

# STUDENT HANDBOOK

2016-2018



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*

GENERAL .....	1
CELEBRATING 40 YEARS OF TRUTH, TRAINING, AND TRANSFORMATION! .....	2
VISION .....	3
MISSION, VALUES, AND GOALS .....	3
Mission Introduction.....	3
Mission Statement .....	3
Implementation of the Mission .....	3
Institutional Values .....	3
Institutional Goals.....	3
Gender .....	4
Enrollment by Category .....	4
STATEMENT OF INSTITUTIONAL PHILOSOPHY OF STUDENT DEVELOPMENT.....	4
STATEMENTS OF FAITH.....	5
Doctrinal Statement.....	5
CBS Statement on Biblical, Holy, Human Sexuality.....	6
CBS Statement on the Sanctity of Human Life.....	8
CBS Statement on Biblical Gender Roles .....	9
DENOMINATIONAL AFFILIATIONS .....	11
NON-DISCRIMINATORY POLICY .....	11
Title IX Coordinator 832-252-4619 .....	11
Why is accreditation important? .....	11
Who are the accreditors? .....	12
DEPARTMENT CONTACT INFORMATION .....	12
Academic Advising – suite 102.....	12
Admissions – suite 114 .....	12
Advancement – Executive suite.....	12
Alumni Services – suite 114 .....	12
Bookstore – Atrium.....	12
Career Services – suite 113 .....	12
Christian Service Learning Program – suite 113 .....	12
Dean of Students – suite 113.....	12
Distance Education–suite 113.....	12
Financial Aid and Scholarships – suite 102 .....	12
Institutional Effectiveness – suite 113 .....	12
Library – suite 117.....	12
Registrar – suite 102 .....	12
Title IX Coordinator – suite 113 .....	13
Women’s Partnership .....	13
FACILITIES.....	13
CBS INFORMATIONAL LINKS .....	13
Hours of Operation .....	13
CBS Watchman Alert System .....	13
CBS Website.....	13
Annual Crime Report.....	13
Emergency Information .....	13
SOCIAL MEDIA LINKS.....	13
Facebook.....	13
Twitter.....	13
LinkedIn.....	13
CAMPUS MAP .....	13
HOUCK ACADEMIC CENTER FLOOR PLAN .....	14

First Floor .....	14
STUDENT LIFE .....	15
STUDENT LIFE .....	16
SPIRITUAL LIFE .....	16
Each student is expected to exhibit the following attributes (inside and outside of the classroom):.....	16
STUDENT SERVICES .....	16
Americans with Disabilities Act (ADA) .....	16
Annual Security Report .....	17
Bookstore .....	17
Building Usage and Access.....	17
Bulletin Board .....	17
CBS Watchman Emergency Alert System .....	17
Classroom, Library, and Common Area Visitation .....	17
Counseling Services.....	17
Emergency Information .....	18
Health Alert.....	18
Library/Learning Resource Center .....	18
Ministry Employment Opportunities .....	18
Parking .....	18
Student Identification (SID).....	18
Weapons on Campus .....	19
STUDENT CODE OF CONDUCT .....	19
Unacceptable Conduct.....	19
Right to Privacy .....	20
Copyright Infringement.....	20
Academic Integrity .....	20
COMPUTING AND ELECTRONIC POLICIES .....	21
Acceptable Use of the Internet.....	21
Unacceptable Use of the Internet .....	21
Communications .....	21
Social Media.....	21
Best Practices for Social Media Postings .....	22
Blogging.....	22
Compliance with other Policies .....	23
Prohibition of Blogging Using CBS Property .....	23
Electronic Mail .....	23
Cell Phone and Electronic Devices .....	23
COPYRIGHT POLICIES .....	23
Rights of Privacy and Publicity .....	23
Students Grant CBS The Right To Retain Copies Of Their Works .....	23
Trademarks .....	23
Students' Recordings Of Class Proceedings .....	24
INSTITUTIONAL POLICIES .....	24
Student Dress Code.....	24
Non-Discriminatory Policy .....	24
Harassment Policy.....	24
Definition of Discrimination:.....	24
Sexual Harassment.....	24
Sexual Violence Purpose .....	25
Policy.....	25

Title IX .....	25
STUDENT RESPONSIBILITY .....	25
STUDENT RIGHTS .....	26
Harassment Complaints.....	26
Academic Complaints .....	27
Institutional Complaints.....	27
ADMINISTRATION OF STUDENT CODE OF CONDUCT .....	27
Student Conduct .....	27
Referral for Violation of Student Code of Conduct.....	28
Resolution to Student Conduct Issues .....	28
CONSEQUENCES FOR FAILURE TO ADHERE TO STUDENT CODE OF CONDUCT.....	28
THE APPEAL PROCESS .....	29
NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	29
Drug and Alcohol Abuse Prevention .....	29
STUDENT FINANCIAL INFORMATION .....	31
TUITION AND FEES .....	32
Tuition .....	32
Miscellaneous Fees:.....	32
ACCOUNT INFORMATION .....	32
ADD/DROP, WITHDRAWALS, OR CHANGE BETWEEN AUDIT AND CREDIT POLICY .....	33
REFUND POLICY .....	33
Non-ADCP Courses.....	34
PAYMENT PLANS.....	35
Student Accounts.....	35
Enrollment in Payment Plan .....	35
Changes to Payment Plans.....	35
STUDENT ACCOUNTS AND DELINQUENT ACCOUNTS POLICY .....	35
RETURNED CHECKS .....	36
FORMS OF PAYMENT .....	36
FINANCIAL APPEALS PROCESS .....	36
FINANCIAL AID .....	36
TYPES OF FINANCIAL AID .....	37
PLUS Loans (Parent Loans).....	37
Veterans Education Benefits.....	37
Chapter 30.....	38
Chapter 33.....	38
Chapter 35.....	38
Department of Assistive Rehabilitative Services (DARS) .....	38
SCHOLARSHIPS.....	39
HOW TO APPLY FOR FINANCIAL AID.....	39
ELIGIBILITY .....	39
Eligibility for Federal Aid .....	39
Eligibility for Institutional Aid.....	39
Academic Eligibility for Financial Aid .....	39
Quantitative Academic Progress.....	40
Qualitative Academic Progress .....	40
Financial Aid Satisfactory Academic Progress (SAP) Appeal Process.....	40
Retaking Course Work .....	40
Pell Grant .....	40
Provisions Affecting all Financial Aid Programs: Ability to Benefit Changes .....	41

Qualifying Income for Automatic Zero EFC.....	41
Provisions Affecting Direct Loans Only .....	41
Maximum Eligibility Period to Receive Direct Subsidized Loans .....	41
Return of Title IV Funds and Withdrawal Record .....	41
Credit Balance Policy.....	42
STUDENT RESPONSIBILITIES.....	42
Reporting Student Financial Aid Changes.....	42
Entrance and Exit Interview .....	42
ACADEMIC REGULATIONS.....	43
ACADEMIC REGULATIONS.....	44
COURSE NUMBERING .....	44
AVAILABILITY OF CLASSES.....	44
STUDENT CLASSIFICATION .....	44
REGISTRATION .....	45
ADDING AND DROPPING COURSES .....	45
ATTENDANCE/COURSE STRUCTURE .....	45
CLASS CANCELLATIONS (EMERGENCY) .....	45
COURSE LOAD .....	46
AUDITING COURSES .....	46
NON-CREDIT COURSEWORK .....	46
DIRECTED STUDY.....	46
GRADING.....	47
Incomplete.....	47
Pass/Fail Option .....	47
Repeating Courses .....	48
Grade-Point Average.....	48
ACADEMIC HONORS .....	48
Academic Honor Roll.....	48
Graduation Honors .....	48
Delta Epsilon Chi .....	48
OTHER GRADING POLICIES.....	48
Change of Grade Policy .....	48
Policy on Returning Student Assignments.....	48
Academic Complaints .....	49
Student Assignments .....	49
Graduation Requirements .....	49
ACADEMIC DISCIPLINE .....	50
Academic Warning.....	50
Academic Probation.....	50
Academic Suspension .....	50
Re-admission After Suspension .....	50
Academic Expulsion .....	50
TRANSFER CREDIT .....	50
COLLEGE CREDIT FOR WORK, LIFE, AND MILITARY EXPERIENCE.....	51
CREDIT BY EXAMINATION .....	51
INSTITUTIONAL EMAIL .....	52
WITHDRAWING FROM THE COLLEGE .....	53
LEAVE OF ABSENCE .....	53
CONFIDENTIALITY OF EDUCATION RECORDS .....	53
ENROLLMENT CERTIFICATION .....	54
TRANSCRIPTS .....	54

ACADEMIC ADVISING PROGRAM.....	54
Schedule on the Administration and Timing of Outcome Measurements.....	54
ACADEMIC CALENDAR .....	54

# GENERAL INFORMATION



TRUTH. TRAINING. TRANSFORMATION.

**CELEBRATING 40 YEARS OF TRUTH, TRAINING, AND TRANSFORMATION!**

The College of Biblical Studies–Houston (CBS) is celebrating 40 years of transformational education. Formerly Houston Bible Institute (HBI), CBS 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 as a trusted source for biblical education.

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 Mr. Mays and the foundation of Cooper and Arrington. He implemented a scholarship program that resulted in significant growth of the College. In 1994, a 2-acre campus (18,000 sq. ft. in three buildings) located near Hillcroft and the Southwest Freeway was purchased. 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 expand the College's reach by beginning to provide online course offerings and to finalize initial regional accreditation. 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 as well as Associate and Baccalaureate degrees. As of January 2015, CBS is one of only four colleges in the nation to hold both ABHE and SACSCOC accreditations.

In January 2014, the College began offering distance education programs to students outside of the Houston area. In June 2016, CBS became a member institution of the National Council for State Authorization Reciprocity Agreements (NC-SARA) ([www.nc-sara.org/sara-states-institutions](http://www.nc-sara.org/sara-states-institutions)). This membership is a mark of the quality online programs that CBS offers because it opens up 42 states to the College for offering Distance Education. With most of its programs being offered 100% online, CBS continues to seek dedicated traditional and adult students who want to pursue God's will for their life without having to relocate from their immediate ministry contexts. These convenient programs offered online ensure optimal impact for all of the College's students. Thus, the College is expanding both its on-ground and online campus to meet the national and international demands of its growing student body for "Christian service to the church and the world."

In its 40 years of existence, CBS has grown in its academic curriculum from offering a few credit and non-credit courses to today's generous offerings of biblically based, ministry-focused programs, both on-ground and online, including a Bible Certificate in English and Spanish language, an Associate of Biblical Studies degree in English and Spanish, an Associate of Arts in English, and Bachelor of Science degree programs with majors in Biblical Studies, Biblical Counseling, Organizational Leadership, Christian Leadership in English and Spanish, and Women's Ministry.

## 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, VALUES, AND GOALS

### 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 the 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.

## ENROLLMENT AND GRADUATES

<b>Fall 2015 Total Enrollment</b>	423
<b>Enrollment Ethnicity</b>	
Black/African American	50%
Hispanic/Latino	28%
White/Anglo	17%
Other	5%
<b>Gender</b>	
Male	52%
Female	48%
<b>Enrollment by Category</b>	
Bachelor	223
Associate	144
Bible Certificate	10
Undecided	12
<b>Enrollment by Modality</b>	
On Ground	215
Online	81
Both	127
<b>Degrees Awarded</b>	
Bible Certificates:	
Cumulative (since 1984)	356
Associate of Biblical Studies:	
Cumulative (since 1997)	426
Baccalaureate Degrees:	
Cumulative (since 2002)	1234

## 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 Timothy 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.

## STATEMENTS OF FAITH

### 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 Timothy 3:16; 2 Peter 1:21; 1 Corinthians 2:13).

The Godhead exists eternally in three persons: the Father, the Son, and the Holy Spirit; and these three are one God (Genesis 1:1; John 10:30, 4:24; Deuteronomy 6:4; Matthew 28:19; 2 Corinthians 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 (Genesis 1:27, 9:6; Romans 5:12, 3:23; Ephesians 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 (John 1:1, 14, 18; Matthew 1:21-23; Hebrews 1:6, 8; 1 John 5:20; 1 Timothy 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 Corinthians 15:1-4; Romans 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) (Hebrews 10:10, 14; John 17:17; Ephesians 5:26, 27; 1 Thessalonians 4:3, 4; 1 John 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 (Romans 5:1; John 3:5, 6; 1 John 5:13; John 10:28, 29; 17:12; 2 Timothy 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 (Matthew 28:19; John 1:13; 3:3-6; Titus 3:5; 1 Corinthians 2:12; 6:19; Romans 8:9; 1 Corinthians 12:13; Ephesians 4:30).

