

# STUDENT HANDBOOK



2023 - 2024

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2023-2024



TRUTH. TRAINING. TRANSFORMATION.

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

*1 Timothy 1:5*

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



TRUTH. TRAINING. TRANSFORMATION.



## HISTORY OF THE COLLEGE

### A HERITAGE OF PURSUING TRUTH, TRAINING, AND TRANSFORMATION!

The College of Biblical Studies–Houston has been equipping students for ministry to the church and the world for over 40 years. Formerly Houston Bible Institute, 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 KHCN-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 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, CBS was granted accreditation with the Southern Association of Colleges and Schools Commission on Colleges to award certificates as well as associate and baccalaureate degrees. 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 as 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 2019 CBS merged with Crossroads Bible College in Indiana, a college with a similar heritage of educating non-traditional, minority adult learners. As a result, CBS added campuses and delivery models in Gary, Indianapolis, and Fort Wayne and online.

In its over 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

To develop and disciple multi-ethnic Christian leaders who transform underserved communities through a life-changing biblical education.

## 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, the training is accomplished by our four 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 exists to glorify God by educating and equipping multi-ethnic Christian leaders to impact the world for Christ.**

### Implementation of the Mission

To fulfill its Mission, the College of Biblical Studies-Houston has five mission objectives:

- 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 a learning community, in its programs, and among its boards, faculty, staff, and students these primary values:

#### In Christ:

**WE LOVE:** We display respect, kindness, and compassion to one another.

**WE EXCEL:** In all we do, we give our best and inspire breakthroughs of brilliance.

**WE GROW:** As a community of learners, we relentlessly pursue the next horizon.

**WE SERVE:** With humble hearts, we use our God-given talents to achieve His purposes.

### WE ARE STRONGER TOGETHER

#### Institutional Goals

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

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

## STATEMENT OF INSTITUTIONAL PHILOSOPHY OF STUDENT DEVELOPMENT

CBS is committed to the truth that the Bible is central to the Christian life and that Christians are called to love and glorify God by living 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” (I Tim. 1:5). CBS combines programs in both theological and general education so that students can recognize and interact with biblical and non-biblical worldviews. Students are educated in disciplines that help them know and articulate Scripture, preparing them for personal ministry for the equipping of the saints for ministry in order to build up the local and universal body of Christ (Eph. 4:12).

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, awe, and knowledge of the Lord Jesus Christ in association with a local church. 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 for Christian service to the church and the world.

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, worship of God, application of biblical truth, and use 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 through the local church. Students are encouraged to engage in worship with other believers through CBS chapels and other events. 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, worship, 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 in order to present every believer complete in Christ (Col. 1:28) for the glory and honor of His name.

## 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).

## Truth. Training. Transformation.

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

<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.

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 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 *μαλᾱκοί* 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.

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



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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.

<sup>3</sup> Portions of this section were adapted from Dallas Theological Seminary, "Statement on Marriage and Human Sexuality." Available at: <https://www.dts.edu/about/policies-procedures/marriage-human-sexuality-policy/>

<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.

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.

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

<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.

<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.

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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).

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.

## **CBS Statement on Cultural Diversity**

### **Biblical and Theological Rationale for Cultural Diversity**

#### *I. Introduction*

The College of Biblical Studies maintains an unwavering commitment to see God glorified, the Gospel proclaimed, the Bible affirmed, and the church unified in an environment that welcomes ethnic and cultural diversity. Our dedication to teaching and practicing truth in love, discipling multiethnic Christian servant leaders, and providing transformative instruction for God's glory is undergirded and fueled by our obedience to both the Great Commandments and the Great Commission (Matt 22:36-40; 28:18-20). As we seek to love God and our neighbors well and to make Christian disciples of all nations, the College prayerfully and actively pursues ethnic unity and reconciliation with humility, gentleness, patience, grace, biblical truth, and love (Eph 4:1-4, 15, 32; Col 3:12-15; 4:6).

The College's mission to glorify God by educating and equipping multi-ethnic Christian leaders to impact the world for Christ grounds itself on a biblical and theological worldview in which the Triune God glorifies Himself through unity and diversity. The pursuit of Christian unity in the midst of diversity has its roots within the Triune nature of God. The Scripture declares that there is only one God (Deut 4:35; 6:4; 1 Kings 8:60; Neh 9:6; Is 45:21-22), and He exists from eternity in three Persons: Father (Gen 1:1; Gen 17:1; Ex 3:14; Jer 32:17; Eph 1:3; Phil 1:2), Son (John 1:1, 14; 8:58; 20:28; Rom 9:5; Col 2:9; Heb 1:1-4), and Holy Spirit (Gen 1:2; John 6:63; Acts 5:1-10; 2 Cor 3:17; Ps 139:7-10). Each person of the Trinity is fully God and therefore equal in power, glory, and honor (Is 42:8; Matt 3:13-17; 28:18-20; John 17:1-5; 2 Cor 13:14; Eph 1:20-22; 2 Thess 2:13-14; Rev 1:8). Thus, the Father is God; the Son is God; the Holy Spirit is God, yet there are not three gods, but one God.<sup>9</sup>

Likewise, the distinction of persons is always maintained within the Godhead. The Father is, from eternity, the Father, never the Son or the Spirit (Is 63:16; Ps 2:7; Matt 3:13-17; John 3:16; 12:28; Eph 1:17; 2 Thess 1:2); likewise, the Son is, from eternity, the Son, never the Father or the Spirit (John 1:18; 5:19-23; 20:17; Eph 1:7; 2:18); finally, the Spirit is, from eternity, the Spirit, never the Father or Son (John 16:13-15; Rom 8:9; Gal 4:6; 1 Cor 2:10-11; Eph 1:13-14). This unity of divine essence coupled with the diversity of divine personhood is foundational within the Trinitarian life. Thus, when God chose to create man in His image (Gen 1:26-27) and for His glory (Is 43:6-7; 1 Cor 10:31; Ps 24:1; 100:2-3), the Lord ensured that His creation reflected both the unity and diversity that characterizes His own divine nature.

The Scripture declares that the Lord is a God of peace, not disorder (Rom 15:33; 1 Cor 14:33; Phil 4:9). Therefore, unity and diversity can coexist in harmony because it is exemplified within the Triune God (Matt 3:16-17; John 14:26-27; 16:5-15; 17:10, 21-22). For example, when the Lord created those who would bear His image (the *imago dei*), He created one human race comprised of two genders: male and female (Gen 1:26-27), and this the Lord deemed very good (Gen 1:31). An "image" should reflect the character and qualities of that which it represents. Thus, the oneness of humanity and the distinction of the two genders ensured that human beings properly "imaged" the unity and

<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 these principles to unique situations (including but not limited to curriculum, class content and availability, employment and all other issues) as a college that prepares ministers.

<sup>9</sup> "The Athanasian Creed" from John H. Louth, ed., *Creeds of the Churches: A Reader in Christian Doctrine from the Bible to the Present*, 3rd Edition (Louisville, KY: John Knox Press, 1982), 705. See also "The Definition of Chalcedon" from Louth, *Creeds of the Churches*, 34-36.

diversity within God.<sup>10</sup>

## II. Recognizing Human Dignity in light of the Imago Dei

God created human beings with material bodies and immaterial spirits, thereby giving them the ability to relate both to God and man (Gen 2:7, 16, 22). As God reigns over creation, He gave man authority to serve as His vice-regents over the earth, and He commands them to “be fruitful, multiply, fill the earth, subdue it, and rule over His creation” (Gen 1:1-2:25, Isaiah 45:18). Having this kind of authority aligns with the likeness of our creator, God. Moreover, the Scripture states that God breathed the breath of life into Adam, thereby establishing a unique connection between God and His image bearer (Gen 2:7). Thus, “to be human is to image God.”<sup>11</sup> As our Creator, the Lord also remains intimately involved in the formation of every subsequent human life (Ps 139:1-3, 13-16). God gives human beings unique worth and sets them apart from all other creatures (Ps 8:4-8).

## III. Distinguishing Race & Ethnicity

Given the fact that Adam and Eve are the parents of all humans (Gen 1:26-28; 2:7, 21-25; 3:20; Rom 5:12-17, 1 Cor 15:45), it makes sense that all human beings are also a part of the same species, *Homo Sapiens*, and today, even scientists agree that there is only one biological “race” of humans.<sup>12</sup> While the term “race” is often used as a social construct to denote a person’s cultural background coupled with other physiological characteristics (such as skin color), the Bible consistently employs the term *ethnos* (Gr. ἔθνος; cf. “ethnic” and “ethnicity”) to describe such distinctives.<sup>13</sup> This understanding is often reflected by missionaries who use the term “people groups” to define “a cluster of human beings that are set apart from others because of their language, culture, geography, or religion.”<sup>14</sup> Genesis states that from creation to the time of the Flood, humanity “stood in unbroken genetic relation with the first [human] pair, so that the human race constitutes not only a specific unity, a unity in the sense that all men share the same human nature, but also a genetic or genealogical unity.”<sup>15</sup> Thus, Adam and Eve, along with Noah and his descendants (who repopulated the post-diluvian earth, per Gen 9:1-7, 19; 10:32) possessed the same genetic coding for all subsequent human *ethnē* or “ethnicities.” Just as God displayed His unity and diversity by creating one human race with two genders, He also reveals the same unity and diversity by creating one human race with various ethnicities. Paul also affirms this in Acts 17:26, when he notes that “God made of one [italics mine] every nation [ethnos] of man to dwell on all the face of the earth.”<sup>16</sup> Despite the fact that “contemporary notion of ‘races’ is foreign to Scripture, ‘ethnicity’ more accurately describes the real, observable distinctions of nationality, language, culture, and sometimes

<sup>10</sup> While men and women are image bearers, the Lord intentionally created both men and women with God-given, complementary distinctions that not only highlight His unity and diversity but also bring Him great glory. For additional information on the College’s position on biblical gender roles, see <https://www.cbshouston.edu/assets/files/Biblical-GenderRoles.pdf>.

<sup>11</sup> Michael S. Heiser, *The Unseen Realm: Recovering the Supernatural Worldview of the Bible*, First Edition. (Bellingham, WA: Lexham Press, 2015), 42–43. Even though God made human beings in His image, an image is never greater than that which it represents. Therefore, image bearers must worship God, and God alone, as their sovereign Lord and Creator (Ex 20:3-6; Deut 6:13-15; Luke 4:8; Rom 1:18-23).

<sup>12</sup> Ken Ham and Charles Ware, *One Race One Blood: A Biblical Answer to Racism* (Green Forest, AZ: Master Books, 2007), 112. Kindle Edition. For additional scholarly statements regarding the opposition to separate “races,” see “AAPA Statement on the Biological Aspects of Race,” from the American Association of Physical Anthropologists, <http://physanth.org/about/position-statements/biological-aspects-race/>. Accessed on November 4, 2018. See also the “AAA Statement on Race” from the American Anthropological Association, <https://www.americananthro.org/ConnectWithAAA/Content.aspx?ItemNumber=2583>. Accessed on November 4, 2018.

<sup>13</sup> Τό ἔθνος (*ethnos*) is defined as a body of persons united by kinship, culture, and common traditions, *nation, people*, (cf. Acts 8:9; Matt 24:14; 28:19; Mark 11:17; 13:10). The term is also used to denote “people groups foreign to a specific people group, specifically, those who do not belong to groups professing faith in the God of Israel, such as the nations, Gentiles, unbelievers” (Acts 11:1, 18; 14:5; 21:21; 26:17; Rom 3:29; 9:24; 15:10). Finally, the word describes non-Israelite Christians, Gentiles of Christian congregations composed of more than one nationality and not limited to people of Israel (Rom 16:4; Eph 3:1).” See William Arndt et al., *A Greek-English Lexicon of the New Testament and Other Early Christian Literature (BDAG)* (Chicago: University of Chicago Press, 2000), 276-277.

