	Mon 29	<b>Memorial Day (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 4
	Mon 29	<b>DEADLINE:</b> ADCP Session I Last day to withdraw with "W" appearing on transcript	WK 4
June	Thu 1	CENSUS DATE	WK 4
	Sat 3	<b>DEADLINE:</b> Last Day to Drop a Traditional Program course without a "W" appearing on transcript	WK 4
	Sat 3	ADCP Session I Ends	WK 4
	Sat 3	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session II only	WK 4
	Sat 3	ADCP Session II Begins	WK 4
	Sat 3	<b>DEADLINE:</b> ADCP Session II Last day to withdraw with "W" appearing on transcript	WK 4
	Sat 24	Online Session 1 Ends <b>DEADLINE:</b> Last Day to Register for Online Session 2	WK 7
July	Sat 1	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees Online Session 2 only	WK 8
	Sat 1	<b>DEADLINE:</b> SUMMER 2017 MID-TERM GRADE SUBMISSION VIA SONISWEB	WK 8
	Mon 3	Fall 2017 Online Registration Begins	WK 9
	Mon 3	Online Session 2 Begins	WK 9
		<b>DEADLINE:</b> To Add An Online Session 2 Course	WK 9
	Tue 4	<b>Independence Day (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 9
	Sun 9	<b>DEADLINE:</b> Online Session 2 Last day to withdraw with "W" appearing on transcript	WK 10
	Sun 9	ADCP Session II Ends	WK 10
	Mon 10	<b>DEADLINE:</b> Fall 2017 course syllabi entered into Sonis Web	WK 10
	Sat 15	<b>DEADLINE:</b> Last day to withdraw a Traditional Program course with "W" appearing on transcript	WK 10
	Sat 15	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees ADCP Session III only	WK 10
Sat 15	ADCP Session III Begins	WK 10	
Sat 15	<b>DEADLINE:</b> ADCP Session III Last day to withdraw with "W" appearing on transcript	WK 10	
August	Mon 14	<b>LAST DAY OF CLASSES (Traditional Programs &amp; Online Session II)</b>	WK 15
	Mon 14	ADCP Session III Ends	WK 15
	Sun 20	Fall 2017 Online Registration Ends	WK 16
	Mon - Thu 21 - 25	Fall 2017 Late Registration (Late Registration Fees Apply)	
	Mon 21	<b>DEADLINE:</b> Summer 2017 FINAL GRADE SUBMISSION VIA SONISWEB	

**FALL 2017 ACADEMIC CALENDAR**

July	Mon 3	Fall 2017 Online Registration Begins	
	Tue 4	<b>Independence Day</b>	
	Mon 10	<b>DEADLINE:</b> FALL 2015 course syllabi entered into Sonis Web	
August	Mon 21	<b>Fall 2017 Semester Start Date</b>	
	Mon - Fri 21 - 25	<b>INTERSESSION CLASSES BEGIN</b>	
	Sun 27	<b>DEADLINE:</b> Last day to drop with 100% refund of tuition and fees (Traditional Programs & Online Session)	
	Mon 28	<b>FIRST DAY OF CLASSES (Traditional Programs &amp; Online Session 1)</b>	WK 1
		<b>DEADLINE:</b> Administrative withdrawal due to non-payment for registered students	WK 1
September	Mon 4	<b>Labor Day (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 2
	Sat 9	<b>DEADLINE:</b> To Add a 12-14 week course	WK 2
	Thu 21	CENSUS DATE	Wk 4
	Sat 23	<b>DEADLINE:</b> Last Day to drop a 12-14 week course without a "W" appearing on transcript	Wk 4
October	Sat 21	<b>DEADLINE:</b> MID-TERM GRADE SUBMISSION VIA SONISWEB	Wk 8
	Mon 23	<b>DEADLINE:</b> SPRING 2018 course syllabi entered into Sonis Web	Wk 9
	Mon, Tue, Thu 23, 24, 26	Graduate School Fair	WK 9
	Mon 30	<b>DEADLINE:</b> Last day to DROP a 12-14 week course with "W" appearing on transcript	WK 10
November	Mon 13	Spring 2018 Online Registration Begins	WK 13
	Thurs 23	<b>Thanksgiving (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 13
December	Sat 9	<b>LAST DAY OF CLASSES (Traditional Programs &amp; Online Session II)</b>	WK 15
	Sat 16	<b>DEADLINE:</b> FALL 2017 FINAL GRADE SUBMISSION 5:00 PM VIA SONISWEB	WK 16
	Sun 31	Spring 2018 Online Registration Ends	
January-18	Mon - Thu 1 - 4	Spring 2018 Late Registration (Late Registration Fees Apply)	
	Mon 8	Spring 2018 First day of class	