The Church, embracing all true believers, is the body and bride of Christ, formed by the baptism of the Holy Spirit (Ephesians 1:22, 23; 5:24, 25, 30; 1 Corinthians 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 Peter 1:15, 16; John 12:25, 26; Acts 1:8; 1 Corinthians 3:12-15).

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

Angels were originally created holy but now exist as unfallen and fallen including Satan (Colossians 1:16; Neh. 9:6; Ps. 143:2-5; Jude 6; Matthew 25:41; Revelation 12:9; Ephesians 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 (Ephesians 3:2-6, 9-11; Colossians 1:25-27; Romans 6:14; Hebrews 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 Thessalonians 1:10; 4:13-18; 5:4-10; Revelation 3:10; Matthew 24:21, 29, 30; 25:31; Revelation 20:1-6, 11-15; Matthew 25:46).

**CBS Biblical 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 Songs 2:7, 16; 1 Corinthians 7:1-16; Ephesians 5:22-33; Hebrews 13:4).

**CBS Statement on Biblical, Holy, Human Sexuality<sup>1</sup>**

The College of Biblical Studies passionately teaches about and believes in the holy, righteous, loving, and forgiving triune God Who is responsible for giving all good gifts to His children (James 1:17). As a community of faith that trains men and women for the Christian service, we desire to pursue His holy purposes and model His forgiving, redeeming love to all with whom we come in contact (John 13:34 and 15:12). In His grace, God has revealed His sovereign purposes in His written word and in the living Word of the person of Jesus Christ, Who is completely pure and without sin as the perfect High Priest and sacrifice for our sins (John 1:1-18; 2 Corinthians 5:21; 1 Thessalonians 2:13; 1 Peter 2:21-23; Hebrews 2:17-18, 4:14-15, 9:11-12). While on this earth, we will never live lives of complete sinless perfection as Jesus did or know all that the triune God knows; nevertheless, we desire to emulate the standards of holiness and love that God has established for us.

Consistent with our mission of providing biblically based education, the College of Biblical Studies embraces the Bible as the authoritative source of all beliefs about human sexuality (John 17:17; 1 Corinthians 2:12-13; 2 Timothy 3:16-17). The Bible portrays human sexuality as a gift given by God to the first married couple, originally biologically created as male and female,<sup>2</sup> to unite them for the purposes of pleasure and procreation to the glory of God (Genesis 1:27-28; 2:24; Matthew 19:5). God is the author of sex, and in holy heterosexual matrimony, He encourages a husband and wife to enjoy his or her spouse in love (Proverbs 5:18-19; Song of Songs 4:10, 5:16, 7:8-9). Married couples are encouraged not to consider their bodies as their own but to put the legitimate sexual needs of their spouse first, and to meet the spouse's needs whenever possible (1 Corinthians 7:3-5). All board members, administrators, faculty, staff members, students, applicants, and all volunteers must agree to, adhere to in attitudes, actions, and beliefs these principles as well as the below-outlined actions and other related acts that are prohibited in Scripture, both explicitly and in principle (Romans 12:1-2).

The holy purpose of God from the very beginning was for sex and marriage to be monogamous between one man and one woman, as originally biologically created by God, united in holy matrimony for life (Malachi 2:14-16; Matthew 19:4-6; Ephesians 5:31-32). This design was marred by sin which twisted God's purpose and began to promote sex for pleasure without the unique monogamous covenantal marriage commitment that the Bible requires (Romans 1:24-25; 1 Thessalonians 4:5). While God allowed polygamy to occur in the lives of Abraham, David, Solomon, and others (Genesis 2:24; Deuteronomy 17:17), He never specifically endorsed such an activity; in fact, the Bible does explicitly state that Christians, especially those in church leadership, should maintain the monogamous commitment to one spouse for life (1 Timothy 3:2; Titus 1:6). Similarly, while God permitted divorce and remarriage under certain specific situations (Deuteronomy 24:1-4; Matthew 19:7-9), His original design was for one husband and one wife to be united for life (Matthew 19:4-6).

Some sexual actions are always prohibited in the Bible including, but not limited to, fornication, adultery, homosexuality, transgender identification, bestiality/zoophilia, prostitution, rape, and sinful lust in all forms. For instance, sex outside

<sup>1</sup> This statement is not exhaustive of all the Bible has to say about holy, human sexuality. Not all acts that are prohibited or could be prohibited are included in this statement. As it sees fit, CBS reserves the right to determine other acts that are not listed in this document as prohibited by God.

<sup>2</sup> For the purpose of this document, men or males are defined as those who are biologically created at birth with an XY chromosome. Women or females are defined as those who are biologically created at birth with XX chromosomes.

of marriage is always prohibited, especially for the Christian whose body has been bought by the price of Christ's blood and is the temple of the Holy Spirit (1 Corinthians 6:13-20; Hebrews 13:4). Furthermore, the Bible discourages Christians from associating with believers who are involved in unrepentant sexual immorality (Psalm 50:16-23; 1 Corinthians 5:9-11, 15:33).

Fornication, or sexual relations before the marriage covenant (including cohabitation), is always prohibited in the Bible (Matthew 5:19-20; Romans 1:29; 1 Corinthians 7:2, 10:8; Galatians 5:19; 1 Thessalonians 4:3; Revelation 2:20). In fact, the Bible never endorses sexual behavior outside of the marital relationship. Similarly, adultery, that is, a married person having sexual relations with someone who is not his or her spouse, is always prohibited (Exodus 20:14; Leviticus 20:10; Deuteronomy 5:18; Proverbs 2:16-19, 6:32; Malachi 3:5; Mark 7:21; Galatians 5:19; 1 Corinthians 6:9; James 2:11). In fact, God specifically says that His desire to keep marriage undefiled is a reason why He consistently judges adultery and fornication (Ephesians 5:3-6; Colossians 3:5-6; 1 Thessalonians 4:3-6; Hebrews 13:4). Additionally, the Bible specifically prohibits all forms of non-heterosexual monogamous marital expression, including but not limited to, homosexuality and bisexuality (Leviticus 18:22, 20:13-16; Romans 1:26-27; 1 Corinthians 6:9; 1 Timothy 1:8-11; Jude 7-8), as such acts are contrary to God's original design of sex and marriage between one man and one woman (Genesis 1:27-28; 2:24; Matthew 19:5) for God's purpose for procreation (Genesis 1:27-28; 9:1, 7; Leviticus 26:9; Psalm 127:3-5; Malachi 2:15 and 1 Timothy 5:14). Despite the fact that homosexuality occurred and was endorsed by many during the time when the Bible was written, the Bible never endorses homosexual relationships and/or homosexual marriage.

Similarly, the Bible encourages Christians to understand their sexual orientation and sexual identity in the original design of God as biologically created at birth: male and female with distinct differences but equal value in God's eyes (Genesis 1:27, 5:2; 1 Peter 3:7). In fact, a Christian should find his or her primary identity in Christ as a child of God (John 1:12; Galatians 2:20; Colossians 3:1-3, 1 John 3:1-2). As a result, the Bible forbids individuals from adopting a gender identity that conflicts with the biological sex they received from birth and to affirm others who accept the sex they were biologically assigned at birth (Deuteronomy 22:5; 1 Corinthians 6:9, where use of *μαλακοί* means "effeminate" or indicating a rejection of one's God-given, biological sex). The Bible teaches that exchanging the natural functions of the God-given sex for unnatural functions (including same-sex attraction or desiring to convert to another gender) is a result of sin (Romans 1:26-27). The Bible recognizes only two sexes — male and female — and a trust in the sovereignty of God will lead Christians to display and adopt only the sex God biologically gave them at birth (Genesis 5:2; Matthew 19:4). To do otherwise through sex reassignment, transvestite, transgender, gender-fluid, or nonbinary "genderqueer" and related acts or conduct is to question God's providence and sovereignty.

Furthermore, the Bible expressly forbids bestiality/zoophilia, prostitution, incest, rape, and lust in all forms (Exodus 22:19; Leviticus 18:6-18, 23; 20:15-16, 21:14; Deuteronomy 22:25-27, 23:17-18, 27:20-23; 2 Samuel 13:12-14; Matthew 5:27-28; 1 Corinthians 6:15-18; Ephesians 4:17-19; 1 Thessalonians 4:3-5; 2 Timothy 2:22). Such actions reject God's original design for sex, do not represent the selfless relationship of Christ and the church, malign the worth of the body as the temple of the Holy Spirit, and cause extensive harm to others.

In addition to the above, there are some items that the Bible does not directly address but provides principles that guide Christian conduct. For instance, pornography, polyamorous marriage, pedophilia, sexting, voyeurism, and sex trafficking all are forbidden based on the prohibitions against lust and care for other individuals provided in the Bible (Amos 1:6; Matthew 5:27-28; 1 Corinthians 6:15-18; Ephesians 4:17-19; 1 Thessalonians 4:3-5; 2 Timothy 2:22). Additionally exhibitionism, identification as an animal, self-marriage/sologamy, objectophilia, self-masturbation and all other selfish sexual acts are against God's purpose of creating humans in His image and sex for the union of husband and wife in marriage.

The Bible states that individuals who struggle with same-sex attraction, who have practiced sexual acts condemned explicitly or implicitly by the Bible, or who have sinfully lusted in their hearts can receive God's abundant grace through faith in the substitutionary work of Jesus Christ on the cross in their place as payment for their sins (Ephesians 2:1-10). The Bible encourages anyone involved in such acts or thoughts and attractions to repent of such actions as well as thoughts, and confess these actions and thoughts as sin (2 Corinthians 12:21; 1 John 1:9; Revelation 2:21). Believers should pursue a righteous view of sex and accompanying actions by faith in the redeeming work of Jesus Christ as well as the power of the Holy Spirit to overcome temptation (1 Corinthians 10:13; Galatians 5:16-18; Ephesians 4:20-24; Hebrews 2:17-18, 4:14-16). While some may be more likely to struggle with certain sins, the Bible gives examples that these sins can be overcome by the power of the Holy Spirit through faith in Jesus Christ (Matthew 21:31-32; 1 Corinthians 6:9-11).

Because a person can escape a lifestyle of sexual immorality, CBS encourages its board, faculty, staff, and students to

demonstrate the love of Christ to all individuals, regardless of the sexual sins with which they may struggle (Matthew 9:10-13; John 8:3-11; 1 Corinthians 5:9-10; Colossians 4:5-6). As Christians, we should afford them the love and respect they deserve as people created in the image of God.

The Scriptures command Christians to be compassionate and sensitive to those who are experiencing the temptation towards same-sex attraction, the desire to abandon their God-given gender at birth, the struggle with what the Bible says about sex, and the confession of previously-committed immoral acts. Special consideration should be given to those who express a willingness to change by faith in Jesus Christ and the power of the Holy Spirit and conform to these standards expressed in belief and act to the “CBS Statement on Biblical, Holy, Human Sexuality” (2 Corinthians 7:8-10; James 5:20; 1 Peter 4:8). The Bible commands Christians to be reconciled with a repentant brother in a spirit of humility and gentleness (Galatians 6:1-2).