In addition, the Scripture also uses the term ἡ φυλή (*phylē*) to describe different subgroups within a distinct nation, such as the 12 tribes of Israel (Luke 2:36; Phil 3:5; Heb 7:13; Rev 7:4). For example, the tribe (*phylē*) of Reuben is a subgroup of the *ethnos* or “nation” of Israel. See William Arndt, *BDAG*, 1069. The New Testament also uses the word ὁ γένος (*genos*) to describe a “relatively large people group or nation.” William Arndt, *BDAG*, 194. It should be noted, however, that the term can have several different connotations in the NT, including “family” (e.g., Acts 7:13), “descent or origin” (e.g., Rev 22:16), “race of people or nation” (e.g., Acts 7:19, 2 Cor 11:26, Phil 3:5), “nationality” (e.g., Mark 7:26; Acts 4:36) or “kind” (e.g., Matt 13:47; Mark 9:29). See Moisés Silva, ed., *New International Dictionary of New Testament Theology and Exegesis* (Grand Rapids, MI: Zondervan, 2014), 556–557. Of the terms used, τό ἔθνος occurs with the most frequency (162 times). See John Kohlenberger III, Edward W. Goodrick, James A. Swanson, *The Exhaustive Concordance of the Greek New Testament* (Grand Rapids, MI: Zondervan Publishing House, 1995), 250-252.

<sup>14</sup> Ham and Ware, *One Race, One Blood*, 115.

<sup>15</sup> Louis Berkhof, *Systematic Theology* (Grand Rapids, MI: Wm. B. Eerdmans Publishing Company, 1938), 188.

<sup>16</sup> *Ibid.*

religion.”<sup>17</sup> Given its alignment with the biblically-used “ethnos” rather than the culturally-defined term “race,” the word “ethnicity” will be used throughout this statement.

#### IV. Recounting Sin & Disunity in History

Despite the aforementioned, God-ordained, human unity in the midst of ethnic diversity, the intrusion of sin fractured the God-human (Gen 3:8-11, 22-24; 6:5-6; Is 59:2), man-woman (Gen 3:12, 16), human-world (Gen 3:17-19), human-human relationship (Gen 4:1-16). Sin manifests itself with both a nature (Eph 2:1-3) and behavior that is hostile toward God and others (Rom 1:18-32). With our rebellion, humans traded our once upright, holy nature for a nature that is characterized by death, disorder, and destruction (Gen 6:5-6; Rom 5:12-21). While the imago dei is still present within all human beings, it is gravely marred, perverted, and tarnished by sin (Rom 3:23; James 3:9-10). Sin is defined as any word, action, and/or desire that violates the word of God and/or conscience and alienates us from the Lord. We sin by actively breaking God’s Word or by not performing what is commanded of us in God’s Word. Rather than reflecting divine beauty and peace, our God-given distinctions in personhood, gender, and ethnicity have been sinfully twisted to serve as instruments of division and hostility. This human failure to reflect God’s glory rightly and to represent His image accurately assaults the very character of God. Because of His goodness, God simply cannot let false imagers abide (Ps 100:5; 107:1; Hab 1:13; Nahum 1:2; Rom 1:18; 1 Pet 1:14-16).

After sin entered the world (Gen 3:1-24), human beings now have the tendency to affirm either unity or diversity to the exclusion of the other and to use their own preferences for sinful means. For example, at the Tower of Babel, human beings stood united in the common purpose of making a tower that reached to heaven, thereby attempting to make themselves god-like (Gen 11:1-4). For this rebellion, the Lord scattered humanity across the earth and also divided the earth into different languages (Gen 11:5-9). Thus, humans exploited “unity” for idolatrous means. Likewise, Scripture also notes that man will not hesitate to renounce diversity in an attempt to elevate self. For instance, when Miriam and Aaron spoke against Moses’s Cushite wife (Numb 12:1), the Lord viewed their ethnic hostility as a rejection of His authority and Moses’s leadership, and He judged their rebellion by giving Miriam a skin disease (Numb 12:4-13). Thus, Miriam’s attempt to draw “separation” between a man and his Cushite wife directly led to her “separation” from her own people (Numb 12:14-15).<sup>18</sup> In both cases, God judged the exploitation of unity and diversity. Both must be maintained, and both must be used to glorify the Creator, not the created.

Unfortunately, within the modern history of the church, the Bible has been used as a basis for ethnic prejudice. For example, Dutch Reformed Christians used the Bible to sanction apartheid in South Africa during the modern era.<sup>19</sup> Throughout World War II, Hitler and the Third Reich wielded the scriptures in the philosophy and practice of Nazism.<sup>20</sup> Finally, as one of the most blatant historical instances when the Bible has been used in this way, some have used the “curse of Ham” as a biblical justification for slavery and mistreatment of blacks in the American South. However, the text declares that it was Canaan, Ham’s son, who was cursed, not Ham himself (Gen 9:24-27). Later, the text states that Ham fathered “Cush, Mizraim, Put, and Canaan” (Gen 10:6). While Cush, Mizraim, and Put likely correspond to modern Sudan, South Sudan, Ethiopia, Egypt, and Libya, which are in Africa, Canaan became the father of nations that were in the vicinity of the current Middle East (Gen 10:15-20).<sup>21</sup> While the “curse of Ham” has often been leveled against blacks, nothing in the text of Scripture states that the Canaanites were dark-skinned. True to Noah’s prophecy,

<sup>17</sup> Thabiti Anyabwile, “Many Ethnicities, One Race,” from the *9Marks Journal*, <https://www.9marks.org/article/many-ethnicities-one-race/>. Accessed on November 4, 2018.

<sup>18</sup> While some have sought to use Scripture to argue against interracial marriage, the Bible issues no such prohibition. The Lord has consistently commanded His people to marry those who worship Him and Him alone (Ex 34:11-16, Deut 7:1-6; Josh 23:11-13; 1 Kings 11:1-8; Ezra 9:1-3; 1 Cor 7:39; 2 Cor 6:14); therefore, inter-faith marriage, not interracial/interethnic marriage, violates divine law. See also John Piper, “Did Moses Marry a Black Woman?” <https://www.9marks.org/article/did-moses-marry-black-woman/>. Accessed on November 5, 2018.

<sup>19</sup> Several essay collections feature historical and theological analysis related to South Africa, Christianity, and apartheid. See R. Drew Smith, et. al., *Contesting Post-Racialism: Conflicted Churches in the United States and South Africa* (Jackson: University Press of Mississippi, 2015); R. Drew Smith, ed., *Freedom’s Distant Shores: American Protestants and Post-Colonial Alliances with Africa* (Waco: Baylor University Press, 2006); William E. Van Vugt and G. Daan Cloete, *Race and Reconciliation in South Africa* (Lanham, MD: Lexington Books, 2000).

<sup>20</sup> Important studies of this topic include Susannah Heschel, *The Aryan Jesus: Christian Theologians and the Bible in Nazi Germany* (Princeton: Princeton University Press, 2010); Richard Steigman-Gall, *The Holy Reich: Nazi Conceptions of Christianity, 1919-1945* (Cambridge: Cambridge University Press, 2004); Doris L. Bergen, *Twisted Cross: The German Christian Movement in the Third Reich* (Chapel Hill: University of North Carolina Press, 1996).

<sup>21</sup> John Piper, “Racial Reconciliation: Unfolding Bethlehem’s Fresh Initiative #3, Racial Harmony Sunday. Sermon Delivered January 14, 1996. <https://www.desiringgod.org/messages/racial-reconciliation>. Accessed on October 30, 2018. See also Gordon J. Wenham, *Genesis 1–15*, vol. 1, *Word Biblical Commentary* (Dallas: Word Incorporated, 1998), 221. In addition, see J. Daniel Hays, *From Every People and Nation: A Biblical Theology of Race*, ed. D. A. Carson, vol. 14, *New Studies in Biblical Theology* (Downers Grove, IL; England: InterVarsity Press; Apollos, 2003), 34. See also Stephen R. Haynes, *Noah’s Curse: The Biblical Justification of American Slavery*. New York, NY: Oxford University Press, 2002. Sylvester A. Johnson, *The Myth of Ham in Nineteenth-Century American Christianity: Race, Heathens, and the People of God*. New York, NY: Palgrave Macmillan Publishers, 2004).

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God drove the Canaanites out of the land due to their wickedness (Deut 9:4-5). Therefore, the “curse of Canaan” has nothing to do with those of African descent, and its use to justify the African slave trade not only serves as a prime example of poor exegesis, but it also functions as a blatant misuse of Scripture.

#### V. Envisioning Gospel-Centered Unity

In an attempt to press for unity, many within society and the church have tried to function as if they are “color blind” when it comes to engaging those of different ethnicities. While their efforts may be well-intentioned, they are also misguided. Unity and diversity should not be viewed as an “either-or” but as a “both-and.” The Lord created people of different colors, complexions, and ethnicities. We should see and honor His creative work and give glory to the Creator for what He has done. We should see the distinctions and honor them as reflections of divine glory: He creates one human race (thereby establishing the unity of His image bearers) with different ethnicities (thereby cementing the diversity of His creative order). The Lord commanded that His people be one as the Triune God is one (John 17:11, 20). As each member of Godhead retains His individual personhood while sharing full deity, different groups maintain their ethnic distinctiveness while sharing full humanity. Therefore, unity does not equal uniformity. In fact, the Scripture does not shy away from ethnic diversity but recognizes it openly (Jer 13:23; John 4:9; Mark 7:24-29; Acts 8:26-40; Acts 16:1). If the Scripture, the very Word of God, recognizes such ethnic distinctions, then the people of God should follow suit. At the same time, solidarity of purpose does not mandate unanimity of action. Brothers and sisters who fully agree on the need for ethnic unity can, and often will, disagree on how to accomplish that unity. Believers must rely upon wisdom, prayer, and love in order to achieve diversity in a way that honors God and promotes peace (Eph 4:1-7; James 1:5; Rom 12:9-12; 1 John 4:11). Since God creates all people in His image, He therefore gives all “ethnic groups the same status and unique value that comes from being His image bearer.”<sup>22</sup>

Christ, the Great reconciler, is the light of the world (John 1:9; 8:12), and He has called a people unto Himself, the church, who reflect His image by serving as lights in the world (Matt 5:14-16).<sup>23</sup> Now, every person can be reconciled to God through the lifesaving blood of Jesus Christ (Gal 3:26-29; Col 1:19-20; 1 John 2:1-2). As the Lamb of God, Jesus takes away the sins of the world and gave Himself as a ransom for all men and women, regardless of ethnicity (John 1:29; 1 Pet 1:19; 1 Tim 2:5-6). The Lord lauded the faith and righteous acts of Gentiles (Luke 4:24-30; Luke 10:25-37), and he calls His people to proclaim His Gospel message to all nations for His glory (Matt 28:18-20). Just as He began the proclamation of the Gospel to Gentiles, Samaritans, and people from various nationalities (Matt 4:14-17; John 4:1-42), He calls His church to take the Gospel to Jerusalem, Judea, Samaria, and the ends of the earth (Acts 1:8). At Pentecost, the Holy Spirit fell on people of many different ethnicities so that all could hear the Gospel in their own distinctive languages and take that good news to their countries of origin (Acts 2:1-13). The same Holy Spirit who was present at creation (Gen 1:2), the same Holy Spirit who raised Jesus from the dead (Rom 8:11), is the same Holy Spirit who indwells believers, regardless of ethnicity (1 Cor 3:16; 6:19; Acts 10:1-48). Empowered by the Holy Spirit whom the Father has sent through Jesus (John 14:26), true disciples commit themselves to obeying the Lord and fulfilling His Great Commission. Therefore, it comes as no surprise to see Peter and the apostles proclaiming the good news in Jerusalem (Acts 1-7), Philip preaching the word in Samaria (Acts 8), other leaders announcing the message to Judea (Acts 9-12), and Paul taking the Gospel to the ends of the earth (Acts 13-28).

