

# STUDENT LIFE



TRUTH. TRAINING. TRANSFORMATION.

## STUDENT LIFE

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

## SPIRITUAL LIFE

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

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

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

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

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

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

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

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

**Responsibility to Other Believers**, *1 Corinthians 8:9* – “But take care that this liberty of yours does not somehow become a stumbling block to the weak.”

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

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

## STUDENT CODE OF CONDUCT

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

### Unacceptable Conduct

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

1. Scripture specifically prohibits stealing, violence, harassment (all forms), outbursts of anger, threats, lying, cheating, stealing, profane language, and occult practices. Sexual immorality is also prohibited including, but not limited to, fornication, adultery, homosexuality, transgender identification, bestiality/zoophilia, prostitution, incest rape and sinful lust in all forms (actions influenced by lust include but are not limited to pornography, pedophilia, sexting, voyeurism, and sex trafficking). These prohibitions are clearly understood to be biblical commands that are binding upon every Christian believer.
2. Exhibitionism, self-marriage/sologamy, objectophilia, self-masturbation and all other selfish sexual acts are against God’s purpose of creating sex for the union of husband and wife in marriage.

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

#### **Right to Privacy**

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

#### **Copyright Infringement**

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

#### **Academic Integrity**

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

- Cheating
- Plagiarism
- Copying from another student's paper
- Using a marked Bible when an unmarked Bible was instructed
- Using concealed information during examinations
- Falsifying reports

- Giving and completing assignments to and for other students
- Giving information to another student during examinations
- Obtaining information from a student who has already taken the examination
- Submitting as original research, a paper from another class or a paper that another student has submitted for any class

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

It is the responsibility of the student to be fully informed about the College's Academic Integrity policy. Lack of knowledge regarding the Academic Integrity policy is not a sufficient basis for appealing disciplinary action.

## STUDENT SERVICES

### **Americans with Disabilities Act (ADA)**

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

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

- Officially enroll at the College
- Complete an application for disability services found online at [www.cbshouston.edu/student-life](http://www.cbshouston.edu/student-life)
- Provide current official documentation dated within the last three years, that includes the disability (must be an original document, prepared on official letterhead, and signed by a licensed physician) for each semester for which the student is requesting accommodations

After receipt of all documentation, a letter of notification regarding registration for disability services will be issued to the student, with a copy to the professor(s) on record for the course(s) for which the requesting student is enrolled. If academic adjustments are granted based on an approved disability, the student will receive a letter indicating the specific accommodations related to the request.

Students who receive academic adjustments must update their disability registration for academic adjustments each semester. To register for disability services please go online to [www.cbshouston.edu/student-life](http://www.cbshouston.edu/student-life). If you have further questions, please contact the Office of the Dean of Students at 832.252.0757 or [dos@cbshouston.edu](mailto:dos@cbshouston.edu).

### **Annual Security Report**

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

### **Bookstore**

Required textbooks, Bibles, and other Christian books are available for purchase through the CBS bookstore. Online students may request that books be mailed to them from the CBS bookstore. (Shipping charges may apply.) In addition, online students are free to purchase their required texts through other vendors, such as Amazon, Christianbook.com, or Logos Bible Software. Bookstore hours of operation are available at [www.cbshouston.edu/hours-of-operation](http://www.cbshouston.edu/hours-of-operation).

### **Building Usage and Access**

Students are requested to help maintain an unobtrusive atmosphere conducive to instruction in the classrooms and business in the offices and to show consideration and respect to others. Students are encouraged to make a special effort to treat the College facilities with respect and care which include, but are not limited to, personal trash pick-up in the classrooms, restrooms, and in the commons areas. The Houck Academic Center is accessible to students during normal operating hours that are published at [www.cbshouston.edu/hours-of-operation](http://www.cbshouston.edu/hours-of-operation).

**Bulletin Board**

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

**CBS Watchman Alert System**

The CBS Watchman Alert System (alert system) uses text, email, and voice messages to alert students in the event of an emergency or urgent situation including adverse weather conditions. Alert messages are sent to registered mobile phones, home phones and email addresses. Students are automatically enrolled in the alert system and may elect not to participate by completing the Watchman Alert System Election not to Participate form. This form and other information are available at [www.cbshouston.edu/watchman](http://www.cbshouston.edu/watchman). Contact information provided by students and included in MyRecords are automatically stored in the alert system. Any changes made by students to this information are automatically updated in the alert system.