CBS believes that God gives two life-enhancing options for human sexual behavior according to the Bible: (1) a regular, active, biblical conjugal “one flesh” marital sexual union of one man and one woman to help overcome the temptations of the evil one (1 Corinthians 7:3-5), and (2) celibacy (Isaiah 56:3-5; Matthew 19:10-12; 1 Corinthians 7:7, 26-28). Those who cannot control their sexual urges are encouraged to pursue biblical marriage unless they are prevented biblically and/or situationally by God from doing so (1 Corinthians 7:2, 9). Both celibacy and marriage are gifts from God by His will, with their own unique blessings and challenges, and should be received with great joy and faith. Celibacy and faithful singleness as well as godly monogamous marriage are to be celebrated and affirmed within the College.<sup>3</sup>

#### **CBS Statement on the Sanctity of Human Life<sup>4</sup>**

The College of Biblical Studies passionately teaches about and believes in the holy, righteous, loving, and forgiving triune God Who is responsible for giving all good gifts to His children (James 1:17). As a community of faith that trains men and women for Christian service, we desire to pursue His holy purposes and model His forgiving, redeeming love to all with whom we come in contact (John 13:34 and 15:12). In His grace, God has revealed His sovereign purposes in His written Word and in the living Word of the person of Jesus Christ, Who is completely pure and without sin as the perfect High Priest and sacrifice for our sins (John 1:1-18; 2 Corinthians 5:21; 1 Thessalonians 2:13; 1 Peter 2:21-23; Hebrews 2:17-18, 4:14-15, 9:11-12). While on this earth, we will never live lives of complete sinless perfection as Jesus did or know all that the triune God knows; nevertheless, we desire to emulate the standards of holiness and love that God has established for us.

Consistent with our mission of providing biblically based education, the College embraces the Bible as the authoritative source of all beliefs about the sanctity of human life (John 17:17; 1 Corinthians 2:12-13; 2 Timothy 3:16-17). The Bible portrays human life as sacred with inherent value because humans are created in the image of God (Genesis 1:26-27, 5:1-2; 1 Corinthians 11:7; James 3:9).

As a result, the College of Biblical Studies does not endorse the taking of a life without just cause including, but not limited to, murder, abortion, euthanasia, and suicide.<sup>5</sup> Capriciously murdering another individual without biblical warrant is an affront to God, Who created man in His image (Exodus 20:13; Deuteronomy 5:17, 19:10; Proverbs 1:15-16; Matthew 5:21, 15:19; Romans 13:9; Galatians 5:21; 1 Timothy 1:9; James 2:11; 1 John 3:12; Revelation 22:15). Suicide is an unbiblical way to escape the pain one feels and is never endorsed in Scripture (Judges 9:54-47; 1 Samuel 31:4-6, 1 Kings 16:18-9; 1 Chronicles 10:4, 13-14; Matthew 27:3-5). Abortion is contrary to the biblical mandate for mothers to protect their children, including those who are in the womb (Proverbs 31:27-28; Isaiah 49:15; 66:13). The Bible declares that life begins at conception and that abortion, even when the infant will be born with disabilities or infirmities, is an unnecessary taking of that life (Judges 13:2-7; Job 10:8-12; Psalm 139:13-16; Isaiah 49:1,5; Jeremiah 1:4; Luke 1:44; Ephesians 1:4).<sup>6</sup> Forms of contraception that have the same effect as an abortion (e.g., morning after pill, abortifacients) should also be avoided. Other forms of contraception should be considered by married couples only after prayer and consultation with appropriate medical and pastoral staff. Forms of *in vitro* fertilization in which the human embryos and/or fertilized eggs are destroyed and not preserved should also be avoided.

<sup>3</sup> Portions of this section were adapted from Dallas Theological Seminary, “Statement on Marriage and Human Sexuality.” Available at: [www.dts.edu/about/policies/marriagesexuality/](http://www.dts.edu/about/policies/marriagesexuality/).

<sup>4</sup> This statement is not exhaustive of all the Bible has to say about the sanctity of human life. Not all acts that are prohibited or could be prohibited are included in this statement. As it sees fit, CBS reserves the right to determine other acts that are not listed in this document as prohibited by God.

<sup>5</sup> For situations in which one may have a biblical warrant to take a life, see “Situations in Which One May Have a Biblical Cause to Take a Life” in this document.

<sup>6</sup> While the College affirms life in all circumstances, including cases in which pregnancy results from rape or incest, it also believes Christians should be generous and compassionate in helping those who have become impregnated through rape or incest and/or are too impoverished to afford a child to provide an alternative to abortions. Christians should be willing to meet the needs of the disadvantaged, especially orphans, widows, and those who are victims of violent crimes (James 1:27; Isaiah 1:17; Luke 10:33-37; 14:12-14). Cases like ectopic pregnancies in which the survival of the fetus is extremely unlikely but the death of the mother is highly likely may be instances in which some would consider the termination of the life to be permitted. However, such decisions should only be made after seeking extensive medical advice, thoroughly examining all options, and seeking wise pastoral counsel from individuals who have a biblical view of the value of human life.

The human body following physical death still possesses inherent value since it is the handiwork of God and will one day be physically resurrected from the dead (John 5:28-29; 1 Corinthians 15; 1 Thessalonians 4:13-18; Revelation 20:11-15). Consequently, any form of biotechnology that dishonors human dignity should be avoided. While the College values organ donations and non-embryonic stem cell research, an individual should not consider abortion or suicide as a good means to provide stem cells or organs to others. Forcing euthanasia on some (e.g., aged, criminal, insane, special needs, economically and socially disadvantaged) to take advantage of organ donation and/or generate other societal benefits devalues the inherent value of life.

#### *Situations in Which One May Have a Biblical Cause to Take a Life*

There are some instances in which the Bible permits the taking of a human life under specific conditions. The Bible endorses capital punishment when justly and biblically applied as a means to demonstrate the severity of murder and preserve the dignity of human life (Genesis 9:6; Exodus 21:12; Leviticus 24:17-22; Numbers 35:30-31; Romans 13:4). Christians should be advocates for justice in all areas of society and the world (Deuteronomy 16:20; Psalm 82:3; Proverbs 31:8-9; Isaiah 1:17; Jeremiah 22:3; Micah 6:8; Matthew 12:18-20). The Bible also allows for killing within the context of a just war or for an agent of the government having just cause to perform those duties required to preserve law and order (Deuteronomy 20:1-4; 1 Samuel 15:3; Romans 13:4; 2 Timothy 2:3). Furthermore, decisions concerning medical life support should also be made with medical and pastoral counsel.

#### *A Biblical Response to Those Who Have Taken a Life Without Cause*

As the lives of King David and the Apostle Paul illustrate, the Bible offers forgiveness to all murderers and those who have not appreciated the sanctity of life (Psalm 51:7-9; Ephesians 4:32; 1 Timothy 1:12-16; 1 John 1:9). As such, Christians should treat any individual who has done so with compassion and love in hopes that God may bring such a one to repentance (2 Corinthians 7:8-10; Galatians 6:1; 1 Peter 4:8). Repentance does not excuse the earthly consequences of such actions, but it does bring the forgiveness of God (2 Samuel 12:13-23).

#### **CBS Statement on Biblical Gender Roles**

As a Bible college committed to providing our students with a biblical worldview, the College of Biblical Studies (CBS) affirms and teaches what the Bible says about the roles of men and women<sup>7</sup> and their similarities and distinctions — and thus, seeks to operate according to that faith commitment. CBS recognizes godly Christians have varying positions on gender roles, and seeks to give students examples inside and outside of the classroom, as well as the curriculum, of biblical leadership and authority that will equip them to serve in ways that we deem biblically appropriate based on the testimony of Scripture.

CBS affirms that men and women are created in the image of God (Genesis 1:26-27) and given spiritual equality in their relationship with the Creator (Galatians 3:28). We affirm that men and women have full access to God through the redemption of Jesus Christ. They also share in the same spiritual privileges, including but not limited to: justification, adoption, sanctification, the priesthood of believers, and spiritual gifts as distributed by the Holy Spirit to be used in biblically appropriate ways.

We believe men and women are equally valuable and responsible for spreading the Gospel of Jesus Christ and furthering His instruction to the church. Men and women are called to live a godly life in private and public by God's grace. In love, God has established distinct roles and responsibilities for women and men. We affirm the Bible's teaching on biblical gender roles, which teaches men and women are equal in value but different in their functions within the home and the church. We also affirm that the opinions, ideas, and proposals of men and women are of equal value and should be considered under the instruction of the Scripture and the guidance of the Holy Spirit. When men and women work together in their respective functions, then two are better than one, God is glorified, and the church and home are edified.

#### *Biblical Role of Men*

We believe that God's design is for men, who are biologically distinct from birth from women, to be the spiritual leaders of the home and the church. A man who is called to be a husband is to provide caring, spiritual covering over his wife in order to be used by God to meet her physical, emotional, and spiritual needs. The husband is to selflessly love his wife, as Christ loves the church, and nourish her with God's word. He is to be a servant leader who puts her needs above his and treats her in an understanding way as a fellow heir of the grace of God (Ephesians 5:24-33; 1 Peter 3:7). Single men are called to undistracted devotion to the Lord, to treat women as sisters in Christ in all purity (1 Corinthians 7:32-33, 35; 1 Timothy 5:1-2) and to make disciples (2 Timothy 2:2; Matthew 28:18-20).

<sup>7</sup> For the purpose of this document, man, men, male(s), husband(s), father(s), or boy(s) are defined as those who are biologically created from birth with XY chromosomes. Women, woman, female(s) wife(ves), mother(s), or girl(s) are defined as those who are biologically created with XX chromosomes. For information about issues such as polygamy, and homosexuality, please see the CBS Definition of Marriage statement.

We believe that men who are fathers are called to love and serve their children by leading them in the love, discipline, and instruction of the Lord so that the children do not lose heart. Fathers are called to provide an example of Christlikeness and godly fatherhood that directs their children to their heavenly Father (Ephesians 6:1-4; Colossians 3:20-21).

As sons, they are to honor their mother and father. As boys in their youth, they are called to obey and submit to the leadership of their parents and apply the biblical teachings of their parents to their lives (Ephesians 6:1; Colossians 3:20).

As it relates to the church, we believe God designed the office of elder/bishop/pastor to be restricted to men. They must shepherd the church with the love and care of Christ, Who is the ultimate head of the church. Men who are called to this office should exercise oversight not under compulsion; not for shameful gain, but eagerly and voluntarily according to the will of God (1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:2; Ephesians 5:23; Colossians 1:18). Those men who are not in the office of elder/bishop/pastor are called to support and submit to biblically ordained male pastoral leadership.

#### *Biblical Role of Women*

We believe that God's design is for women, who are biologically distinct from birth from men, to love God and others, be temperate, modest, and if called to be a wife, to be a helper to their husbands and to love their husbands (Titus 2:3-5; Genesis 2:18; Proverbs 31:11-12, 23). Women who are called to be mothers are responsible to love their children and to assist in the instruction and correction of their children under the spiritual direction of the Bible (and biblical guidance of their husbands if married) for the glory of God and the benefit of the children (Proverbs 13:15; 14:1; 22:15; 31:26-28; Ps. 128:1-3).

We affirm that the responsibilities of women, as they relate to the home and the church, directly correspond with how they were originally created by God. Single women are able to dedicate more time to discipleship and service that glorifies God (1 Corinthians 7:34). Women who are called to be wives should develop their lives in biblical character, discipleship, and service to glorify God through the priority of supporting and willingly submitting to their husband's biblical leadership, as governed by the Bible (Ephesians 5:22-24; 1 Peter 3:1-6).