A central aspect of the aforementioned Gospel message lies in the fact that salvation is of the Jews (John 4:22).<sup>24</sup> While the Lord first took the Gospel to the nation of Israel (Matt 10:6; 15:24), it has always been the sovereign plan of God to extend salvation to the Gentiles (Is 49:6; Rom 11:1-36). Because of Jesus Christ’s perfect salvific work, anyone who receives His message and ministry through faith is no longer an estranged enemy of God (Rom 10:9-13; Col 1:21-23). Even though Gentiles have been engrafted into the people of God, this does not allow anyone to overlook the importance of the Jewish nation throughout creative and redemptive history (Gen 12:1-3; Rom 9:1-5; 11:17-24). In His own flesh, Jesus tore down the barrier of the dividing wall between Jew and Gentile and created a new body, from the two, in Himself, thereby establishing peace (Eph 2:11-21). Therefore, the church of God denounces and decries any attempt to rebuild that wall through inclinations towards and acts of anti-Semitism. The head of the Church, Jesus

<sup>22</sup> Hays, *From Every People and Nation: A Biblical Theology of Race*, 202.

<sup>23</sup> The one, holy, catholic, and apostolic church of Jesus Christ is also comprised of different members with distinctive Spirit-given gifts (1 Cor 12:1-31). Thus, by divine ordination, the bride of Christ also reflects the unity and diversity of the Triune God. Therefore, in His creative work, the Triune God intentionally displays His unity in the creation of one human race and one church; at the same time, He deliberately shows His diversity in the creation of two different, complementary genders; various people groups and ethnicities; and distinctive, edifying gifts among the saints.

<sup>24</sup> Throughout the Scripture, the Lord describes Israel as His treasured possession out of all the other peoples on the earth (Deut 7:6; 14:2; 26:18; Ps 135:4). However, the text also declares that Israel’s special status had nothing to do with her own *inherent* worth; on the contrary, Israel’s election depended solely upon the sovereign grace and love of the Lord who wills as He chooses (Deut 7:7-8). The Scripture also declares that all have sinned and fallen short of God’s glory, regardless of ethnicity (Rom 2:12-29; 3:10, 23; Eph 2:1-3). In Christ, the Father elects and adopts believers of all ethnicities to the praise of His glorious grace (Eph 1:1-6; 2:4-22).



Christ, was born a Jew, lived as a Jew, died as a Jew, and was raised from the dead as a Jew.<sup>25</sup> He intercedes for His people, and He will come again, as a Jew, to reign over the millennial kingdom and ultimately, the new heavens and the new earth. Since anti-Semitism, at its core, blasphemes God the Son, it remains wholly rejected by the Son's church.

#### *VI. Practicing Gospel-Centered Unity*

In the clearest terms, the College of Biblical Studies emphatically and unequivocally denounces all forms of ethnic supremacy, racism/racialization, ethnic division, and ethnic prejudice (i.e. what James 2:1-13 describes as personal favoritism, making distinctions, and partiality) because it portrays a false image of God's Tri-unity, violates the two Great Commandments (Matt 22:36-40), and denigrates His good work of creation. The Christian<sup>26</sup> cannot and must not be silent in the face of ethnic prejudice. As she proclaims the Gospel to all nations (Mark 13:10; Rev 14:6), the church must perform her duty and call sin for what it is: sin. While the Lord has given us ethnic distinctions by His own sovereign choice, He also affirms that our heavenly citizenship dwarfs any other allegiance to country, tribe, or nationality (Phil 1:27; 3:20; Mark 11:17). Ethnic supremacy is a moral evil that runs counter to and remains incompatible with biblical Christianity. The Gospel serves as the antidote for this evil. Excusing, ignoring, dismissing, or engaging in ethnic prejudice constitutes a break in our adherence to Christ (Gal 3:26-29). Therefore, the sin of ethnic bias and/or economic exploitation/discrimination must be actively addressed, not passively engaged (Acts 6:1-7; Gal 2:11-21). Whether we battle ethnic superiority within our own hearts (the flesh), with the larger culture and societal structures (the world), or against our old foe (the devil) who brings disunity and hatred toward others (Eph 2:1-3), we wage war against sin in a way that brings honor to Christ (Rom 6:6; 11-14; 7:23; 8:12-13; James 4:4-10). Like any earthly institution, CBS has missed the mark in its past and continues to grow in its present regarding ethnic reconciliation; nevertheless, we strive toward and labor for a future that is marked by Christian love, peace, unity, and diversity across all ethnicities.

#### *VII. Pursuing Reconciliation, Justice, and Unity*

As ambassadors for Christ, we must represent Him faithfully as ministers of reconciliation and press toward godly unity and fellowship with brothers and sisters from all backgrounds (1 Cor 1:10; 2 Cor 5:18-21; Eph 4:1-6; Gal 3:28; Col 3:11). The pursuit of reconciliation is not easy; it requires sacrifice, suffering, prayer, and toil (Luke 9:23-26; Col 1:24-29; Eph 6:18). It consists in viewing others as more important than ourselves (Phil 2:3), serving as a slave to all because we are slaves to Jesus Christ (Rom 6:15-23; 1 Cor 9:19-23), forgiving one another as Christ has forgiven us (Mark 11:25; Col 3:13), and embracing fellow brothers and sisters of different ethnic or social standings (Phm 1:10-20). Standing united against ethnic animus means submitting to God, recognizing and resisting the devil's scheme to sow disunity by dividing people along ethnic lines (Gal 3:28; Col 3:11; James 4:7), confessing individual and corporate sins (James 5:16; 1 John 1:9), purifying our hearts (James 4:8), bearing one another's burdens (Gal 6:2), humbling ourselves (James 4:10), outdoing one another in honor (Rom 12:10), and showing affection to each other with brotherly love (Matt 5:23-24; Rom 12:10; 1 John 2:9; 1 John 4:7-8, 20). Though we have unity in Christ, this does not necessarily mean that members of God's household will have the same opinions or arrive at the same conclusions. Nevertheless, as brothers and sisters in the Lord, we must be "quick to listen, slow to speak, and slow to become angry" (James 1:19), particularly as we engage each other on issues regarding ethnic harmony and diversity. Believers are aliens and sojourners in this world, and our witness should proclaim us as such (1 Peter 2:11). Consequently, the unbelieving world should see Christians incarnating the Gospel message by loving one another without holding grudges or seeking its own at the expense of others (1 Cor 13:5). Despite the fact that reconciliation and unity across ethnic lines may be met with hostility (Gal 2:11-14), Christian disciples follow the mandate of the Lord to love one another sacrificially (John 15:12-17; 1 John 4:7-21).

At the final consummation, God will display the beauty and grandeur of His creative and redemptive work. According to Rev. 7:9, the Apostle John sees "a great multitude that no one could number, from every nation, from all tribes and peoples and languages, standing before the throne and before the Lamb." In addition, that multitude cries out with a loud voice, "Salvation belongs to our God who sits on the throne, and to the Lamb!" This multitude stands together as

<sup>25</sup> Russell Moore, *If You Hate Jews, You Hate Jesus*, <https://www.russellmoore.com/2018/10/28/if-you-hate-jews-you-hate-jesus/>. Accessed on November 4, 2018.

<sup>26</sup> The Christian (ὁ Χριστιανός) can best be described as "a Christ partisan, one who associates or identifies with Christ" (See *BDAG*, 1090). Therefore, the Christian's primary allegiance belongs to Christ. As His ambassadors, we represent Jesus and His interests, not ourselves or our own interests (2 Cor 5:20). Therefore, our adherence to Christ must reign supreme and supersede all other relationships, loyalties, or cultural identifiers, including ethnicity and/or land of origin or residence. Christ's commitments must be the Christian's commitments, for we are His (Matt 10:24-25; Luke 6:40; 1 Cor 3:23; Eph 5:1-2). In His flesh and by His blood, Jesus has created one new body, the Church, which is composed of saints from all ethnicities (Eph 2:11-22; Rev 5:9-10; 7:9). The nations are the Messiah's inheritance (Ps 2:7-8), and since evangelizing and making disciples of those nations remained a clear priority of Jesus Christ (Matt 28:18-20; Acts 1:8; 9:15-16; 22:21; 26:14-18), it should be of the utmost importance to His followers, who only have access to God as a result of Christ's perfect work and by the power of the eternal Spirit (Rom 5:2; Eph 2:18; 3:12; Heb 9:13-14).

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one, and the different members openly praise the Lord with “a” loud voice. “When [different ethnic groups] unite in worship to God, the beauty of their praise will echo the depth and greatness of God’s beauty far more than if the redeemed were from only a few different people groups.”<sup>27</sup> God has therefore sovereignly ordained that unity and diversity typifies heavenly worship. Moreover, the fact that all nations will worship God underscores the fact that He is universally praiseworthy.<sup>28</sup> “The fame, greatness, and worth of an object of beauty increases in proportion to the diversity of those who recognize its beauty. ... Thus the diversity of the source of human admiration will testify to [God’s] incomparable glory.”<sup>29</sup> Finally, the new Jerusalem boasts the tree of life, the leaves of which serve for the healing of the nations (Rev 22:2). Since Christians serve the Triune Lord and pray for His will to be done on earth as it is in heaven (Matt 6:9-13), both the local and the universal church must strive to value and embrace the unity and diversity of the One whose image we bear (Col 3:10-11).

As Christ adherents, the members of the CBS community strive to live out our heavenly citizenship (Phil 1:27; 3:20) by remaining rooted in God’s word, focused on God the Son, led by God the Spirit, and committed to God the Father. We seek to value all that Christ values (Matt 6:19-21, 33). God’s glory is demonstrated through the proclamation of the Gospel among the nations; therefore, CBS remains resolute in its commitment to the pursuit of God’s glory by being disciplined and making disciples (including faculty, staff, students, and board members) who recognize the value of and work toward ethnic reconciliation and unity.

### *VIII. A Prayer to God*

O Triune God, You are the sovereign author and giver of life, and Your very nature reflects perfect unity and diversity. Thank You for creating human beings of different ethnicities, backgrounds, and cultures in Your image, according to Your likeness, and for Your glory.

Father, help us to be honest with You, ourselves, and one another about areas in which we need to grow in our love for You and our neighbors. For the sake of Christian fellowship (koinonia), may our commitment to the pursuit of ethnic reconciliation and unity far outweigh any misplaced allegiance to our own comfort and convenience. When we fail to love You and others rightly, convict Your people, by the power of the Holy Spirit, to recognize our error and to call it for what it is: sin. Forgive us, Lord, when we disparage, belittle, or dismiss others on the basis of their ethnicity or race. We repent of this, and we ask for Your forgiveness. Help Your Church to be one, as You are one. Give Your sons and daughters sacrificial, other-centered, Spirit-driven agape love for people of every tribe, language, people, and nation. May the world know that we are Yours by a love that is demonstrated as we listen humbly to one another, intercede faithfully for one another, and engage intentionally with one another, across all ethnic lines, for the advancement of the Gospel.