**Classroom, Library, and Common Area Visitation**

Students may have a visitor 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.

**Counseling Services**

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

**Emergency Information**

CBS desires to inform and keep students apprised of emergency and safety information. Students are encouraged to review the information page listed at [www.cbshouston.edu/safety-emergency](http://www.cbshouston.edu/safety-emergency). The CBS emergency plan is made available to students to familiarize themselves with crisis-related situations.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Please refer to the Student Handbook for additional information.

**Health Alert**

For health related updates please visit us at [www.cbshouston.edu/healthalert](http://www.cbshouston.edu/healthalert).

**Library/Learning Resource Center**

In the CBS library collection, there are presently over 46,000 volumes and over 160,000 e-books. The library subscribes to many different periodicals (magazines, publications, and subscriptions) ranging in content from Bible and theology to Christian education and counseling, as well as popular publications of general interest. Audio-visual and electronic resources are available for student use. There is a computer research lab as well as small group study and discussion rooms. Library hours of operation are available at [www.cbshouston.edu/library](http://www.cbshouston.edu/library) or [www.cbshouston.edu/hours-of-operation](http://www.cbshouston.edu/hours-of-operation). CBS and the University of St. Thomas, with its prominent Doherty collection, have an inter-library loan agreement whereby CBS students may access the Doherty library collection by using a TexShare card which is obtainable at the CBS Library circulation desk. Online students can request to have a Texshare card mailed to them. The CBS library and learning center offers Internet services to the Worldwide Web as well as electronic access to their databases. The CBS library and learning resource center offers Internet services to the Worldwide Web as well as electronic access to their databases.

All new students who wish to check out library materials must complete a library patron application form which can be found at the circulation desk. Distance Education students can access and submit the patron application through their Blackboard learning management system (LMS). Submission of the application will also serve for identification through utilization of the student's secure login. The patron application is available in both Spanish and English. Registered students are not included in the library database as a patron until the application is completed.

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

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

#### **Ministry Employment Opportunities**

The Office of the Dean of Students maintains an online ministry web directory for students and alumni at [www.cbshouston.edu/career-services](http://www.cbshouston.edu/career-services). Further, students may access ministry employment opportunities through myrecords. cbshouston.edu or by visiting the Office of Career Services.

#### **Parking**

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

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

#### **Student Fundraising Projects**

All student fundraising projects on behalf of groups or individuals that are promoted under the purview of CBS, whether carried on in churches and other organizations, or on campus, must have the approval of the Dean of Students. Anyone seeking such approval must submit a request in writing to Office of the Dean of Students at least two weeks prior to the event. The general policy of CBS is that no fundraising activity for any non-CBS group will be permitted on campus.

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

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

The library utilizes a Biometric authentication process in the library to check out library materials. Students provide their required finger scan in the Bookstore.

#### **Student Lounge**

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

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

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

#### **Weapons on Campus**

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

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

In accordance with Texas State laws, including the Open Carry, Campus Carry and concealed weapons laws, CBS will not allow a licensed permit holder to bring a firearm onto the CBS campus. The only exception to this law is for authorized

law enforcement and police officers. Exceptions to this policy must be authorized in advance and in writing by the CBS administration. Violations of this policy will be considered a serious offense and will be referred to both internal administrative authorities and external police authorities.

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

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

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

## 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 [www.cbshouston.edu/student-life](http://www.cbshouston.edu/student-life). If you have further questions, please contact the Dean of Student Office at 832.252.0757. When filing a complaint, it is important that all documentation and other evidence associated with the complaint (e.g., witness statements and support documentation) be included. More than one complaint can be filed regarding the same incident. The complaint form will be considered complete only when it is submitted by the complainant.
3. The complaint will be forwarded to the Dean of Students for review, investigation, and resolution. The Dean of Students will notify the student in writing of the final decision within ten business days of the date of the initial complaint and include the notice of a right to appeal.
4. The student has the right to appeal the decision of the Dean of Students to the Executive Director, Student Affairs within ten business days of the date of the written notice of the Dean of Student's decision.

**See the Student Handbook Student Life section for additional details and information regarding student life.**