As daughters, they are to honor their mother and father. As girls in their youth, they are called to obey and submit to the leadership of their parents and apply the biblical teachings of their parents to their lives (Ephesians 6:1; Colossians 3:20).

We affirm that in relation to the church, all women are called to support and submit to biblically ordained male pastoral leadership. We affirm that it would not be biblically appropriate for a woman to have the same authority as a man in terms of leadership and the pastoral role in the local church. We affirm this is a function that has been sovereignly assigned to men based on 1 Timothy 2:11-15; 3:1-2; Titus 1:6, and 1 Corinthians 14:34-36. Women are responsible to instruct other women and children in the ways of righteousness (Titus 2:3-5; 2 Timothy 1:5). However, the apostle Paul instructs women not to teach or exercise authority over men (1 Timothy 2:11-15; 1 Corinthians 14:34-36).<sup>8</sup> Paul is not preventing women from using their gifts in the local church context. Just the opposite, Paul instructed women to teach and shepherd women and children (Titus 2:3-4). Therefore, we believe it is critical to the life of the local body that female students are theologically developed and encouraged to carry these truths back to their churches and teach the female members and children of their local congregations.

#### *Conclusion*

Summarily, there are two important truths that CBS values and will seek to affirm: 1) Both men and women should be theologically equipped, vigorously pursued, and highly encouraged to use their God-given gifts in biblically appropriate ways (1 Timothy 2:11-15, Acts 18:26; Titus 2:1-8). 2) This biblical definition of manhood and womanhood (complementarianism) is not conditioned by culture or personal perspective; rather, it was designed by God and revealed at creation and is expected to continue until the Lord's Return.

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<sup>8</sup> The College acknowledges that the purpose of Paul's letter is to instruct Timothy and other believers about how to conduct themselves within the local church (1 Timothy 3:15). 1 Timothy 2:11 does not directly address women teaching in parachurch organizations or in lay responsibilities such as Sunday School classes. Complementarian theologians disagree on how this text would apply to such situations and as a result CBS desires to pursue unity in not making a direct statement on those types of situations. However, since CBS desires to model 1 Timothy 2:11 for its students, it reserves the right to determine how to apply to these principles unique situations (including but not limited to curriculum, class content and availability, employment and all other issues) as a college that prepares ministers.

## 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.

## NON-DISCRIMINATORY POLICY

The College considers itself a Christian ministry within Houston's multi-ethnic community. CBS prohibits discrimination, except to the extent it is exempt under the Title IX statute with respect to any application inconsistent with CBS's religious tenets, including harassment on the basis of race, color, national or ethnic origin, age, sex, 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@cbs-houston.edu](mailto:TitleIXCoordinator@cbs-houston.edu)**

## ACCREDITATION AND STATE AUTHORIZATION

The College of Biblical Studies-Houston is recognized by the Texas Higher Education Coordinating Board (THECB) as a degree-granting institution under the requirements as an exempt religious institution. CBS also operates through THECB to offer distance education to students in 39 states outside of Texas through its membership in the National Council for State Authorization Reciprocity Agreements (NC-SARA) ([www.nc-sara.org/states/texas](http://www.nc-sara.org/states/texas)). In addition to SARA member states, CBS has been granted permission to operate in California without state authorization, and the College is authorized to operate in Florida as a member of the Florida Council for Private Colleges (FCPC) due to its status as an exempt religious institution ([www.fcpc-edu.org/fcpc-member-institutions.html](http://www.fcpc-edu.org/fcpc-member-institutions.html)).

For more information on whether your state will allow you to enroll at CBS, visit [www.nc-sara.org/sara-states-institutions](http://www.nc-sara.org/sara-states-institutions) or email [admissions@cbs-houston.edu](mailto:admissions@cbs-houston.edu).

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 (SACSCOC)** 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)

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(offices located in the Houck Academic Center)

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[www.cbshouston.edu/academic-advising](http://www.cbshouston.edu/academic-advising)

**Admissions – suite 114**

1.844.227.9673 and 713.772.4253  
[admissions@cbshouston.edu](mailto:admissions@cbshouston.edu)  
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[www.cbshouston.edu/apply](http://www.cbshouston.edu/apply)  
[www.cbshouston.edu/online](http://www.cbshouston.edu/online)  
[myapp.cbshouston.edu](http://myapp.cbshouston.edu)

**Advancement – Executive suite**

713.785.5995  
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**Alumni Services – suite 114**

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**Bookstore – 116**

832.252.4613  
[bookstore@cbshouston.edu](mailto:bookstore@cbshouston.edu)  
[www.cbshouston.edu/bookstore](http://www.cbshouston.edu/bookstore)

**Career Services – suite 113**

832.252.0744  
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[www.cbshouston.edu/career-services](http://www.cbshouston.edu/career-services)

**Christian Service Learning Program – suite 113**

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[cslp@cbshouston.edu](mailto:cslp@cbshouston.edu)

**Dean of Students – suite 113**

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[dos@cbshouston.edu](mailto:dos@cbshouston.edu)  
[www.cbshouston.edu/student-life](http://www.cbshouston.edu/student-life)

**Distance Education – suite 113**

832.252.4650  
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**Financial Aid and Scholarships – suite 102**

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**Student Accounts – suite 102**

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832.252.4619  
 info@cbswomenspartnership.org  
 www.cbshouston.edu/womens-partnership

**FACILITIES**

**Houck Academic Center (A)**

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

**CBS INFORMATIONAL LINKS**

**Hours of Operation**

[www.cbshouston.edu/hours-of-operation](http://www.cbshouston.edu/hours-of-operation)

**CBS Watchman Alert System**

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

**CBS Website**

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

**Annual Crime Report**

[www.cbshouston.edu/crime-report](http://www.cbshouston.edu/crime-report)

**Emergency Information**

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

**SOCIAL MEDIA LINKS**

**Facebook**

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

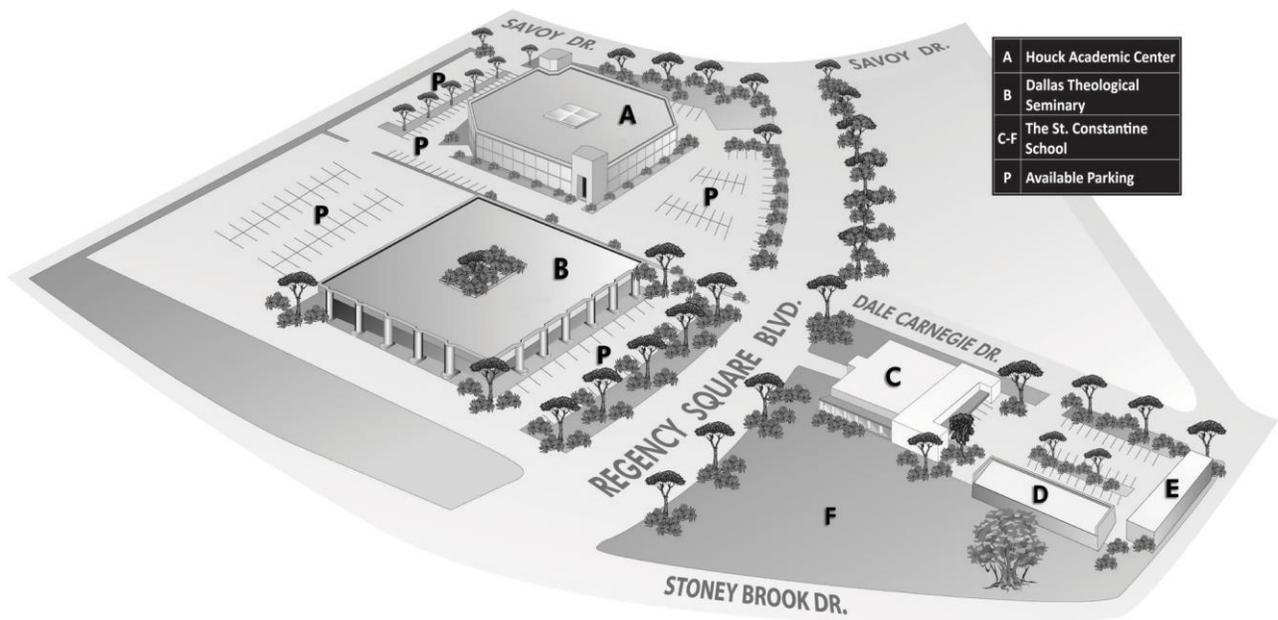
**Twitter**

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

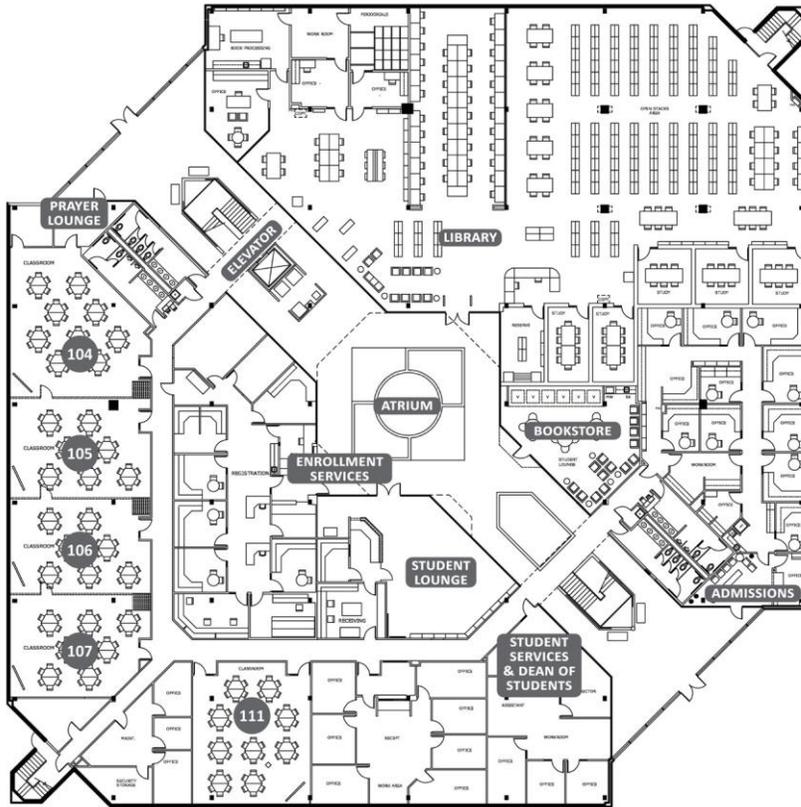
**LinkedIn**

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

**CAMPUS MAP**

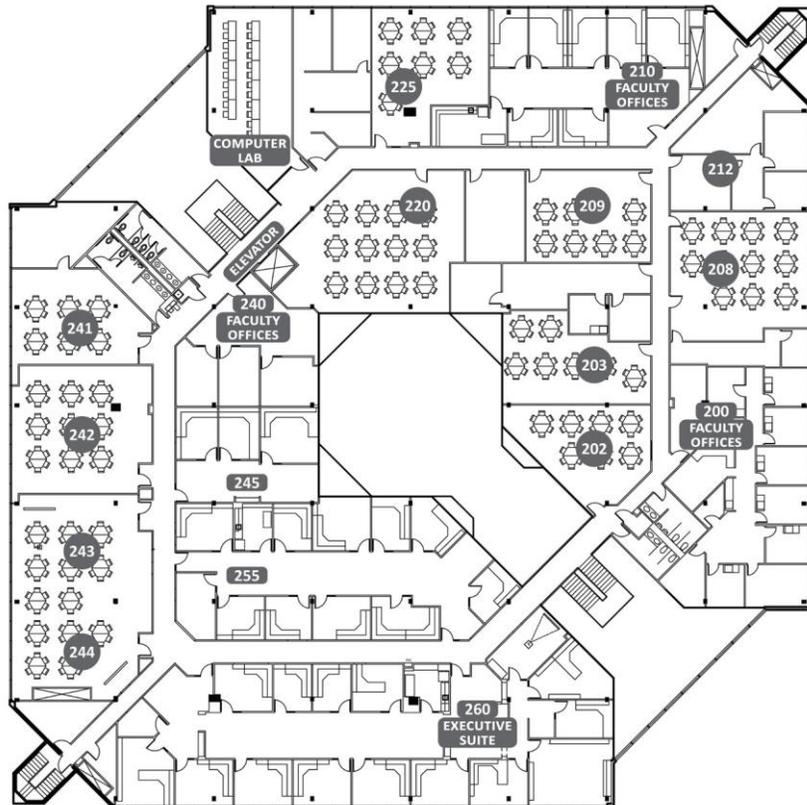


**HOUCK ACADEMIC CENTER FLOOR PLAN**



**First Floor**

**Second Floor**



# STUDENT LIFE



TRUTH. TRAINING. TRANSFORMATION.