Lord, we present this document to You, and we thank You for allowing us to participate in the work of Your ministry. May this work glorify You and strengthen Your church. As ministers of reconciliation and ambassadors for Your Son, use us, in any way that You see fit, as instruments of Your love, justice, truth, righteousness, and peace. Father, bring us shalom and be our shalom through the Prince of Shalom, Jesus Christ. In His name and by Your Spirit we pray. Amen.

## 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:

<sup>27</sup> John Piper, *Let the Nations Be Glad: The Supremacy of God in Missions, Third Edition* (Grand Rapids, MI: Baker Academic Publishers, 2010), 222.

<sup>28</sup> Ibid.

<sup>29</sup> Ibid., 222-223.

**Title IX Coordinator**

832-252-4619

[TitleIXCoordinator@cbs-houston.edu](mailto:TitleIXCoordinator@cbs-houston.edu)**ACCREDITATION AND STATE AUTHORIZATION****Association of Biblical Higher Education**

The College of Biblical Studies-Houston is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T.G. Lee Blvd, Suite 130, Orlando, FL 32822, 407.207.0808, [www.abhe.org](http://www.abhe.org)) to grant certificates and degrees at the Associate and Baccalaureate levels.

**Southern Association of Colleges and Schools Commission on Colleges**

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. The College of Biblical Studies - Houston also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of College of Biblical Studies-Houston may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404)-679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

**OTHER AUTHORIZATIONS****Texas Higher Education Coordinating Board**

The College of Biblical Studies is a Private Not-for-Profit, 501(c)(3) institution that is recognized by a number of quality assurance agencies for granting degrees. The Texas Higher Education Coordinating Board (THECB) <https://www.highered.texas.gov/>, through a Texas Supreme Court ruling regarding a special provision under sections 61.304 and 61.313(a) of the Texas Education Code, has granted CBS the authority to grant degrees under religious exemption because the institution's degrees are entirely religious in nature.

**NC-SARA**

The College of Biblical Studies-Houston has been approved to participate in the National Council for State Authorization Reciprocity Agreements. CBS operates through the Texas Higher Education Coordinating Board to offer distance education to students outside of Texas to other member states based on CBS's membership in the National Council for State Authorization Reciprocity Agreements (NC-SARA) ([www.nc-sara.org](http://www.nc-sara.org)). In addition to SARA member states, CBS has been granted permission to operate in California without state authorization.

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).

**Indiana Commission for Higher Education**

The Indiana Code defines "postsecondary credit-bearing proprietary educational institution" to mean a degree-granting and credit-bearing institution that provides instructional or educational services or training, whether onsite and/or online, and is accredited by an accrediting agency recognized by the United State Department of Education. The definition does not include "a religious institution that offers educational instruction or an educational program of a clearly religious nature." In the context of the Indiana Code 21-18.5-2-12, "clearly religious nature" means an educational instruction or an educational program that is undoubtedly related to the faithful devotion of an acknowledged deity or ultimate reality. In order to be exempt from the definition of a "postsecondary credit-bearing proprietary educational institution", an institution could meet two prongs. The institution must be a "religious institution" that offers educational instruction or an educational program of a "clearly religious nature." For more information visit [www.in.gov/che/](http://www.in.gov/che/).

**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.

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- 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: <https://www.highered.texas.gov/>
- Indiana Commission for Higher Education: [www.in.gov/che/](http://www.in.gov/che/)



**DEPARTMENT CONTACT  
INFORMATION**

(offices located in the Houck  
Academic Center)

**Enrollment and Student Success**

832.252.4661  
[advising@cbshouston.edu](mailto:advising@cbshouston.edu)  
<https://cbshouston.edu/meet-ess/>

**Admissions**

1.844.227.9673 and 713.772.4253  
[admissions@cbshouston.edu](mailto:admissions@cbshouston.edu)  
<https://cbshouston.edu/admissions/>  
<https://cbshouston.edu/apply/>  
<https://cbshouston.edu/online/>  
<https://apply.cbshouston.edu/>

**Advancement**

713.785.5995  
[advancement@cbshouston.edu](mailto:advancement@cbshouston.edu)

**Alumni Services**

832.252.4649  
[alumniservices@cbshouston.edu](mailto:alumniservices@cbshouston.edu)  
<https://cbshouston.edu/alumni/>

**Career Services**

832.252.0744  
[Student.life@cbshouston.edu](mailto:Student.life@cbshouston.edu)  
<https://cbshouston.edu/student-life/>

**Christian Service Learning Program**

832.252.0708  
[cslp@cbshouston.edu](mailto:cslp@cbshouston.edu)

**Dean of Students**

832.252.0757  
[dos@cbshouston.edu](mailto:dos@cbshouston.edu)

**Distance Education**

832.252.4650  
[www.learn.cbshouston.edu](http://www.learn.cbshouston.edu)  
[LearnHelpdesk@cbshouston.edu](mailto:LearnHelpdesk@cbshouston.edu)

**Financial Aid and Scholarships**

832.252.4602  
[fa@cbshouston.edu](mailto:fa@cbshouston.edu)  
<https://cbshouston.edu/financial-aid/>

**Institutional Effectiveness**

832.252.4615  
[ie@cbshouston.edu](mailto:ie@cbshouston.edu)  
<https://cbshouston.edu/institutional-effectiveness/>

**Library**

832.252.4618  
[library@cbshouston.edu](mailto:library@cbshouston.edu)  
<https://cbshouston.edu/library/>

**Registrar**

832.252.4631  
[registrar@cbshouston.edu](mailto:registrar@cbshouston.edu)

**Student Accounts**

Accounts and Billing  
832.252.0710  
[student.accounts@cbshouston.edu](mailto:student.accounts@cbshouston.edu)

**Textbooks**

832.252.4613  
[textbooks@cbshouston.edu](mailto:textbooks@cbshouston.edu)  
<https://cbshouston.edu/static/textbooks/>

**Student Life – Discipleship Center**

832.252.0758  
[Student.life@cbshouston.edu](mailto:Student.life@cbshouston.edu)  
<https://cbshouston.edu/discipleship/>

**Title IX Coordinator**

832.252.4619  
[TitleIXCoordinator@cbshouston.edu](mailto:TitleIXCoordinator@cbshouston.edu)  
<https://cbshouston.edu/sexual-violence/>

**FACILITIES****Houston Campus – Corporate Office**

**Houck Academic Center (A)**  
7000 Regency Square Blvd. Houston, TX 77036  
Phone 713.77-BIBLE (713.772.425)  
Toll Free: 1.844.CBS.WORD (1.844.227.9673)

**Indianapolis Campus**

**Building One of the Pyramids**  
3500 DePauw Blvd. Suite 1010  
Indianapolis, IN 46268  
Phone 317.789.8255

**Fort Wayne Campus**

1025 W. Rudisill Blvd., Fort Wayne, IN 46807  
Phone 260.450.8360

## **CBS INFORMATIONAL LINKS**

### **Hours of Operation**

<https://cbshouston.edu/online/>

### **CBS Watchman Alert System**

<https://cbshouston.edu/watchman-alert-system/>

### **CBS Website**

<https://www.cbshouston.edu>

### **Annual Crime Report**

<https://cbshouston.edu/crime-reports/>

### **Emergency Information**

<https://cbshouston.edu/general-safety/>

## **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/school/546646](http://www.linkedin.com/school/546646)

# STUDENT SERVICES



TRUTH. TRAINING. TRANSFORMATION.

## STUDENT SERVICES

This section of the student handbook provides information regarding the Office of the Dean of Students. As a member of the College of Biblical Studies community, it is our hope that this guide will serve as a reference in clarifying policies and behavioral expectations 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.

### 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 of Biblical Studies as a degree seeking student
- Complete an application for disability services found online at <https://cbshouston.sharepoint.com/sites/MyCBS/SitePages/Dean-of-Students.aspx>
- 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. Original documentation in official letterhead must be signed and dated within the last three years.

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 Dean of Students, the Academic Dean, and 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. Please direct additional questions to the Office of the Dean of Students at 832.252.0757.

### Annual Security Report

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

### Textbooks

CBS has partnered with MBS Direct to provide 24/7 convenient, online purchasing of classroom textbooks. Students have a variety of purchasing options regarding class materials including textbook rentals and used books. MBS Direct offers targeted cost-savings plans that include their student savings Initiative and the transparent value of their exclusive guaranteed buyback titles. Students can take advantage of fixed shipping rates. Purchasing details and hours of operation are available at <http://www.cbshouston.edu/textbooks>.

### 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 common areas. The Houck Academic Center is accessible to students during normal operating hours that are published at <https://cbshouston.edu/online/>.

### Bulletin Board

A bulletin board exists in The Student Life and Discipleship 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 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 Watchman Alert System but may elect not to participate by completing the Election not to Participate form. This form and other information are available at <https://cbshouston.edu/watchman-alert-system/>. 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 over the age of sixteen 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.

### **Tutoring Services**

CBS offers free, 24-hour, online tutoring services for its students through NetTutor. Qualified, credentialed tutors offer their services to our students in both English and Spanish. In addition to being able to meet with live online tutors during set hours throughout the week, students may also receive additional tutoring articles and helps in each subject. Online tutors are also available to answer questions and proofread assignments. To use NetTutor, students are required to log in through their Resource Folder in Blackboard.

### **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 <https://cbshouston.edu/general-safety/>. The CBS Emergency Plan is made available to students to familiarize themselves with how to respond in crisis-related situations.

### **Health Alert**

For health-related updates please <https://cbshouston.edu/wp-content/uploads/2023/03/Biohazard.pdf>.

### **Immunization Records**

The College of Biblical Studies is dedicated to maintaining a healthy and safe environment. All new CBS students are required to receive a vaccination against bacterial meningitis or to meet certain criteria for requesting a waiver from such a vaccination prior to registration for classes. This is a state requirement in accordance with Texas Senate Bill 1107 (SB1107), as amended by SB 62. Students who are age 22-years-old or older are exempt from this vaccination requirement, per SB62. Students are required to complete the [Bacterial Meningitis Vaccine form](#), including the month, date, and year of meningitis vaccination, and return to the CBS – Admissions Office and they would forward to the Dean of Students for record keeping after they have been accepted as a student. Accompanying documentation, showing the signature of a physician, other healthcare worker, or public health official must be included in the completed form. For more information visit <https://cbshouston.edu/health-services/>

### **Library/Learning Resource Center**

The CBS library physical collection across Houston and Indianapolis campuses presently contains over 48,000 volumes. The library also subscribes to many different [online](#), full-text periodicals (i.e., 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. The EBSCO E-book database has a total of 310,756 E-books, and 74,457 of these E-books are in Spanish. There is a computer research lab as well as a small group of study and discussion rooms. A self-checkout machine is also available at each library location.

Library hours of operation for our Houston and Indianapolis campuses are available at <https://cbshouston.edu/library/>. CBS-Houston Library and other [TexShare](#) member libraries have interlibrary loans privileges through the use of a TexShare card available at the CBS-Houston Library circulation desk. Online students who are Texas residents can request to have a TexShare card mailed to them, however, this does not apply for students who do not live in Texas. Students must visit the [TexShare](#) member libraries directly in order to access these resources. The CBS library and learning center across all campuses offer free Wi-Fi access to students.