## SPRING 2018 ACADEMIC CALENDAR

October	Mon 23	<b>DEADLINE:</b> SPRING 2018 course syllabi entered into Sonis Web	
January	Tue 2	<b>Start of the Spring 2018 Semester</b>	
	Tue - Sat 2-6	<b>INTERSESSION CLASSES BEGIN</b>	
	Sat 6	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees (Traditional Programs & Online Session)	
		<b>DEADLINE:</b> Administrative withdrawal due to non-payment for registered students	
	Mon 8	<b>FIRST DAY OF CLASSES (Traditional Programs &amp; Online Session 1)</b>	WK 1
	Sat 13	<b>DEADLINE:</b> To Add a 12-14 week course	WK 1
	Mon 15	<b>Martin Luther King Jr. Day (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 2
February	Thu 1	CENSUS DATE	WK 4
	Sat 3	<b>DEADLINE:</b> Last day to drop a 12-14 week course without a "W" appearing on transcript	WK 4
March	Sat 3	<b>DEADLINE:</b> SPRING 2018 MID-TERM GRADE SUBMISSION VIA SONISWEB	WK 8
	Mon 12	Summer 2018 Online Registration Begins	WK 10
	Thu 15	<b>DEADLINE:</b> SUMMER 2018 course syllabi entered into Sonis Web	WK 10
	Sat 17	<b>DEADLINE:</b> Last day to drop a 12-14 week course with "W" appearing on transcript	WK 10
	Mon, Tue, Thu 19, 20, 22	Graduate School Fair	WK 11
	Sat 31 - Sun 1	<b>Easter (HOLIDAY - NO SCHEDULE CLASSES)</b>	WK 12
April	Mon 16	<b>LAST DAY OF CLASSES (Traditional Programs &amp; Online Session II)</b>	WK 15
	Sun 22	Summer 2018 Online Registration Ends	
	Mon - Thu 23-26	Summer 2018 Late Registration (Late Registration Fees Apply)	
	Mon 23	<b>DEADLINE:</b> SPRING 2018 FINAL GRADE SUBMISSION 5:00 PM VIA SONISWEB	
May	Sat 12	<b>Commencement</b>	

### SUMMER 2018 ACADEMIC CALENDAR

March	Thu 15	<b>DEADLINE:</b> SUMMER 2018 course syllabi entered into Sonis Web	
April	Mon 30	<b>Summer 2018 Semester Start Date</b>	
May	Mon April 30 - Fri 4	<b>INTERSESSION CLASSES BEGIN</b>	
	Sat 5	<b>DEADLINE:</b> Last day to withdraw with 100% refund of tuition and fees (Traditional Programs & Online Session) <b>DEADLINE:</b> Administrative withdrawal due to non-payment for registered students	
	Mon 7	<b>FIRST DAY OF CLASSES (Traditional Programs &amp; Online Session 1)</b>	WK 1
	Sat 12	<b>Commencement</b>	WK 1
	Sat 12	<b>DEADLINE:</b> To add a 12-14 week course	WK 1
	Mon 28	<b>Memorial Day (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 4
	Thu 31	CENSUS DATE	WK 4
June	Sat 2	<b>DEADLINE:</b> Last day to drop a 12-14 week course without a "W" appearing on transcript	WK 4
	Sat 30	<b>DEADLINE:</b> SUMMER 2018 MID-TERM GRADE SUBMISSION VIA SONISWEB	WK 8
July	Wed 4	<b>Independence Day (HOLIDAY - NO SCHEDULED CLASSES)</b>	WK 9
	Mon 8	Fall 2018 Online Registration Begins	WK 10
	Mon 8	<b>DEADLINE:</b> Fall 2018 course syllabi entered into Sonis Web	WK 10
	Sat 14	<b>DEADLINE:</b> Last day to drop a 12-14 week course with "W" appearing on transcript	WK 10
August	Mon 13	<b>LAST DAY OF CLASSES (Traditional Programs &amp; Online Session II)</b>	WK 15
	Sun 19	Fall 2018 Online Registration Ends	
	Mon - Thu 20 - 24	Fall 2018 Late Registration (Late Registration Fees Apply)	
	Mon 20	<b>DEADLINE:</b> Summer 2018 FINAL GRADE SUBMISSION VIA SONISWEB	