## STUDENT LIFE

This section of the student handbook provides information regarding student life. As a member of the College of Biblical Studies community, it is our hope that this guide will serve as a reference in clarifying behavioral expectations and policies that have been established to ensure each student's educational and spiritual growth, while safeguarding the effective functioning of our institution. The College reserves the right to change or modify the rules, regulations and policies found within this handbook and will publish those changes as they occur.

## 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 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, may access services by adhering to the following guidelines:

- Officially enroll at the College
- Complete a request for disability services found online at [www.cbshouston.edu/student-life](http://www.cbshouston.edu/student-life)
- Provide official documentation of the disability (must be an original document, prepared on official letterhead, and signed by a licensed physician). Students are required to submit official documentation (at least 45 days) prior to the first day of the class session 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 [www.cbshouston.edu/student-life](http://www.cbshouston.edu/student-life). If you have further questions, please contact the Office of the Dean of Students at 832.252.0757 or [dos@cbshouston.edu](mailto:dos@cbshouston.edu).

If a student has been denied accommodations for any reason, the student has the right to appeal the decision. Appeal of an accommodations decision must be made in writing to the Vice President of Administration and Student Affairs. Such appeals must be received within ten business days of the date of the written notice of the decision. If the student does not file an appeal within the allocated time parameter, the case will be considered closed.

The Vice President of Administration and Student Affairs may request additional information or request a meeting with the student. There is no appeal beyond the Vice President of Administration and Student Affairs. Vice President of Administration and Student Affairs will notify the student in writing of his or her decision. Copies of all documents will be retained in the student's file.

### **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 are available at [www.cbshouston.edu/hours-of-operation](http://www.cbshouston.edu/hours-of-operation).

### **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. The Houck Academic Center is accessible to students during normal operating hours that are published at [www.cbshouston.edu/hours-of-operation](http://www.cbshouston.edu/hours-of-operation).

### **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 Alert System (alert system) uses text, email, and voice messages to alert 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 alert system and may elect not to participate by completing the Watchman Alert 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 alert system. Any changes made by students to this information are automatically updated in the alert system.

### **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 without being accompanied by an adult.

### **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 Office of 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 [www.cbshouston.edu/safety-emergency](http://www.cbshouston.edu/safety-emergency). The CBS emergency plan is made available to students to familiarize themselves with crisis-related situations.

### **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 160,000 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. Library hours of operation are available at [www.cbshouston.edu/library](http://www.cbshouston.edu/library) or [www.cbshouston.edu/hours-of-operation](http://www.cbshouston.edu/hours-of-operation). 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 CBS Library circulation desk. Online students can request to have a Texshare card mailed to them. The CBS library and learning center offers Internet services and 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 for on-ground students at the circulation desk. Distance Education students can access and submit the patron application through their Blackboard learning management system (LMS). Submission of the application will also serve for identification through utilization of the student's secure login. The patron application is available in both Spanish and English. Registered students are not included in the library database as a patron until the application is completed.

Students are required to utilize the Biometric authentication process in the library to check out library materials. Once enrolled the Biometric authentication process will acknowledge the student by connecting them to their [MyRecords](#) account. This identification system will allow a student's access to check out all essential materials in the library. Students can obtain their finger biometric scan in the Bookstore.

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 that 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.

### **Ministry Employment Opportunities**

The Office of Career Services maintains an online ministry web directory for students and alumni at [www.cbshouston.edu/career-services](http://www.cbshouston.edu/career-services). Further, students may access ministry employment opportunities through [MyRecords](#) 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 Office of 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)**

Student Identification (SID) is not required for access to the CBS campus. Students may purchase a SID badge in the Bookstore that can be used to access discounts at businesses offering student discounts.

The library utilizes a Biometric authentication process in the library to check out library materials. Students provide their required finger scan 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. Food, beverage and gift items are available for purchase in the Bookstore.

Houck Academic Center hours of operation are available at [www.cbshouston.edu/hours-of-operation](http://www.cbshouston.edu/hours-of-operation).

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 [www.cbshouston.edu/images/pdf/classroom\\_request.pdf](http://www.cbshouston.edu/images/pdf/classroom_request.pdf). Meeting rooms will be assigned based on availability.

### **Weapons on Campus**

In accordance with Chapter 46.03 of the Texas Penal Code, the College of Biblical Studies-Houston (CBS) prohibits the possession and use of firearms, explosives and/or ammunition, fireworks, incendiary devices, illegal knives, or other sharp blades or other prohibited weapons in 46.05 of the Texas Penal Code on its property. For purposes of this policy, CBS property includes, but is not limited to, all CBS facilities, CBS-provided parking areas, vehicles and equipment that are either leased or owned by the CBS. In addition, CBS strictly prohibits the unlawful carrying or possession of any weapon in a CBS parking facility or parking area, including in employee-owned vehicles parked on CBS property. This prohibition includes any devices that might reasonably be mistaken for a firearm or weapon.

Under Texas state law (Senate bill 1907), licensed holders may transport and store handguns and ammunitions in private locked vehicles while parked on the campus but may not carry a handgun or ammunition into the CBS building or on CBS property. All other non-licensed persons are not allowed to store handguns and ammunition in their private vehicles.

In accordance with Texas State laws, including the Open Carry, Campus Carry and concealed weapons laws, CBS will not allow a licensed permit holder to bring a firearm onto the CBS campus. The only exception to this law is for authorized law enforcement and police officers. Exceptions to this policy must be authorized in advance and in writing by the CBS administration. Violations of this policy will be considered a serious offense and will be referred to both internal administrative authorities and external police authorities.

CBS students share the responsibility of identifying violators of this policy. A student who witnesses or suspects another individual of violating this policy should immediately report this information to CBS Security or the Office of the Dean of Students.

CBS reserves the right to request the appropriate license of any individual in accordance with this policy and Texas State law, and to require the immediate removal of the weapon and the individual from its property.

Information concerning weapons on campus is available at [www.cbshouston.edu/campus-weapons](http://www.cbshouston.edu/campus-weapons).

## **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 includes, but is not limited to, conduct that is in conflict with the Scriptural Christian lifestyle that will require a student conduct review and, if necessary, imposed sanctions:

1. Scripture specifically prohibits stealing, violence, harassment (all forms), outbursts of anger, threats, lying, cheating, stealing, profane language, and occult practices. Sexual immorality is also prohibited including, but not limited to, fornication, adultery, homosexuality, transgender identification, bestiality/zoophilia, prostitution, incest rape and sinful lust in all forms (actions influenced by lust include but are not limited to pornography, pedophilia, sexting, voyeurism, and sex trafficking). These prohibitions are clearly understood to be biblical commands that are binding upon every Christian believer.



2. Exhibitionism, self-marriage/sologamy, objectophilia, self-masturbation and all other selfish sexual acts are against God's purpose of creating sex for the union of husband and wife in marriage.
3. Pornographic materials are not to be used, possessed, or distributed by students.
4. Taking of a life without just cause including, but not limited to, murder, abortion, euthanasia, attempted suicide, assisted suicide, etc.
5. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on CBS premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or potentially causes fear to others.
6. The possession, use, under the influence of, or distribution of alcoholic beverages, tobacco products, illicit drugs, and other questionable items and practices on College premises or sponsored events.
7. Any discrimination against others on the basis of race, national origin, biological sex at birth, age, or disability.
8. Violation of any federal, state, or local law or abuse (physical or verbal) or threat, intimidation, harassment, or other conduct which threatens or endangers the health or safety of any person.
9. Causing, making, or circulating a false report or warning including fire, explosion, crime or tampering with security systems, fire alarms, and extinguishers.
10. Unauthorized entry into buildings, bathrooms not assigned to one's biological sex at birth, and grounds use or of CBS property or misuse of College identification.
11. Unauthorized solicitation or marketing activities without the prior approval of the Dean of Students.
12. Misuse or theft of computer facilities or resources or any violation of College computer use policy.
13. Active or passive behavior which fails to confront or correct misconduct of fellow members of the CBS community. Students may be held accountable for an incident in which they did not participate but by complicity participated in the violation.
14. Behavior involving the use of abusive language, disrespect of authority, disrupting the classroom or an online class, divisiveness, or other disorderly conduct.
15. Inappropriate dress, dating or displays of affection.
16. Abuse of the Student Code of Conduct to include failure to timely respond and/or obey the notice from a College official to appear for a meeting or review or other abuse or attempt to abuse other principles, guidelines or requirements Student Code of Conduct and its related policies and processes.
17. Any other violation that could reasonably be determined to violate the Scriptural Christian lifestyle.

#### **Right to Privacy**

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.

#### **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."

#### **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

## **COMPUTING AND ELECTRONIC POLICIES**

The College of Biblical Studies ("CBS") authorizes students to access information systems resources and equipment, including, but not limited to, computers, software, tablets, smartphones (including text messaging), video conferencing, phone systems, networks, and connections to the Internet (including email).

Students should have no expectation of privacy when they use computing and electronic devices, including any correspondence, message or other information. CBS reserves the right to access and disclose all messages sent for any purpose. All messages, regardless of content or the intent of the sender, are a form of CBS correspondence and are subject to the same internal and external regulation, security, and scrutiny as any other CBS correspondence. All E-mail communications are official CBS communications, which may be subject to summons in legal proceedings.

CBS reserves the right to access and monitor all messages and files on the CBS information systems, as deemed necessary and appropriate, without notice to any student.

Every student has a responsibility to maintain and enhance the brand and image of CBS and to use technology and the Internet in a productive manner. To ensure that all students are responsible, productive Internet users, and are protecting the good reputation of CBS, the rules below have been established for computing and electronic usage.

### **Internet Code of Conduct**

Access to the Internet has been provided for the benefit of CBS and its student body. Students are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Technologies such as Instant Messaging, Live Voice Chat, Video Calling, Video Chat, Online Forums, or Social Media, may be used to complete course assignments and/or course requirements. Databases may be accessed for information as needed. E-mail may be used for academic purposes.

### **Acceptable Use of the Internet**

Students accessing the Internet from CBS locations are representing CBS. All communications should be for academic reasons. Students are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner.

### **Unacceptable Use of the Internet**

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-academic reasons or any use of the Internet for personal gain is strictly prohibited.

### **Communications**

Each student is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have an attached name. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted through the system. Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, religion, sex, national origin, age or disability are prohibited. Students who wish to express personal opinions on the Internet are to use non-CBS Internet systems.