All new students who wish to check out library materials from our physical collections must complete a library patron application form, which can be found at the circulation desk or in the Resource Folder in Blackboard. Distance Education students have access to our vast [online library](#) collections. Please contact us for more information at [library@cbshouston.edu](mailto:library@cbshouston.edu) or through the [Ask a Librarian](#) form.

Overdue fines for our physical collections 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 unreturned library items. Student accounts will charge the cost of the item and any related processing fees for items overdue by thirty (30) days or more. 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 <https://cbshouston.sharepoint.com/sites/MyCBS> as well as in the Library's database.

### **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 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 or in the vicinity of campus or any off-site location or event.

### **Student Identification (SID)**

Students may purchase a student identification badge in the Admissions Office that can be used to access discounts at businesses offering student discounts. Student Identification (SID) is not required for access to the CBS campus; however, CBS utilizes the physical SID when students need to check books out of the College library.

### **Weapons on Campus**

In accordance with Chapter 46.03 of the Texas Penal Code, the College of Biblical Studies (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 <https://cbshouston.edu/wp-content/uploads/2023/03/Campus-Carry.pdf>.

## **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. Drunkenness or the use, or possession or distribution of illegal drugs as well as the abuse of prescription drugs, over the counter medicine, vaping, medical marijuana or other similar activities whether occurring on campus or not is strictly prohibited.
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.

### **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 and therefore also violates CBS' Code of Conduct. It can include but is not limited to:

- Cheating
- Plagiarism
- Copying from another student's paper
- Using generative Artificial Intelligence (AI) tools (including but not limited to ChatGPT, and others) to generate any type of academic homework assignment(s), unless a faculty member gives specific written instruction and/or written approval for its usage beforehand.
- 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.

### **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."

### **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.

## **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. It allows students to connect to information resources around the world. All communications must be for academic reasons. 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, sex, 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 confrontation 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 Senior Director of Marketing.

### **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**

Students are assigned a CBS student email account. CBS uses this email as an official means of contact with students; students are expected to check their emails regularly.

### **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 on silent or vibrate mode. 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: <https://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.

### **Trademarks**

Students must never use others' trademarks to sell their own products, or advertise their own services. Also, students must never use any of the College's trademarks or service marks without the express written consent of the Academic Dean.

### **Students' Recordings of Class Proceedings**

Classes at the College of Biblical Studies may involve a variety of teaching methods, including lectures by the teacher, discussions between students, discussions between students and the teacher, listening to and/or watching segments of commercial (audio or video) presentations.

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.

### **Definitions**

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.

## **TITLE IX**

CBS adheres to the Title IX federal statutes. 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.

## Sexual Harassment

Sexual harassment consists of unwelcomed 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 an interaction between individuals of the same or opposite sex that is unwelcomed and sexual in nature and, in which submission to or rejection to 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 an interaction between individuals of the same or opposite sex that is characterized by unwelcomed 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 course of 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 Provost 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.

## Policy on Sexual Violence

The College of Biblical Studies 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 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 the [Sexual Violence](#) page on the CBS web page 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.

### Reporting Sexual Harassment

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 117.

### 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
- Scholarship Appeal

*ADA Complaints*

*Discrimination Complaints*

*Sexual Harassment Complaints*

Formal complaint forms can be obtained from the Office of the Dean of Students.

### **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 together 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.

### **Formal 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 <https://cbshouston.sharepoint.com/sites/MyCBS/SitePages/Dean-of-Students.aspx>. If you have further questions, please contact the Office of the Dean of Student at 832.252.0757. When filing a complaint, it is important to include all documentation and other evidence associated with the complaint (e.g., witness statements and support documentation). 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 Provost within ten business days of the date of the written notice of the Dean of Student's decision.

### Accreditation Complaints

To file a complaint with our accreditation providers, please refer to the [Accreditation and State Authorization](#) section within the Student Handbook. The address and contact information have been 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

## 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 to five 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 CBS official or student may refer violators of the Student Code of Conduct to the Dean of Students. Witness statements, documentation, or other proof of the alleged offence 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 primary reason to review, investigate or hear a student conduct issue is to ensure that the environment of the College remains a wholesome and inviting atmosphere for students. It is also important to ensure that measures are in place to protect the rights of the student and anyone adversely affected by unacceptable behavior. 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 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 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 (or otherwise) to the letter of notification, an appointment will be arranged with the Dean of Students and the following will be discussed: actions that warrant the violation/s, student rights and responsibilities, hearing procedures, sanctions, and appeal procedures.
5. The violation may be resolved in a meeting with the Dean of Students or at his or 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

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 to the Provost within ten business days of the date of the written notice of the Dean of Student's decision.

## 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 time 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 time 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 time 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.



The student has the right to appeal the decision of the Dean of Students. Appeal of the Dean of Students' decision must be made in writing to the Provost. Such appeals must be received within ten business days of the date of the written notice of the Dean of Student's decision. If the student does not file an appeal within the allocated time parameter, the case will be considered closed.

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **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 the following rights with respect to their education records:

(1) the right to inspect and review the student's education records within 45 days from the day CBS receives a request for access; (2) the right to seek amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights under the FERPA; (3) the right to provide written consent to disclosures of personally identifiable information (as defined by law) contained in the student's education records, except to the extent that the FERPA authorizes disclosure without consent; and (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by CBS to comply with the requirements of FERPA. The name and address of the federal office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, DC 20202-8520.

A student should make written requests to any offices that maintain student education records, identifying the record(s) the student wishes to inspect. Though not comprehensive, as a guide for students, this is a list of offices that maintains student education records: Office of Admissions, Office of the Registrar, Office of the Dean of Students, Office of the Academic Dean/Vice-President for Academic Affairs, Office of Student Financial Services, and the Office of Academic Advising. The appropriate CBS official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the CBS official to whom the request is submitted, that CBS official will advise the student of the correct official to whom the request should be addressed.

Any questions, problems, or written requests for the amendment of records should be submitted to the Office of the Dean of Students or to the Office of the Registrar. If CBS decides not to amend the record as requested, CBS will notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment.

CBS may disclose personally identifiable information to school officials with legitimate educational interests who require this information in order to perform instructional, supervisory, advisory, administrative, or other duties for CBS. School officials include administrators, faculty, staff, consultants, auditors, attorneys, collection agents, Trustees, or Regents. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility for CBS.

As permitted by FERPA, CBS reserves the right to publish directory information without prior consent. Directory information consists of name, local and permanent address, telephone and mobile numbers and campus electronic mail address, instant messenger address, date and place of birth, major and minor fields of study, dates of attendance, degrees and awards received. Students who prefer that this information not be released, must notify the Office of the Registrar in writing; thereafter, CBS will not release such information until a contrary notice or consent is received from the student.

**For more information regarding FERPA, please visit the U.S. Department of Education's website at: <https://www.ed.gov>. Published information can be obtained from the Office of the Dean of Students and the Office of the Registrar.**

### **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.

# ATHLETICS



TRUTH. TRAINING. TRANSFORMATION.

## ATHLETICS

The College of Biblical Studies – Houston (CBS) mission is to glorify God by educating and equipping multi-ethnic Christian leaders to impact the world for Christ. Athletics fits into the college's mission as it provides access to individuals who would not have considered CBS and it provides an affinity and connection to the college as it re-affirms faith and transformation. The college's Athletics Department reaffirms the purpose of the college and the type of students it engages. The College of Biblical Studies believes the Athletics Department aligns with the college's motto of truth, training, and transformation.

### Athletics Department Core Values

The College of Biblical Studies – Houston athletics department sees the impact coaches and athletes can have in transforming the world through Jesus Christ. Coaches and athletes at CBS are expected to have a flourishing relationship with Jesus Christ and His church. CBS Athletics seeks to make disciples out of its athletes and coaches through a strategy of engaging, equipping, and empowering students to know and grow in Christ and lead others to do the same. The College of Biblical Studies requires its athletes to have the following qualities:

- CBS Student Athletes - Have been redeemed by the blood of Jesus Christ.
- CBS Student-Athletes - Don't separate God and sports.
- CBS Student-Athletes - Live out Colossians 3:23 in their sport and life.
- CBS Student-Athletes - View athletics as a mission field.
- CBS Student-Athletes - Prayer intentions reflect kingdom priorities.

An athletics program, even at a Bible college, can help in creating a great sense of pride for the entire campus. Student-athletes are responsible for helping to foster that attitude among their fellow students. CBS Student-Athletes are not only representing the College of Biblical Studies – Houston but are also representing Christ.

### Athletics Department Policies and Guidelines

#### Academics and Eligibility

The College of Biblical Studies – Houston is bound by and upholds the eligibility requirements set by the **National Christian Collegiate Athletic Association** (NCCAA) of which CBS is a member.

1. All CBS student-athletes must be enrolled for a minimum of (12) credit hours.
2. All CBS student-athletes must accumulate a total of 24 credit hours in two terms of attendance immediately preceding the term of participation, except the second term student, e.g., freshmen must have passed 12 credit hours in their first term of attendance.
3. All CBS student-athletes must maintain a 2.0 cumulative GPA or a 2.0 GPA in the previous semester on a 4.0 scale. (NCCAA requires that a junior and senior must have a cumulative 2.0 GPA)
4. All CBS student-athletes must always check with the Coach or Athletic Director before dropping a class at CBS or Dallas Theological Seminary (DTS) (if dually enrolled). This can greatly affect one's eligibility.
5. All CBS student-athletes enrolled in the Master Track should inform DTS professors of their involvement in CBS athletics. They should also inform them of the dates they will be absent from class due to out-of-town games. Because the CBS athletics teams will be gone frequently, a CBS student-athlete should not miss class unless it is an emergency.
6. All CBS student-athletes must prioritize their academics as they are at CBS for education and ministry preparation. Student-athletes must work hard to do well in all courses and manage time well to excel in both academics and athletics.
7. All CBS student-athletes who decide not to compete in the season with the team other than for medical or family emergencies, he/she will be expected to return any athletic gear that the college has purchased for them. If it is not returned, the CBS student-athlete will have a charge placed on his/her student account.

## Expectations of Game Conduct for Athletes

- A. All CBS student-athletes should always treat opponents and game officials with respect as all student-athletes are considered ambassadors of the college and ambassadors for Christ. People are always watching their actions.
- B. All CBS student-athletes should always maintain self-control. Coaches have the responsibility to discuss matters with officials and other coaches. Student-athletes as players do not have this responsibility. Athletes should concentrate on the game and their personal contribution to the team rather than on what the fans, officials, and other coaches or players are doing.
- C. All CBS student-athletes should always have positive attitudes and should be reminded that the goal of any contest is to be victorious. Fight hard to win but do it with a sense of fairness and honesty.
- D. All CBS student-athletes should always maintain poise and pride.

## General College Conduct for Athletes

- A. All CBS student-athletes must follow the expectations for general student conduct outlined in the Student Code of Conduct. CBS Student-athletes are often viewed as leaders on campus; therefore, all student-athletes are required to use the Student Handbook as a starting point from which to set an example of good conduct and appearance.
- B. All CBS coaches reserve the right to exercise additional disciplinary measures as necessary.
- C. All CBS student-athletes are required to attend chapel each week since Chapel is an important part of campus life at CBS. Chapel is held every Wednesday from 2:00-3:00p.m. (Central Time).
- D. All CBS student-athletes are required to find a church to attend a Sunday worship service each week.
- E. Class attendance is mandatory. CBS student-athletes are expected to be students first.