### **Social Media**

Social media includes, but is not limited to, Internet-based sites such as Facebook, MySpace, Twitter, LinkedIn, Instagram

(and other media sharing sites), Pinterest, MySpace, YouTube (and other video sites), Google groups, websites and blogs. CBS encourages students to utilize CBS social media sites to create meaningful dialogue as a way to reach out to others and to promote CBS. Content must always align with our mission and values. While social media offers great opportunities for students to communicate and collaborate, both internally and externally, it also brings great responsibilities. Social media blurs the lines between personal and academic as no other technology has before. Members of the CBS community are encouraged to submit information about campus activities or accomplishments. Submissions should be made to the CBS Webteam at [webteam@cbshouston.edu](mailto:webteam@cbshouston.edu).

While not intending to limit academic freedom, all social media postings must adhere to all laws, current CBS policies, and protection of confidential information relating to CBS, its employees, students, alumni, donors, trustees, and regents. CBS students should use good ethical judgment and not post anything that would reflect negatively on, or do harm to, CBS, its employees, students, alumni, donors, trustees, and regents. CBS students must not use the CBS name or infer CBS endorsement of any product, cause, political party or candidate. CBS students must identify all such views as their own. If a CBS student identifies himself or herself, or can be identified as a CBS student, in such cases the student must make it clear that the views expressed are not necessarily those of CBS.

The following examples of actions are unacceptable, and thus prohibited, when an association between the student and CBS is evident: (These actions do not represent an exhaustive list.)

- Vulgar or profane language.
- Harassing, obscene, defamatory, inaccurate or hostile posts.
- Harassing or offensive terms/phrases, or media that disrespect individuals or groups based on race, color, national origin, ancestry, gender, age or disability.
- Threats of physical or bodily harm.
- Posting of sensitive information; including that which could compromise public safety, intellectual property, etc.
- Posting of photographs that can be reasonably interpreted as condoning the irresponsible use of alcohol, substance abuse, or sexual promiscuity.

#### **Best Practices for Social Media Postings**

- **Privacy:** Remember that all content generated on CBS sites is public. Users who choose to post, comment, or link text and/or multimedia on any CBS site agree that such material may be reproduced, distributed, edited and published in any form and on any media.
- **Liability:** Users must not violate copyright laws, post spam or advertisements, impersonate others, or take part in any type of hostile behavior in any media. Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, religion, sex, national origin, age or disability are prohibited.
- **Accuracy:** Content must always be confirmed and verified before posting. Content must always be free of grammar or spelling errors.
- **Respect:** Social media content should at all times remain respectful and maintain the integrity of CBS values and doctrines set forth by CBS. Do not engage in online confrontations of opposing viewpoints.
- **Worldwide reach:** Online content is easily accessible to prospective students, current students, donors, alumni, future employers, colleagues, other institutions, and peers as well as readers anywhere in the world. Assume at all times that you are representing CBS, its mission, values, and students.
- **Personal views:** Always identify your views as your own. If you are posting as a representative of CBS, be clear that personal views expressed are not necessarily those of the institution. Posts and/or comments must come from real user accounts and when applicable, provide a valid e-mail address where the user can be contacted.

Those with questions or concerns with respect to any CBS social media site should contact the CBS Marketing and Communications at [cbmarketing@cbshouston.edu](mailto:cbmarketing@cbshouston.edu).

#### **Blogging**

A "blog" is a written diary posted on the Internet and as such is accessible to anyone who has access to the Internet. A blog can include, but is not limited to, photos, drawings, videos, essays and other writings, and other graphic or audio information. A blog may be an actual "Web log," a posting on an Internet bulletin board system, a posting in an Internet chat room, an Internet Web page or any similar form of social networking site or communication over the Internet.

**Compliance with other Policies**

Bloggers must comply with the CBS policies and under no circumstances may a CBS student post, by blogging, any comments which are discriminatory or harassing in violation of the Harassment Policy.

**Prohibition of Blogging Using CBS Property**

Students may not blog using CBS property (including but not limited to the CBS name, logos, data, charts, pictures, information about students, pictures of students, faculty or staff, course materials, and/or syllabi) without the express written approval of the Dean of Students and for purposes consistent and not in conflict with CBS business.

**Electronic Mail**

All students will be issued an institutional E-mail account (my.cbshouston.edu). This will be the official address to which the College will send E-mail communications, as well as the address that will be listed in the E-mail directory and other appropriate College publications.

A student may choose to have their College E-mail redirected to another E-mail address at his or her own risk. The College is not responsible for the handling of E-mail by outside vendors. Having E-mail redirected does not absolve a student from the responsibilities associated with official communications sent to his or her College E-mail address.

**Cell Phone and Electronic Devices**

Classroom disruption by cell phones or other electronic devices is prohibited. All cell phones and similar electronic devices must remain turned off and out of sight for the duration of class. Electronic devices utilized in a learning context, such as laptops and language interpreters, may be permitted at the professor's discretion. A student may face a zero and/or failure in the class if an electronic device is used for any purpose not related to the class or for cheating during a test. Cheating at CBS is not tolerated and may result in expulsion.

**COPYRIGHT POLICIES**

The College of Biblical Studies (CBS) policy prohibits its students from the unauthorized access to, and/or copying, the works of others. Examples of works of others include, but are not limited to, books, articles, artwork, music, movies, and computer programs. The College expects its students to understand and observe all applicable copyright laws. CBS students are prohibited from using the College's computing resources to download and/or share digital content in violation of copyright laws. Examples of this would include, but are not limited to, using Peer-to-Peer (P2P) networks to download music and movies. CBS students found in violation of the College's copyright policy may be subject to disciplinary action, including immediate dismissal. Violators of the copyright laws are also subject to various U.S. and international laws, along with the accompanying penalties, including fines and imprisonment.

For more information regarding copyright law, students should review the website of The United States Copyright Office: [www.copyright.gov](http://www.copyright.gov).

**Rights of Privacy and Publicity**

By enrolling in a class, a student thereby grants to CBS the right to record all classroom discussions and waives any rights to privacy of such discussions. Furthermore, CBS makes no attempt to control what other students do with such recordings. CBS will use such copies strictly for record-keeping and accreditation purposes, and will not make any other use of such copies. However, CBS makes no attempt to control what other students do with such recordings.

**Students Grant CBS The Right To Retain Copies Of Their Works**

By enrolling in a class, a student thereby grants to CBS the right to retain copies of all works produced by the student, whether written or recordings of verbal presentations. CBS will use such copies strictly for record-keeping, disciplinary (e.g. plagiarism), and accreditation purposes, and will not make any other use of such copies unless the student puts in writing the following: "I give permission to any CBS faculty member to copy and distribute (as long as the faculty member does not charge anyone any money for such actions) my paper/video."

Unless otherwise agreed-upon, CBS does not sell or consign copies of student works per the Bookstore Consignment policy. Students are entitled to keep all revenue from their own sales of original works they legally and ethically create that do not violate existing copyrights of CBS and other entities.

**Trademarks**

Students must never use others' trademarks to sell their own products, or advertise their own services. Additionally, students should not use any of the College's trademarks or service marks without the express written consent of the Academic Dean.

**Students' Recordings Of Class Proceedings**

Students must obtain prior written permission to record portions of classroom proceedings, whether text, pictures, audio, or video segments. Students may obtain express written permission from professors to record class proceedings using the Waiver for Recording in Class -- Terms of Use.

Students should be aware that whenever they copy a Work, whether the Work is text, pictures, audio or video segments, or record the live performance of a written Work, they may be violating the Federal Copyright Laws (17 U.S.C. §§ 101-513) unless they have the prior written permission of the creator of the Work. They may also be violating Texas right of publicity and right of privacy laws whenever they record a classroom discussion.

**INSTITUTIONAL POLICIES****Student Dress Code**

CBS recognizes the freedom of each student to develop personal standards under the leadership of the Holy Spirit. However, since people in the community recognize students at the College as Christian leaders, certain exemplary standards of conduct and appearance are to govern the student body (Romans 14:21–22).

While on campus for day and evening classes and when using the library, men and women are expected to wear attire reflective of modesty and discretion. Students are expected, for example, to refrain from wearing short shorts and skirts, low cut and/or revealing tops, and t-shirts emblazoned with inappropriate printed messages. All attire is expected to maintain acceptable standards of modesty and good taste.

Infractions of standards of appearance will be reported to the office of the Dean of Students for investigation, and the student may be subject to discipline. The intention of this policy is to foster an environment of educational professionalism and excellence. The policy is not intended to be the standard for the way one should dress for ministry positions or activities beyond the college training experience.

**Non-Discriminatory Policy**

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

**Harassment Policy**

CBS is committed to maintaining a safe learning and working environment for all students, faculty and staff. Therefore, any form of harassment will not be tolerated and may be grounds for disciplinary action up to and including expulsion. CBS maintains a strict policy against unlawful harassment of any kind. CBS will vigorously enforce this policy consistent with all applicable federal, state, and local laws. Further, CBS will not permit or condone acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of same.

**Definition of Discrimination:**

The term "discrimination" describes an action/s taken against a student that adversely impacts the student's education, which is based on the student's race, color, religion, sex, age, national origin, disability, veteran and/or military status. The term "harassment" includes, but is not limited to, unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual's race, religion, sex, age, national origin, or disability. The term "harassment" may also include conduct of employees, vendors and/or customers who engage in verbally or physically harassing behavior.

**Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is an explicit or implicit term or condition of grades or special consideration;
2. Academic decisions are based on a student's submission to or rejection of such conduct; or,
3. Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

The courts have identified the following types of sexual harassment:

**Quid pro quo harassment** is interaction between individuals of the same or opposite sex that is unwelcome and sexual in nature and, in which submission to or rejection of such conduct is made a condition of an individual's employment, and/ or educational evaluation or used as basis for tangible employment or educational decisions affecting such individual.

**Hostile environment harassment** is interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual conduct that is so severe or pervasive that it creates an environment that a reasonable person would find intimidating, hostile or offensive.

If a student has reason to believe that he or she has been discriminated against and/or harassed:

1. The student should contact the Dean of Students immediately.
2. Individuals will be asked to submit in writing an incident report for a formal complaint.
3. The Dean of Students will be prepared to discuss the incident(s) creating concern, and the charge may lead to further action depending on the facts and the wishes of the individual.
4. If an investigation is found necessary, all parties involved will have an opportunity to present pertinent information to an investigator, a designate of the Dean of Students.
5. If during the investigation it is discovered that the charge was filed for frivolous reasons, the charge will be dismissed immediately, and the student will be counseled. If the charge was malicious in nature, the individual will face disciplinary action.
6. At the conclusion of the investigation, a written report will be submitted by the Dean of Students to the Vice President for Student and Enrollment Services which will remain on file for 5 years. The report will include the findings of the investigator and the determination of the policy violation, if any. If disciplinary action is found to be necessary as a result of a policy violation, the proper disciplinary authority must initiate the process appropriate for the severity of the violation against the offending individual.
7. Federal Law also prohibits retaliation against individuals involved in a harassment complaint. Any claim of possible retaliation should be reported to the Dean of Students immediately.

### **Sexual Violence**

#### **Purpose**

The College of Biblical Studies – Houston (CBS) is an education community committed to living in accordance with biblical principles and standards, community laws and regulations and ensuring a safe and supportive learning environment for all students, faculty and staff. This policy establishes the procedures for responding to incidents of sexual violence including procedures to assist victim/survivors, hold perpetrators accountable, and reduce the incidence of sexual violence.

#### **Policy**

The College of Biblical Studies – Houston (CBS) is committed to maintaining a safe learning and work environment for all students, faculty, and staff and is committed to the elimination of sexual violence in all forms and will take appropriate action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal and civil law that may require separate proceedings. To further its commitment against sexual violence, CBS provides reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

For definitions, procedures on reporting, confidentiality and policy notices, please visit [Sexual Violence](#), or you can print the [Sexual Violence Policy](#).

The Campus SaVE Act seeks to address the violence women face on campus: the highest rates of stalking, the highest risk of nonfatal intimate partner violence, and 20-25% of female students experiencing rape or attempted rape.