## Electronic Communications

- A. All CBS Athletics Department personnel (including student-athletes) are reminded that social media platforms including Facebook, Twitter, Snapchat, Instagram, TikTok, and others are public forums.
- B. All public communications will remain positive. Any negative comments directed at coaches, teammates, opponents, or their schools will be subject to disciplinary action by the coach, Athletic Director, and/or the Dean of Students.

**For additional directives regarding CBS student-athletes such as travel conduct and expectations, reporting injuries, waivers and consent forms, etc., please refer to the CBS Athletics Handbook.**

## Drug Testing and Screening Policy

All CBS student-athletes and student managers are subject to random screening or targeted selection based on reasonable cause or suspicion. This drug testing and screening policy establishes the legitimate reasons why CBS student-athletes may be subject to random drug testing as part of their participation in any sports program at the College of Biblical Studies.

The following are considered reasonable causes why a CBS student-athlete and student managers may be subject to random drug testing at the College of Biblical Studies:

1. **Pre-Participation Testing:** All CBS student-athletes may be subject to random drug testing as a condition of participation in sports programs at the College of Biblical Studies. This testing will typically occur prior to the start of the season or at the beginning of a student-athlete's participation in a new sport.
2. **Random Testing:** All CBS student-athletes may be subject to random drug testing throughout the course of their participation in sports programs at the College of Biblical Studies. The selection of student-athletes for random testing will be done using a random selection process.
3. **Reasonable Suspicion:** All CBS student-athletes may be subject to random drug testing if there is reasonable suspicion that the student-athlete is using drugs. Reasonable suspicion may be based on a variety of factors, including but not limited to: observed behavior, physical symptoms, or information provided by reliable sources.
4. **Post-Injury/Illness Testing:** All CBS student-athletes may be subject to random drug testing following an injury or illness that requires medical treatment. This testing will typically occur as part of the student-athlete's return-to-play protocol after an illness or injury.

5. **Post-Championship Testing:** All CBS student-athletes may be subject to random drug testing following a championship event or at the end of a season.

### Drug Testing and Screening Procedures

1. All CBS student-athletes who are selected for random drug testing will be required to provide hair, blood or urine specimen samples under the supervision of a qualified drug testing administrator.
2. The Athletics Director should ensure a true random selection using a statistically random generator to ensure equal probability of selection for individual screening for all student-athletes.
3. The Athletics Director should choose a reputable and accredited testing facility to ensure accurate results.
4. A student-athlete who is randomly selected should provide a specimen sample to a certified drug testing administrator within 24 to 48 hours of the initial request when notice is given.
5. The Athletics Director should ensure that proper chain of custody procedures is followed to ensure that the sample is not tampered with or compromised in any way.
6. The sample should be analyzed by an accredited laboratory, and results will be confidentially reported to the Athletics Director of the College of Biblical Studies.
7. The Athletics Director should ensure confidentiality and only share the results of the test with those on a need-to-know basis, such as the Head Coach and the Dean of Students.
8. The Athletics Director should set a deadline for student-athletes to complete the test and communicate the deadline clearly to them.
9. The Athletics Director should maintain a local private network folder maintaining documentation during the entire testing process to provide proof that all procedures and policies are being followed.
10. All CBS student-athletes who test positive for banned substances will be subject to disciplinary action in accordance with the CBS Student Handbook and/or the CBS Athletics Handbook.

**Provision:** If a banned substance is being used at the prescription of a physician, the student may continue to participate in athletics related activities only if:

- A. With respect to the possible risk to the health of the student, the attending physician certifies in writing that the specified athletics-related activity may be safely undertaken, and the student executes a prescribed waiver which relieves CBS of any responsibility for illness or injury attributable to engagement in athletics-related activities while under the influence of the prescribed medication; and
- B. With respect to possible performance-enhancing effects, the student-athlete's attending physician, in consultation with CBS medical and athletics authorities, implements a schedule of medication that precludes performance enhancing effects during the times relevant to intercollegiate athletics competition.

**Banned Substances:** Use of substances that are unlawful by the federal, state, or local governments, banned by CBS, intended to provide an unfair competitive advantage, or are hazardous to one's health as determined by medical advisors (e.g., anabolic steroids, stimulants, diuretics, performance-enhancing drugs, marijuana, cocaine, and amphetamines) by CBS student-athletes and coaches is strictly prohibited.

**Consequences of Positive Drug Tests:** Positive drug tests are cumulative throughout a student's career at CBS. A positive drug test will be reported to the Athletics Director, the student's Head Coach, and the Dean of Students. Disciplinary action may be taken at the discretion of the Dean of Students up to and including suspension from athletic contests, dismissal from the team, cancellation of institutional-related aid, mandatory drug counseling and/or treatment and up to and including dismissal from the college.

This policy is intended to ensure the safety and fairness of sports programs at the College of Biblical Studies by establishing legitimate reasons for drug testing, procedures and outlining the consequences of positive test results. All CBS student-athletes who participate in sports programs at the College of Biblical Studies are expected to comply with this policy.

**All CBS student-athletes who test positive for banned substances will be subject to disciplinary action in accordance with the CBS Student Handbook and/or the CBS Athletics Handbook.**



# STUDENT LIFE



TRUTH. TRAINING. TRANSFORMATION.

## STUDENT LIFE

This section of the student handbook provides information regarding the Office of the Director of 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 policies and behavioral expectations 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.

The Office of Student Life is charged with supporting our students by seeking to address their questions and concerns, through conversation, discipleship, and prayer. The Student Life office also host student life events and forums to assist in meeting the spiritual, mentoring, discipleship, and physical needs and development of our students.

The mission of the Office of Student Life is to cultivate students to love the Lord their God with all of their hearts, minds, and souls and each other as themselves. To strengthen and encourage the brothers and sisters in love, build relationships, and offer the hope that is in Christ Jesus to one another.

### Services offered by the Office of Student Life include:

#### Career Services

The College of Biblical Studies is glad to assist our students in preparing for and finding careers.

#### Counseling Services

Students are offered opportunities to secure assistance concerning personal, spiritual and academic life. The Discipleship Department as well as faculty and staff are available to students. Additional assistance may be obtained through various external resources should there be a need for specialized intervention. For your convenience, the Discipleship center maintains a list of approved Christian Counselors. You may reach the Discipleship Department at [StudentLife@cbshouston.edu](mailto:StudentLife@cbshouston.edu)

#### Prayer Requests

We pray for our faculty, staff, and students daily. We host a weekly chapel service where we gather as a family to worship, receive a message from God's Word, and pray together. Students can submit a prayer request from the link located on the [student life webpage](#).

### College of Biblical Studies Student Council Ministry

**Vision:** Building student community inside the school while encouraging student services outside the school.

**Mission:** To support CBS in its mission by building student life in the CBS community so that students will be better prepared and equipped to engage their churches and communities through servant leadership.

**Purpose:** The Purpose of this organization shall be to provide guidelines for student council leaders to serve the student body (body of Christ) through the encouragement of their spiritual, physical, intellectual, and social well-being so that they might honor the Lord Jesus Christ. This purpose is accomplished by:

1. Coordinating and promoting all student-led activities
2. Functioning as a channel for new ideas
3. Fostering interaction between administration, faculty and the student body
4. Seeking to involve students in world evangelization through prayer
5. Provide oversight and financial accountability to all student groups on campus
6. Promoting and encouraging spiritual life and fellowship on campus, and
7. Addressing areas of concern for student life on campus

Student Council Officers must live their life in a Christian manner in accordance with Scripture and the CBS Student Code of Conduct. Student Council Officers are elected by the student body or appointed by the Director of Student Life.

#### Ministry Employment Opportunities

The Office of the Director of Student Life maintains an online ministry web directory for students and alumni. Communication of ministry employment opportunities are shared via Student Life Career Services E-News communication and on the CBS Career Services private Facebook Page. Students can obtain access by contacting the [Office of Student Life/Career Services](#).

## STUDENT LIFE EVENTS

The Office of Student Life hosts a variety of student life events throughout the academic year that students can participate in, which includes, but not limited to:

- Welcome Back Celebration
- Black History
- Outreach Projects (School Supply Drive, Thanksgiving Baskets)
- Stewardship T-Shirt Day
- Student Chapel
- Veteran and First Responder Appreciation

## Annual Student Life Activities

Some of the annual student life activities include but are not limited to:

- Blood Drive
- Breast Cancer Awareness
- Career Fair
- Christian Ministry/Mission Fair
- Constitution Day
- Graduate School Fair
- Health and Wellness Fair
- Spirit Week
- Student Appreciation Week
- Voter Registration

## Student Fundraising Projects

All group or individual student fundraising projects that are promoted under the purview of CBS, whether carried out in churches and other organizations, or on campus, must have the approval of the Director of Student Life. Anyone seeking such approval must submit a request in writing to the Office of the Director of Student Life 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.

## 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.

All programs, activities and services are designed to prepare men and women for effective spiritual ministry. The spiritual life of each student is considered critically important in the collective student experience.

**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.”*

## Truth. Training. Transformation.

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

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

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

### DISCIPLESHIP CENTER

The Discipleship Team serves the CBS mission by striving to see that every student’s CBS experience is not merely an academic endeavor, but a transformational encounter with the Living God! We come alongside each student to help them fulfill Paul’s directive from the Lord to the believers in Rome: “*Do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect*” (**Romans 12:2**).

This objective is accomplished through the application of a carefully – and prayerfully – developed discipleship model, in concert with the work of the Holy Spirit in each student’s life through the four dimensions of the CBS Discipleship Journey, which includes:

#### Dimension 1: Assessment and Life Growth Plans

**Goal:** Emotional, Cultural and Spiritual Development

Initial assessment administered at start of college career establishes base line for growth for student that includes:

- SpiritPulse measures Spiritual Vitality
- Emotional Intelligence 2.0 measures Emotional Intelligence
- Intercultural Development Inventory (IDI) measures Cultural Competence

Concluding assessment administered at end of college career displays growth and development

**Input:** Discipleship Coach

Student meets with Discipleship Coach (DC) in order to:

- Explore calling and purpose in life
- Explain results of assessments
- Establish growth plans

#### Dimension 2: Academic Courses

**Goal:** Biblical and Theological Knowledge

**Input:** Professors

Student takes 45+ hours of Bible and Theology from highly qualified professors

- Bible Study Methods and Hermeneutics
- Biblical Exposition
- Apologetics
- Systematic Theology
- Preaching & Teaching
- Bible Electives

#### Dimension 3: Life-on-Life Small Groups

**Goal:** Accountability and Spiritual Disciplines

**Input:** Peers

- Student meets with three other students in Quad Small Groups for two semesters during Junior and Senior years
- Curriculum explores keys to spiritual formation and spiritual discipline:
  - Their Identity in Christ
  - The Value of Community

- Personal Integrity
- Faithfulness in Calling

#### **Dimension 4: Practical Ministry Experience**

**Goal:** Ministry and Life Skills Development

**Input:** Mentors

- Student participates in two semesters of Christian Service Life Program (CSLP) during first two years
- Alumni, staff, pastors, and community leaders serve as mentors and encouragers

#### **Life Context**

The student will bring his experiences from the “life context” back into the discipling environment of CBS and seek to learn how to best navigate them in a godly way.