To report any incidents relating to sexual violence, please contact the Dean of Students office by e-mail, by phone at 832.252.0757, or in person in Suite 113.

#### **Title IX**

CBS adheres to the Title IX federal statutes, except to the extent it is exempt under the Title IX statute with respect to any application inconsistent with CBS's religious tenets. Title IX is a federal law that prohibits sex discrimination in educational institutions, in all college student services and academic programs including, but not limited to, admissions, financial aid, academic advising, counseling, the Registrar's office, classroom assignments, grading, and discipline. Title IX also forbids discrimination because of sex in employment and recruitment consideration or selection, whether full-time or part-time, under any education program or activity operated by an institution receiving or benefiting from federal financial assistance.

### **STUDENT RESPONSIBILITY**

The College expects all students to exercise personal responsibility over their actions; behaviors should reflect a respect for biblical principles and standards, for the law, and for their obligations to CBS. Further, students are expected to exhibit a consideration for the rights of others and shared standards of moral and ethical behaviors.

CBS Students are:

1. Responsible for accepting and adhering to the rules, regulations, policies and procedures of the College.
2. Responsible for living and demonstrating good and acceptable principles as a Christian.
3. Responsible for understanding how his/her actions reflect upon the reputation of himself/herself and the College.
4. Responsible for reading all student guidelines, such as the handbook and college catalog, and adhering to the same.
5. Responsible for respecting the authority of the College.
6. Responsible for meeting all college obligations.
7. Responsible for demonstrating the highest degree of integrity at all times.

Related to student disciplinary issues, CBS students have the:

1. Right to be informed, in writing, of all charges.
2. Right to choose not to discuss charges.
3. Right to adequately defend himself/herself by use of witnesses, video tapes, or other means directly related to the case.
4. Right to an open hearing, if one is required.
5. Right to the consultation of an attorney, but an attorney may not attend or participate in the student hearing, unless the College is represented in the hearing by a college attorney.
6. Right to reasonable review, examination of a file containing charges and witness statements.
7. Right to request an immediate hearing.
8. Right to appeal any decision rendered regarding student conduct charges.
9. Right to provide restitution, if appropriate and acceptable.
10. Right to seek forgiveness, if appropriate.

## STUDENT RIGHTS

The College of Biblical Studies is committed to respecting all members of our community and providing a quality educational experience for all students. Students have the right to file a formal written complaint in reference to academic and institutional functions, personnel, or other members of the College community. The objective of the Formal Student Complaint Policy and Procedure is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly.

Written student complaints, addressed in the manner specified below, will be handled responsively and follow the procedures stated below. The concerns and complaints of students will be addressed fairly and will be resolved promptly.

Complaints related to this policy are usually the result of behavior that the student feels is unjust, inequitable, or creates an unnecessary hardship. Students may file complaints following this policy if they believe a problem is not governed by other CBS complaint or appeal procedures or if they have exhausted those procedures. Examples of these other procedures not governed by this policy include:

Academic Appeals including:

- Academic Suspension/Dismissal
- Satisfactory Academic Progress
- Grade Appeal

Financial Aid Appeals including:

- General Refund Policy
- ADA Accommodation Requests
- Discrimination Complaints
- Sexual Harassment Complaints

The Formal Student Complaint form is available at [www.cbshouston.edu/student-life](http://www.cbshouston.edu/student-life).

### Harassment Complaints

For specific harassment complaints, please refer to the aforementioned harassment policy.

### Academic Complaints

The procedures for addressing academic complaints including, but not limited to, faculty members and grades are as follows:

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

### Institutional Complaints

The procedures for addressing institutional complaints are as follows:

1. 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 [www.cbshouston.edu/student-life](http://www.cbshouston.edu/student-life). 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 Vice President of Administration and Student Affairs within ten (10) business days of the date of the written notice of the Dean of Student's decision.

## ADMINISTRATION OF STUDENT CODE OF CONDUCT

### Student Conduct

The Dean of Students is the senior administrator responsible for leadership and compliance of the Student Code of Conduct. Every effort is made to ensure that the conduct code is administered as a teaching and learning opportunity. Therefore students are encouraged to follow Matthew 18:15-17 when confronted with issues or concerns.

Should issues or concerns escalate to a level that poses a threat or continuing danger to the safety of persons or property, the Dean of Students has the right to remove the student from the campus. The status of the student will be classified as an interim suspension from the College to allow for review, final decision, and appeal regarding the conduct.

In such cases, the appropriate action will be administered within three (3) to five (5) days of the removal of a student. Students are required to read the Student Code of Conduct and become familiar with its content. Lack of knowledge of the Student Code of Conduct is no excuse for failing to adhere to the code. Students who participate in college sponsored programs and activities off campus must also follow the rules and regulations of the Student Code of Conduct and they are subject to sanctions if violations occur.

**Referral for Violation of Student Code of Conduct**

Any faculty, staff, student or individual may refer violators of the Student Code of Conduct to the Dean of Students. Witness statements, documentation, or other proof of the alleged offense may be required. The student will be informed of the report of the alleged violation within three (3) working days and will have three (3) working days to respond unless the Dean of Students determines that immediate response and action is required.

**Resolution to Student Conduct Issues**

The student conduct process is concerned with violations of the College's regulations. Legal and formal rules of evidence as prescribed in a court of law may not be interjected, and any change from customary procedures of a court of law will not mean that a decision is not valid. The focus on student conduct review is to ensure that the student learns from his/her violation of the Student Code of Conduct and that a satisfactory response is directed to anyone who is adversely affected by the student's violation of the Student Code of Conduct.

If student conduct violations occur, the following actions will take place:

1. The Dean of Students will send a letter of notification to the student.
2. The student may be required to report to the Office of the Dean of Students immediately or he/she may have three (3) business days to respond to the letter in writing.
3. If no response is submitted, the Dean of Students may assume that the allegations have merit and issue a notice of the sanction(s).
4. If the student responds in writing, an appointment will be arranged with the Dean of Students and the following will be discussed:
  - Student rights and responsibilities
  - Hearing procedures, sanctions
  - Appeal procedures
5. The violation may be resolved in a meeting with the Dean of Students or at his or her discretion. At his/her discretion, the Dean of Students may commence an investigation which may include but not be limited to:
  - Review of the allegations
  - Time, date and place for a hearing
  - Assembly of a review committee
  - Listening to the accused and witnesses
6. The Dean of Students will notify the accused student in writing of the final decision and include the notice of a right to appeal. The student has the right to appeal the decision of the Dean of Students.

**CONSEQUENCES FOR FAILURE TO ADHERE TO STUDENT CODE OF CONDUCT**

1. **Verbal Intervention** – Students who fail to adhere to the Student Code of Conduct may engage in a constructive discussion with the Dean of Students or his/her designee. After a specified time of intervention, the student may be required to acknowledge in writing that he or she has sufficiently reviewed his or her conduct and will not repeat the offense.
2. **Restrictions** – Students who are found guilty of violating the Student Code of Conduct may be limited in participating in college activities such as student government, college sponsored trips, student activities, and social events for a designated time.
3. **Restitution** – Students may be required to pay the costs for the replacement or repair of any property that is damaged by the student. If the student fails to pay the costs or make the repairs, the student may be subjected to additional disciplinary action, including suspension or expulsion. A record of any restitution will remain a part of a student's disciplinary record for five years following a student's commencement.
4. **Reprimand and Warning** – Students may be given a reprimand accompanied by a written warning for failing to adhere to the student code of conduct. A reprimand and written warning will be given to the student and placed in the student's personal file during the time that he or she is a student at the College. This warning may include conditions for which the student is responsible, and failure to keep these conditions could result in suspension or expulsion.

5. **Probation** – a specified period during which the student will be evaluated further. This action may also include special conditions. Probation for more than three semesters during the time of a student’s enrollment will normally be cause for suspension.
6. **Required Leave of Absence** – a specified period during which the student shall be granted a leave of absence with responsibility for fulfilling conditions specified by the Dean of Students or the Faculty. Readmission is normally granted when these conditions are met. A required leave of absence of more than one year will normally result in administrative withdrawal of the student after one year.
7. **Suspension** – a specified period during which a student is suspended from the College. Readmission is possible but is subject to admission procedures and available space.
8. **Dismissal** – the termination of a student’s relationship with the College. Readmission is not expected and recommendation for acceptance to another College is subject to the Dean of Students’ discretion. Students will receive notification of the action in writing. Disciplinary dismissal is noted on the student’s official transcript from the College and becomes a part of the student’s permanent record.

A federal or state drug conviction can disqualify a student for Federal Student Aid funds. Please refer to the information in the Student Financial Services section related to drug convictions.

Any violation of local, state, or federal laws, whether on campus or off campus, is subject to the authority of the police and the courts. In addition, students engaged in illegal activity may also face disciplinary action by the college.

## **THE APPEAL PROCESS**

Any student that is accused of committing a serious offense that violates the institution’s student code of conduct, which results in disciplinary action, has the right to appeal the decision. No student can/will be singled out for punishment on the basis of race, sex, color, religion, disability, or national origin.

1. Any appeal of the Dean of Students’ decision must be made in writing to the Vice President of Administration and Student Affairs. The appeal must include documentation/evidence to substantiate the basis for the appeal.
2. The appeal must be received within ten (10) business days of the date of the written notice of the Dean of Students’ decision. If the student does not file a written appeal within the allocated time parameter, the case will be considered closed.
3. The Vice President of Administration and Student Affairs may request additional information or request a meeting with the student. The vice president may appoint an independent disciplinary committee to review the appeal, meet with the student and determine the decision relative to the appeal.
4. The Vice President of Administration and Student Affairs will notify the student in writing of his or her decision.
5. There is no appeal beyond the Vice President of Administration and Student Affairs, and his/her decision will be final.
6. Copies of all documents will be retained in the student’s file in the Office of the Dean of Students.

## **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of, and limit access to, student education records. The law affords students certain rights with respect to their education records. Details regarding the rights of students can be found at [www.cbshouston.edu/ferpainfo](http://www.cbshouston.edu/ferpainfo).

### **Drug and Alcohol Abuse Prevention**

In compliance with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), the unlawful use, manufacture, sale, attempted sale, distribution, transfer, purchase, attempted purchase, cultivation, or possession of a controlled substance, alcohol, or any illicit drug on campus, in the workplace, or off campus as part of any campus activities is prohibited.

All persons who visit the college campus, including students and employees, are reminded that CBS is within the Drug- Free Zone as defined, for inclusion purposes, in Section 61.003 of the Texas Education

Code. Institutions of higher education refers to any public or private technical institute, junior college, senior college or university, medical or dental unit, or other agency of higher education.

Any person involved in an act of substance abuse in, on, or within 1,000 feet of the premises owned, rented or leased by CBS will be subject to punishment as defined and published in the Texas Penal Code.

Questions concerning the above information should be forwarded to the Office of the Dean of Students.

# STUDENT FINANCIAL INFORMATION



TRUTH. TRAINING. TRANSFORMATION.

## TUITION AND FEES

All fees are nonrefundable unless otherwise noted.

### Tuition

Accelerated Degree Completion Program (ADCP) tuition (per credit hour)* .....	\$274.00
Other programs and courses tuition (per credit hour)* .....	\$274.00
Technology Fee** .....	\$40.00
General Services Fee** .....	\$145.00
Christian Service Learning Program Fee (per unit)** .....	\$150.00
Course Audit** .....	\$250.00

### Miscellaneous Fees:

Application Fee .....	\$40.00
Late Registration Fee .....	\$25.00
Graduation Fee .....	\$60.00
Subject Exam Fee (\$50 Test Fee; \$130 Transcript Fee) .....	\$180.00
Late Payment Fee (each occurrence) .....	\$50.00
Returned Check Fee (each occurrence) .....	\$30.00
Official Transcripts: .....	\$8.00
Bible Certificate .....	\$10.00
Replacement Diploma Fee .....	\$60.00

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 on page 24 of 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 [myrecords.cbshouston.edu](http://myrecords.cbshouston.edu) or through Student Accounts

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

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 at [www.cbshouston.edu/registrars-office-forms](http://www.cbshouston.edu/registrars-office-forms). 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 the Office of Financial Aid. 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 on page 24. Adjustments will be made to tuition charges which are considered refundable and are designated in the tuition 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: [myrecords.cbshouston.edu](http://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 Office of Financial Aid 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	30% refund
Drop after the third week of the term	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 on/by the first class meeting	70% refund
Drop on/by the second class meeting	0% refund

\*For online classes a class meeting refers to the Monday of each week of the class. Hence the first class meeting would be the first Monday when the class is scheduled, the second Monday the second class meeting, etc.