#### **Student Life Discipleship Center**

For the convenience, comfort, and fellowship of the CBS student family, a Student Life Discipleship Center is located in the Houck Academic Center for use by the Houston student body (Indianapolis also has a lounge). The lounging area has two sofas, multiple study tables with electrical outlets, a 72-inch wall television, and a prayer room. This area contains snack and beverage machines, coffee, a microwave oven, a refrigerator, tables, and chairs that are available for student dining and lounging.

Houck Academic Center hours of operation are available at <https://cbshouston.edu/online/>

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 can be provided by reaching out to [StudentLife@cbshouston.edu](mailto:StudentLife@cbshouston.edu). Meeting rooms will be assigned based on availability.

# STUDENT FINANCIAL INFORMATION



TRUTH. TRAINING. TRANSFORMATION.



## TUITION AND FEES

Although the College of Biblical Studies is one of the most reasonably priced Christian Colleges in the nation, income from Tuition may not fully cover the cost of instruction. The difference between what students pay and the total cost of their education is met by the generous donations of individuals, churches, and organizations. We ask our students to join us in prayer and praise for these donors.

The following tables list the charges a student at CBS could incur during their time at CBS. All fees are subject to change without notice.

All fees are nonrefundable unless otherwise noted.

### Tuition

Tuition (per credit hour) .....	\$300
Tuition (Indiana On-Ground only) (per credit hour) .....	\$375
General Services Fee** .....	\$275
Course Audit** .....	\$250

### Miscellaneous Fees:

Application Fee .....	\$40
Independent Study Fee.....	\$150
Graduation Fee .....	\$75
Subject Exam Fee (\$50 Test Fee; \$130 Transcript Fee) .....	\$180
Dual Credit / Concurrent Enrollment.....	\$250
Returned Check Fee (each occurrence).....	\$30
Official Transcripts .....	\$10
Bible Certificate .....	\$10
Replacement Diploma Fee.....	\$30
Credit by Demonstrated Competency (CDC) (one time) .....	\$100
CDC Credits (per credit hour).....	\$130
Emerging Leaders Book Fee.....	\$40

\*Refundable proportionately, in accordance with the Refund Policy as outlined in this Catalog.

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

Registration is not completed for any course until the full amount is paid or a payment plan is executed. The College of Biblical Studies reserves the right to change the above tuition, fees, and other charges without notice.

### Explanation of Fees

- **Application Fee:** Required of all individuals who are applying for admission/readmission. The non-refundable application fee must be paid in full before the application is processed.
- **General Service Fee:** Required fee billed each semester to cover costs associated with a student enrolling, such as technology services and administration.

- **Returned Check Fee:** Required of all students for a check returned from their bank because of non-sufficient funds. Personal checks will not be accepted from students with two NSF checks written to the College.
- **Transcript Fee:** Students may request an official transcript by submitting an Official Transcript Request Form to the Registrar along with the \$5 fee, payable by cash, check or money order. No transcript will be sent out until all financial obligations to Crossroads have been satisfied.
- **Graduation Fee:** Required of all graduating students completing a degree or certificate. This fee is required of all students, even those who choose not to participate in commencement exercises and covers costs associated with graduation, such as diploma, cap, gown, etc.
- **Dual Credit Fee / Concurrent Enrollment Fee:** The cost of a general elective course in which a high school age student participates in the CBS learning experience either in partnership with the student's high school or in addition to the student's high school experience (i.e., concurrent enrollment refers to high school age students whose high school will not accept CBS credits but desire college credits).
- **Audit Fee:** A student can change from Audit to Credit by payment for additional credit hours or vice versa before the start of the second class with no penalty.
- **Credit by Demonstrated Competency (CDC):** The College assesses a one-time only processing fee.
- **CDC Credits:** This fee covers the evaluation of a student's work to determine if the work is acceptable credit.
- **Emerging Leaders Book Fee:** this fee covers the required books for Emerging Leaders classes.

## ACCOUNT INFORMATION

Students are responsible for knowing the status of their accounts at all times. Information is available online at MyRecords through the MyCBS student portal or through Student Accounts.

## ESTIMATED COSTS OF ENROLLMENT

	<b>Annual Cost</b>
Tuition (Full Time)*	\$7,200.00
Fees (Full Time)*	\$550.00
<b>Total</b>	<b>\$7750.00</b>

*\*This annual rate is for a traditional bachelor student enrolling in 12 credit hours each term (fall and spring). Fees listed include the General Services Fee. Additional fees may be assessed for special circumstances where appropriate. Students living in Indiana would pay \$9,000 for tuition for 24 credit hours; Indiana state aid is available for students who qualify, in addition to federal aid.*

## 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 <https://cbshouston.sharepoint.com/sites/MyCBS/SitePages/Registrar.aspx>. Official notice to the Registrar, in writing and dated, must be timely submitted according to the published refund schedules to qualify for any tuition refunds. Students must request and submit the completed form to the Registrar's Office; however, it is

recommended that students submit the form after they consult with their Academic Advisor and/or the Office of Financial Aid. In some cases, the form must be approved through multiple offices before it may be submitted, so students are encouraged to attempt to submit the forms in advance of the refund deadlines.

Once the Registrar's Office receives and processes an official written notice, 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 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 exceeding 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](#).* 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.

### Refund Schedule

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

Full-Term	12-14 week course
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
Part of Term*	10-11 week course
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
Part of Term*	5-9 week course
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
Part of Term*	2-4 week course
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
Part of Term	1 week course
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.

## METHODS OF PAYMENTS

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

- Online by Web Check/ACH or Credit/Debit Card (American Express, Discover, MasterCard or Visa).
- By mailing checks, cashier checks or money orders to:

*College of Biblical Studies-Houston*

*The Business Office*

*7000 Regency Square Blvd.*

*Houston, TX 77036*

- In person by check or money order by contacting 832.252.0706 to schedule an appointment during normal business hours.

### Payment Deadlines

Once you are registered for classes you must complete your payment obligation with one of the following

- Completed federal financial aid (packaged and ready for disbursement)
- Cash payment
- Establish an installment payment plan and stretch the total cost with multiple payments.

For more information about our payment plan options and a schedule of the due dates, please contact Student Accounts at 832.252.0710 or email [student.accounts@cbs-houston.edu](mailto:student.accounts@cbs-houston.edu)

### Changes to Payment Plans

It is the student's responsibility to contact 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 Student Accounts to ensure that 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 832.252.0710 or email [student.accounts@cbs-houston.edu](mailto:student.accounts@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 previously agreed-upon 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 and 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 the College 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. If 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.

## FINANCIAL APPEALS PROCESS

The following is an appeal process for students who dispute financial claims by CBS (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

[financialaid@cbs-houston.edu](mailto:financialaid@cbs-houston.edu)

The Office of 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's 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 <http://www.studentaid.gov>.

#### Supplemental Educational Opportunity Grant (Title IV)

The Federal SEOG (Supplemental Educational Opportunity Grant) is available to eligible Pell Grant undergraduate recipients only. This grant is offered to students who have completed a FAFSA with an Estimated Family Contribution (EFC) of Zero (0). The SEOG Funds are limited; therefore, all eligible students may not receive this award.

#### Federal Direct 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. Direct Loans have a variable interest rate. To obtain the most recent information regarding Stafford Loan interest rates, you can check the student aid website at <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized#what-are-the-current-interest-rates>.

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 of the two. 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 (capitalized), and the interest accrues on the total amounts.

The maximum amounts allowed 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>\$31,000 – 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>

#### Federal Direct Parent Loan (PLUS Loan)

A biological parent or legal guardian by court appointment of dependent undergraduate students with a high school diploma or GED 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. 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.studentaid.gov](http://www.studentaid.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 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 <https://www.va.gov/education/how-to-apply/> 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 <https://www.va.gov/education/how-to-apply/> 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 <https://www.va.gov/education/how-to-apply/> 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).

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.*

## COPYRIGHTED MATERIAL

It is the policy of the College of Biblical Studies to adhere to the requirements of the United States Copyright Law of 1976, as amended, (Title 17, United States Code, hereinafter, the ("Copyright Act")) including, ensuring that the restrictions that apply to the reproduction of software are adhere to and that the bounds of copying permissible sources under the fair use doctrine are not exceeded. Accordingly, all students, faculty, and staff of the College of Biblical Studies should adhere to the following policy guideline:

1. Only copyrighted materials are subject to the restrictions in this Policy Statement. Non-copyrighted materials may be copied freely and without restriction. Because of copyright notice is not required for copyright protection of works published on or after March 1, 1989, most works (except those authored by the United States Government) should be presumed to be copyright protected, unless further information from the copyright holder or expressed notice reveals that the copyright holder intends the work to be in the public domain. With regard to works published prior to March 1, 1989, a copyright notice generally is required in order for them to be copyright protected.

## STATE FINANCIAL AID (Indiana Residents Only)

The Frank O'Bannon Grant, the Higher Education Award, the Freedom of Choice Award, Adult Student Grant and 21<sup>st</sup> Century Scholars Grant are Indiana's primary need-based financial aid awards. These are designed to provide access to Hoosier students to attend eligible public, private and proprietary colleges and universities. Eligibility is based on a student's FAFSA, and the grant may be used toward tuition and regular assessed fees

## SCHOLARSHIPS

Institutional scholarships are available to eligible students who qualify for the scholarship programs. To be considered for scholarships, students must apply 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 (<https://cbshouston.sharepoint.com/sites/MyCBS/SitePages/Financial-Aid.aspx>).

## HOW TO APPLY FOR FINANCIAL AID

Students may apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/>. In addition, students must visit MyCBS and click the campus appropriate MyFA student link 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. A recipient'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 (Title IV), a student must:

1. Have a United States high school diploma or equivalent or GED
2. Be admitted to the College
3. Be a U.S. citizens or eligible non-citizen
4. Certify that funds will be used for educational purposes
5. Certify that they were not convicted of drug charges while receiving Federal Title IV
6. Certify that he/she is not in default on any federal student loan and does not owe money on any federal student grant

7. 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:

1. Be enrolled as a regular (matriculating) student in a degree program
2. Maintain financial aid satisfactory academic progress (SAP) based on scholarship requirement. Note: satisfactory academic progress standards for receipt of financial aid may differ from minimum College standards for continued enrollment or program requirements
3. Be meeting 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 as described in the sections below:

#### **Quantitative Academic Progress**

1. Students must satisfactorily complete a minimum of 67% of the cumulative number of credit hours attempted each term.
2. Course and/or program withdrawals during the drop/add period will not be counted in the calculation of academic progress.
3. Grades of F, W, WA, and I are not considered as satisfactory completion.
4. 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**

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

#### **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 receiving 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 the reason for lack of SAP and what steps the student has taken to satisfactorily correct the situation. 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 a Student Success Plan contract developed by the offices of Financial Aid and Advising and Student Success. This plan is personalized to assist the student in achieving SAP and maintaining the appropriate pace and/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 allowed timeframe. During the term the student is under the Student Success Plan contract, the student will remain on "probation" status and eligible for aid. Upon successful completion of the Student Success 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.

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Students failing to maintain SAP should consult with their academic advisor who can assist with academic planning. They can meet with a financial aid advisor for assistance with financial aid advising.

### Retaking Course Work

Federal regulations limit students' eligibility for federal aid with regards to repeated courses. Students may not receive federal aid (i.e., Pell Grant, Stafford Loans) for courses that were previously taken and passed beyond the first retake. In addition, that course will not count toward the 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 meet degree requirements. 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 actual enrollment for financial aid purposes must be listed as 9 credits.

### Return of Title IV Funds and Withdrawal Record

For any student who officially or unofficially withdraws from the College 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 the student's account, 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 discuss the details of these policies 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 academic 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 updating his/her current mailing address on the student information system or for notifying the Registrar's Office.

## 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.studentaid.gov](http://www.studentaid.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.

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# ACADEMIC REGULATIONS



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## 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).

## 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](#). A printed copy of the schedule is available upon request. Students are strongly encouraged to consult the Academic Calendar for each semester to verify deadline dates. A student is officially enrolled once registered and after payment is completed. CBS reserves the right to withdraw students at any time from courses due to non-attendance, and/or non-payment of tuition and fees or for any other reason.

## ADDING AND DROPPING COURSES

- Registered students may only self-register for courses through the Census Date of each term. All registrations must occur prior to the start of the course, 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 the first day of the class for a "Q" or a "W" to not appear on the transcript. Any time after this, a "Q" or a "W" will appear on the transcript as indicated below. Courses cannot be dropped after 70% of the class is completed unless an extreme circumstance exception is approved by the Registrar or Academic Dean. Please see the following table for specific course lengths:

12-14 Week Courses	
Drop Date On or Before	Action
1-3 course weeks	Course is dropped without a "W" on transcript.
4-6 course weeks	Course is dropped with a "W" on transcript.
7-14 course weeks	Courses can no longer be dropped.
7 Week Courses	
Drop Date on or Before	Action
1 course week	Course is dropped without a "W" on transcript.
2-3 course weeks	Course is dropped with a "W" on transcript.
4-7 course weeks	Courses can no longer be dropped.
5 Week Courses	
Drop Date	Action
1 course week	Course is dropped without a "W" on transcript.
2 course weeks	Course is dropped with a "W" on transcript.
3-5 course weeks	Courses can no longer be dropped.
1 Week Courses	
Drop Date	Action
1 course day	Course is dropped without a "W" on transcript
2 course days	Course is dropped with a "W" on transcript.

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3-5 course days	Courses can no longer be dropped.
Other Course Lengths	
Drop Date	Action
On or Before 20% of course	Course is dropped without a "W" on transcript.
After 20% and on or before 50%	Course is dropped with a "W" on transcript.
After 50% of course	Courses can no longer be dropped.

## ATTENDANCE/COURSE STRUCTURE

Students are expected to attend all class sessions for which they are registered. Instructors are required to take weekly attendance. For on-ground students, tardiness and early departure are considered in reporting absences. For online students, class log in activity serves as "attendance." Students are allowed to miss 20% of class time without penalty. Absences in excess of 20% of class time may result in an automatic "F." Appeals for extenuating circumstances 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 <https://cbshouston.edu/watchman-alert-system/>. Once completed, this form should be submitted to the Office of the Registrar for processing.

If 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 each 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 section on [Transfer of Credit](#) in the Academic Catalog.

## DIRECTED/INDEPENDENT STUDY

Directed independent 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 an independent study
- Requests for an independent study when the course is offered at a time that is not convenient for the student
- Requests for an directed study for a student who is in the final semester of an associate degree who plans on continuing for a bachelor's degree at CBS

## GRADING

Students are graded according to the following designations in on ground classes:

<u>Letter Description</u>	<u>Numerical Value</u>	<u>Grade Points</u>
A	95 – 100	4.0
A-	90 – 94	3.7
B+	87 – 89	3.3
B	82 – 86	3.0
B-	80 – 81	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70 – 72	1.7
D+	67 – 69	1.3
D	63 – 66	1.0
D-	60 – 62	0.7
F	0 – 59	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	950 – 1000	4.0
A-	900 – 949	3.7
B+	870 – 899	3.3
B	820 – 869	3.0
B-	800 – 819	2.7
C+	770 – 799	2.3
C	730 – 769	2.0
C-	700 – 729	1.7
D+	670 – 699	1.3
D	630 – 669	1.0
D-	600 – 629	0.7
F	0 – 599	0.0

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

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

### Incomplete

In unusual circumstances (illness, family emergency, etc.) students may request a time extension to complete the requirements for the course after the close of the semester. If granted by the instructor, a temporary grade of "I" is assigned. A temporary grade of "I" must be submitted, and the 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 who are enrolled in a degree program may elect to take 6-12 credit hours maximum of courses pass/fail. Students may not take more than 6 hours pass/fail in a single semester and the 12-hour limit applies to their entire

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matriculation at CBS regardless of how many programs they complete. One exception to this limit is when the President's Cabinet extends the pass/fail option to all students without limit (usually during an emergency). However, classes taken during the emergency will count against the above-referenced 12-hour limit. By a vote of the President's Cabinet in an emergency, the pass/fail grade can be extended to any or all students without limit if the President's Cabinet determines the crisis will persist. Any qualified student who wishes to take the class pass/fail, he or she must submit a Pass/Fail form to the registrar before 70% of the class sessions have taken place. Students successfully completing a course-designated pass/fail will receive a grade of "P" and unsuccessfully completing the course will receive a grade of "F." A grade of "P" or "F" taken under pass/fail is not calculated in a student's grade point average.

### 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 (GPA).

### 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 GPAs*:

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 GPAs*:

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

If 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 Academic Dean. 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 Academic Dean.

### **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). If 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 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's faculty considers all 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 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. The student will be required to meet with an Academic Advisor prior to the start of the next semester to discuss requirements for a Student Success Plan prepared by the 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 academic probation. Students on academic probation who do not achieve a *Cumulative GPA* above 2.0 will be granted an extended academic probation for the following term. Students on extended academic probation who do not achieve a *Cumulative GPA* above 2.0 will likely be recommended for suspension. Please note that while academic probation and financial aid probation may overlap, they are separate circumstances and different policies apply to each.

### Academic Suspension

A student who does not meet minimum requirements while on extended academic probation will be placed on academic suspension for the following term. A student who is placed on academic suspension for the second time will be suspended for one academic year. Academic suspension status will be noted on the student's official transcript. Upon academic suspension, students may submit a written appeal to the Student Success Committee for consideration of extenuating circumstances allowing for one additional semester of extended probation.

### Readmission After Suspension

A student who is placed on academic suspension may reapply to the College for the term following a completed 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 readmitted 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 and readmitted for the second time must meet academic probation requirements. If those requirements are not met, the student will be expelled (i.e., permanently dismissed) from the College. In rare cases, an expelled student may be allowed to return after two academic years and upon completing at least 18 college credit hours at another institution with “C” or better grades for each course. The student will be required to submit a petition for readmission accompanied by official transcripts of completed credits and a written explanation (for joint consideration by the Admissions Review Committee and Student Success Committee) of how life circumstances and academic habits have changed to demonstrate the likelihood of academic success upon return to the College. Failing to meet minimum academic probation requirements after a third readmission will result in expulsion with no opportunity to appeal or petition for future readmission.

### TRANSFER OF 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 courses 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. The work reflected on the transcript may or may not be accepted by CBS as bearing the same (or any) credits as those awarded by the provider institution. The evaluation of credit is not always consistent among institutions, and the credits awarded will not always be applicable to the specific academic degree or credential the student is pursuing. When a decision/exception is needed, the Chair of the particular department and/or Academic Dean should approve.

- Students pursuing a bachelor’s degree may transfer a maximum of 69 credit hours in a traditional program or 90 credit hours for Accelerated Degree Completion Programs.
- 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 is 63 for a bachelor’s degree and 12 hours for an associate degree.

A transfer credit evaluation will be completed upon receipt of an approved Program Declaration Form (declared at the point of admission or obtained at [MyRegistrar](#) or 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
- If CBS does not have an articulation agreement with an unaccredited institution that grants more hours, a maximum of 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 for course(s) under appeal.

CBS maintains articulation agreements with several schools. For up-to-date information on schools with whom CBS maintains agreements, please visit <https://cbshouston.edu/articulation-agreements/>.

### COLLEGE CREDIT FOR MILITARY EXPERIENCE

Students who have served, or are currently serving, in the armed forces may be eligible for college credit. Avenues to earning possible college credit for military experience include:



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- 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).
- Military veterans can obtain transcripts from their service branch of service through one of the following links:
  - Army: <https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do>
  - Navy / Marine Corps: <https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do>
  - Coast Guard: <https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do>
  - Air Force: <https://www.usafa.edu/academics/registrar/customer-services/>

Students should contact the Office of the Registrar for more detailed information on this process.

### COLLEGE CREDIT FOR DEMONSTRATED COMPETENCY

Students may have the opportunity to earn additional credit toward their degree through a Prior Learning Assessment (PLA). The College holds a class titled GNED 2301 Credit for Demonstrated Competency in which a faculty member reviews prior learning assessment according to best practices and in consultation with the registrar, department chairs, and/or the Academic Dean in order to determine the appropriate number of credits for which the student may qualify. No more than 30 semester hours of credit for prior learning shall be awarded toward a degree, and credits earned through PLA may not be eligible for financial aid. A transfer credit evaluation of a student's portfolio will be completed upon successful completion of the class.

Avenues to earning possible college credit for Prior Learning include:

- Corporate training, certifications and licenses.
- Portfolio-based assessments – students can petition for credit through the portfolio process.

Students appealing a CDC 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 more information for decision under appeal.

### CREDIT BY EXAMINATION

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

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

<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 to all students. The College uses this email address to communicate as an official means of communication with students.

Students are responsible for deadlines and other content contained in official email communications. Failure to 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.

For more information on how to activate your student email account, please reach out to the Enrollment and Student Services team through <https://cbshouston.edu/meet-ess/>

Log in to student email directly at the following: <https://cbshouston.sharepoint.com/sites/MyCBS>

## WITHDRAWING FROM THE COLLEGE

Withdrawing from the College refers to the process beginning with the withdrawing from all courses for which a student is enrolled in each semester, thus designating the student as no longer enrolled. Withdrawn students with three consecutive inactive terms will be required to apply for readmission to the College.

The withdrawal process, including the withdrawal form, is initiated through the Office of the Registrar or online through the Student Portal at <https://cbshouston.sharepoint.com/sites/MyCBS/SitePages/Registrar.aspx>. A completed withdrawal form must be returned to the Office of the Registrar.

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

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

## CONFIDENTIALITY OF EDUCATION RECORDS

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

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

- Student's name
- Class level
- Registered credits for the current term
- Major field of study

- Dates of attendance at the College
- Degree, awards and honors received
- Veteran status
- Telephone number
- Address and Email
- Degree Candidacy
- Degree Status

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 and/or SSN. 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 (<https://cbshouston.edu/wp-content/uploads/2023/03/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 (<https://cbshouston.edu/wp-content/uploads/2023/03/ferpa-consent-NEW.pdf>) with the Office of the Registrar providing their consent to release Education Records. 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 Educational Records. No external person or agency 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 (<https://cbshouston.sharepoint.com/sites/MyCBS/SitePages/Registrar.aspx>).

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

## ENROLLMENT CERTIFICATION

Student enrollment criteria 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 (<https://cbshouston.edu/transcripts/>) 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 support student achievement of academic success, each student enrolled in a certificate or degree program will participate in an ongoing sequence of academic advising and assessment. Academic Advisors will monitor, evaluate, and measure the student's academic progress, address questions or concerns, provide resources or referrals to other offices, and empower the student to take personal responsibility for educational planning and outcomes.

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

WHEN	WHAT	AREA TESTED
Admission to College	Personal Testimony	Writing
	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 (before graduation)	Bible Knowledge Exam	Bible Knowledge, Worldview
	Student Transformation Inventory (STI)	Personal Growth, Worldview
	Graduating Student Exit Survey	Student Plans