## PAYMENT PLANS

### Student Accounts

College of Biblical Studies  
7000 Regency Square Blvd.  
Houston, TX 77036  
832.252.4625  
student.account@cbs-houston.edu

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 at [mycollegepaymentplan.com/cbs](http://mycollegepaymentplan.com/cbs). 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 5<sup>th</sup> or 20<sup>th</sup> 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 MyRecords at [myrecords.cbs-houston.edu](http://myrecords.cbs-houston.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 Student Accounts at 832.252.4625 or email [student.account@cbs-houston.edu](mailto:student.account@cbs-houston.edu).

### Changes to Payment Plans

It is the student's responsibility to contact the Student Accounts 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 Student Accounts 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 Student Accounts at 832.252.4625 or email [student.account@cbs-houston.edu](mailto:student.account@cbs-houston.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 Controller/CFO who will respond within ten (10) days of the appeal and whose decision shall be final.

## FINANCIAL AID

**Office of Financial Aid**  
College of Biblical Studies  
7000 Regency Square Blvd.  
Houston, TX 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 Office of Financial Aid 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. The Maximum Federal Pell Grant award changes each year. To obtain the most recent information you can check the student aid website at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

#### 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.

#### 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 [gibill.va.gov](http://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 [gibill.va.gov](http://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 [gibill.va.gov](http://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 [gibill.va.gov](http://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 [gibill.va.gov](http://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 [gibill.va.gov](http://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 Office of Financial Aid 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 Office of Financial Aid 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 interested in obtaining information on available scholarships should visit the Office of Financial Aid or the Financial Aid website ([www.cbshouston.edu/financial-aid](http://www.cbshouston.edu/financial-aid)).

## HOW TO APPLY FOR FINANCIAL AID

Students may apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA) online at [fafsa.ed.gov](http://fafsa.ed.gov). In addition, students must visit MyRecords at [sonis.cbshouston.edu/studsect.cfm](http://sonis.cbshouston.edu/studsect.cfm) in order to complete the CBS 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 to the College
- Be a U.S. citizens or eligible non-citizen

To be eligible for Federal Title IV aid program, aid recipients must:

- Be a U.S. citizen or eligible non-citizen
- Certify that funds will be used for educational purposes
- Certify that they were not convicted of drug charges while receiving Federal Title IV
- Certify that he/she is not in default on any federal student loan and does not owe money on any federal student grant
- Meet any other requirements established by the Title IV aid program

### Eligibility for Institutional Aid

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

- Be enrolled as a regular (matriculating) student in a degree program
- Maintain financial aid satisfactory academic progress as defined by the particular aid. Note: satisfactory academic progress standards for receipt of financial aid may differ from minimum College standards for continued enrollment or program requirements
- Maintain the required GAP for the aid
- 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.
- Students must also complete their program measured in credit hours in a maximum time frame no longer than 150% of the published length of the program.

### **Qualitative Academic Progress**

In order to receive federal and veteran's benefits, students must maintain a cumulative grade point average (GPA) of 2.1. For some institutional scholarships, students must maintain a higher semester grade point average.

### **Financial Aid Satisfactory Academic Progress (SAP) Appeal Process**

Effective July 1, 2011, a student failing to maintain Financial Aid 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 Financial Aid 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. In some cases, students will be required to submit supporting documentation with the appeal request.

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 the Office of Financial Aid in conjunction with Academic Advising Office, 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 their advisor who can assist with academic planning. They can meet with a financial aid advisor for assistance with financial aid advising.

### **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 \$5,815 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 increased to \$25,000 effective for the 2016-2017 award year. Since this amount changes, students should refer to the Department of Education site for the most current information.
- Auto zero calculation applies only to EFC calculation for dependent students (based on parent income) and independent students 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, as required by federal regulations, 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 [myrecords.cbshouston.edu](http://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 Office of Financial Aid 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 Financial Aid. 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 College
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 [www.studentloans.gov](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 (which can be obtained from an Academic Advisor).

## COURSE NUMBERING

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

### Course Glossary

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

## AVAILABILITY OF CLASSES

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

## STUDENT CLASSIFICATION

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

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

## REGISTRATION

Prior to each semester and before attending classes, CBS students are required to register and arrange for the payment of all tuition and fees. Students use an online registration system to register, make changes to their schedule, and/or make payment arrangements. To access the online registration site, navigate to [myrecords.cbshouston.edu](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.
- Failure to drop a course properly will result in a grade of "F" being recorded on the academic record.
- All course weeks and dates for online classes are determined by the *Attendance Policy* for online courses.
- A registered student must drop a course before 25% of the class is completed in order for a "W" to not appear on the transcript. Any time after this, a "W" will appear on the transcript. Courses cannot be dropped after 70% of the class is completed. Please see the following table for specific course lengths:

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

## ATTENDANCE/COURSE STRUCTURE

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

## CLASS CANCELLATIONS (EMERGENCY)

In case of severe conditions that warrant course cancellations, it is the responsibility of the student to listen to or obtain information regarding announcements from the local media outlets, the CBS automated phone system, and/or at [www.cbshouston.edu](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 pertaining to the Emergency Alert System are 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 institution awards academic credit for course work taken on a non-credit basis only when there is documentation that the non-credit course work is equivalent to a designated credit experience. For more information on receiving credit for non-credit course work, please see the Transfer of Credit section of the Academic Catalog.

### **DIRECTED STUDY**

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

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

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

## GRADING

Students are graded according to the following designations:

<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

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

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

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

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

### Incomplete

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

### Pass/Fail Option

Students enrolled in an accelerated degree completion program may elect to take a maximum of six credit hours as pass/fail. Students successfully completing a course-designated pass/fail will receive a grade of "P" and those students unsuccessfully completing the course will receive a grade of "F". A grade of "P" is not calculated in a student's grade point average. A grade of "F" is calculated in the student's GPA.

**Repeating Courses**

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

**Grade-Point Average**

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

**ACADEMIC HONORS****Academic Honor Roll**

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

**Graduation Honors**

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

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

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

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

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

**Delta Epsilon Chi**

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

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

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

**OTHER GRADING POLICIES****Change of Grade Policy**

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

**Policy on Returning Student Assignments**

Returned work should be retained by the student in case it is required for a grade appeal. It is the responsibility of the student to collect work from the CBS faculty member. Online assignments are graded, submitted, and returned via the Learning Management System (LMS). In the event that an on-ground student is unable to obtain



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

### **Academic Complaints**

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

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

### **Student Assignments**

CBS is committed to and required by our accreditors to assess program effectiveness and Student Learning Outcomes. One way the College does this is to keep a sample of student assignments as a part of the evaluation process. This method is one of many in our assessment plan, enabling the institution to make necessary improvements to ensure continued excellence in learning and teaching. The plan includes assessment activities occurring at the following stages

(1) the admissions process; (2) during the student's academic program; (3) at the time of graduation; and (4) following program completion or graduation (alumni). Should a student's assignment be selected for faculty review, his or her name will be removed and your privacy protected. Concluding assessment results will become part of the institution's aggregate data.

### **Graduation Requirements**

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

1. Every word in the original writings of the Holy Scriptures is inspired of God and without error (2 Tim. 3:16; 2 Pet. 1:21; 1 Cor. 2:13).
2. The Godhead exists eternally in three persons: the Father, the Son, and the Holy Spirit; and these three are one God (Gen. 1:1; Jn. 10:30, 4:24; Deut. 6:4; Matt. 28:19; 2 Cor. 13:14).
3. Man was created in the image and likeness of God, but in Adam all mankind fell into sin with the result that all men are sinners, hopelessly sinful in themselves, apart from the grace of God (Gen. 1:27, 9:6; Rom. 5:12, 3:23; Eph. 2:1).
4. The Eternal Son of God became incarnate in the Lord Jesus Christ, who is true God and true man, having been born of the virgin Mary (Jn. 1:1, 14, 18; Matt. 1:21, 23; Heb. 1:6, 8; 1 Jn. 5:20; 1 Tim. 2:5). Salvation is received by faith alone in Christ, who died in substitutionary sacrifice for our sins and rose again (Acts 4:12; 13:38, 39; 1 Cor. 15:1, 4; Rom. 4:4, 5; 5:1).
5. The Church, embracing all true believers, is the body and bride of Christ, formed by the Holy Spirit (Eph. 1:22, 23; 5:24, 25, 30; 1 Cor. 12:12, 13, 27).

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



the approval of a graduate for any reason it sees fit.

Additionally, graduation from any CBS program requires at least:

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

See degree program graduation requirements for any additional program requirements.

## ACADEMIC DISCIPLINE

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

### Academic Warning

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

### Academic Probation

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

### Academic Suspension

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

### Re-admission After Suspension

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

### Academic Expulsion

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

## TRANSFER CREDIT

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

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



- Students pursuing a Bible Certificate may transfer a maximum of 9 credit hours

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

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

Eligible transfer credits are governed by the following criteria:

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

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

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

For more information please visit [www.cbshouston.edu/articulation-agreements](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
- Advanced Placement (AP) Exams - series of tests developed by the College Board initially for AP High School courses, including 34 exams in 19 subject areas
- College Level Examination Program (CLEP) Exams—Tests of college material offered by the College Board
- Military Training and Experience Assessments – credit may be awarded for courses completed by military service schools if this credit is recommended in the Guide to the Evaluation of Education Experiences in the Armed Forces (ACE)

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

## **CREDIT BY EXAMINATION**

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

TEST	SUBJECT AREA	ACCEPTABLE SCORES
<b>CLEP</b>	English Composition General Exam* 6 hours through June 2001	420
	English Composition with Essay 6 hours through June 30, 2010	50
	English Composition 6 hours through June 30, 2010	50
	Freshman College Composition 6 hours through June 30, 2011	50
	College Composition 6 hours as of July 1, 2010	50
	College Composition Modular (no essay) 3 hours as of July 1, 2010	50
	College Composition Modular (with essay)** 6 hours as of July 1, 2010	50
	American Literature 6 hours	50
	Analyzing & Interpreting Literature 6 hours	50
	English Literature 6 hours	50
<b>CLEP</b>	College Algebra 3 hours	50
	Information Systems and Computer Applications 3 hours	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

## INSTITUTIONAL EMAIL

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

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

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

## WITHDRAWING FROM THE COLLEGE

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

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

## LEAVE OF ABSENCE

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

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

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

## CONFIDENTIALITY OF EDUCATION RECORDS

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

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

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

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

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

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

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



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

**ENROLLMENT CERTIFICATION**

Student enrollment criterion for certification purposes:

- Full Time ..... 12+ credits
- ¾ Time ..... 9-11 credits
- ½ Time ..... 6-8 credits
- Less than ½ Time ..... 1-5 credits

**TRANSCRIPTS**

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

**ACADEMIC ADVISING PROGRAM**

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

**Schedule on the Administration and Timing of Outcome Measurements**

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

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

**ACADEMIC CALENDAR**

Current and future academic year calendars are available at [www.cbshouston.edu/registrar](http://www.cbshouston.edu/registrar)