ACADEMIC REGULATIONS
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Students are responsible for making certain they meet all requirements for graduation and academic deadlines. Under unusual or mitigating circumstances, students are required to submit a written petition to the appropriate department as indicated on the General Petition form.

COURSE NUMBERING

All CBS courses have a four-letter course prefix which will carry the abbreviation of the academic discipline. The first digit indicates the level of the course, i.e. 0100-0199 represents developmental or remedial courses (not acceptable toward a degree program); 1000-1999 represents first year or freshman level courses; 2000-2999 represents second year or sophomore level courses; 3000-3999 represents third year or junior level courses; and 4000-4999 represents fourth year or senior level courses. The second digit indicates the credit value in semester hours. The third and fourth digits are used as indicator of course sequence.

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

AVAILABILITY OF CLASSES

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

STUDENT CLASSIFICATION

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

Freshman 0 – 29 credit hours earned
Sophomore 30 – 59 credit hours earned
Junior 60 – 89 credit hours earned
Senior 90 or more credit hours earned
REGISTRATION

Prior to each semester and before attending any class, CBS students are required to register and arrange for the payment of all tuition and fees. Students use an online registration system to register, make changes to their schedule, and/or make payment arrangements. To access the online registration site, access myrecords.cbshouston.edu. Students are strongly encouraged to consult the academic calendar for deadline dates. A student is officially enrolled once registered and payment is completed. CBS reserves the right to administratively drop students at any time from courses due to non-payment of tuition and fees or for any other reason.

ADDING AND DROPPING COURSES

a. Registered students may late add courses through the second week of classes of each term, depending on the nature of the course and the availability of space.

b. A registered student may drop on ground courses that are scheduled for twelve weeks or longer through the end of the fourth week of classes of each term without a “W” appearing on the academic record. Beginning the fifth week until the end of the tenth week of classes of each term (for on ground classes twelve weeks and longer), a “W” will appear on the student’s academic record. Seven week online courses or shorter on ground courses must be dropped before 25% of the class is completed without a W appearing on the transcript before 70% of the class is completed in order for a W to appear on the transcript.

c. Failure to drop a course properly will result in an F grade being recorded on the academic record.

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. Participation in assigned, weekly discussion boards serves as “attendance” in online courses. Absences in excess of 20% of class time (or online equivalent) will result in an automatic “F”. Appeals for extraordinary situations should be discussed with the instructor. If the student is not satisfied with the instructor’s decision, the student can follow the academic complaint process that is described in the Student Handbook.

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. The CBS Watchman Emergency Notification System uses text, email, and voice messages to alert CBS students in the event of an emergency or urgent situation. Alert messages are sent to registered mobile phones, home phones and email addresses. Contact information the student has provided and included in my records is automatically stored in the emergency alert system. Any changes the student makes to this information is automatically updated in CBS Watchman. Students are automatically enrolled in the emergency alert system and may elect not to participate by completing the Emergency Notification System Election not to Participate Form. The form and other information is available at www.cbshouston.edu/watchman. Once completed, this form should be submitted to the Office of the Registrar for processing.

In the event that a faculty member is unable to attend class, every effort will be made to notify student via e-mail and/or by phone. However, there may be circumstances in which the instructor will be unable to notify students in which case if the professor or an appointed substitute does not arrive to class within thirty minutes of the published start time, students are dismissed without penalty.

COURSE LOAD

The maximum number of credit hours in which a student may enroll in a given semester is 18 credit hours. Students who wish to register for more than 18 credit hours require the written consent of the Academic Dean.

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.

**AUDITING COURSES**

Students may register for a regular course as an auditor on a “space available” basis. If sufficient space is not available, the instructor’s approval is required. Students are not required to participate in classroom lectures or submit assignments. There is no credit associated with an AU grade. Courses taken for audit do not count toward satisfaction of any academic requirements. Students may not change from audit to credit status or from credit to audit status after the published deadline in the Academic Calendar.

**NON-CREDIT COURSEWORK**

The College of Biblical Studies does not award academic credit for coursework taken on a non-credit basis. The College does have departmentally approved tests for the following classes: Introduction to Computing, Bible Study Methods and Introduction to Biblical Counseling. These classes are approved by the faculty chairs for each department. Students who pass these tests with a 70% or better are awarded credit.

**DIRECTED STUDY**

Directed study is designed to provide students who are in the final semester of their academic program with an opportunity to take a class or an approved substitute that is required for graduation and is not available on the schedule. Approval for directed study is not automatic and rests upon the discretion of the Academic Dean. A completed Directed Study form with an attached proposal 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. The proposal should include:

- Title
- Course Objectives
- Syllabus
- Meeting Schedule

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

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

**GRADING**

Students are graded according to the following designations:

<table>
<thead>
<tr>
<th>Letter Description</th>
<th>Numerical Value</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>99 – 100</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>96 – 98</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>94 – 95</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>92 – 93</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>89 – 91</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>86 – 88</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>83 – 85</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>79 – 82</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>75 – 78</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>73 – 74</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>71 – 72</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>70</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0 - 69</td>
<td>0.0</td>
</tr>
</tbody>
</table>
The grades listed below are not used in calculating grade point averages. No grade points are earned under these designations.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WA</td>
<td>Administrative Withdrawal</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory [Christian Service Learning Program]</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory [Christian Service Learning Program]</td>
</tr>
<tr>
<td>P</td>
<td>Pass [credit is awarded but not calculated in grade point]</td>
</tr>
</tbody>
</table>

**Incomplete**

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

**Pass/Fail Option**

Students pursuing a Bachelor’s degree may elect to take a maximum of six credit hours of Accelerated Degree Completion Program as pass/fail. Students successfully completing a course-designated pass/fail will receive a grade of “P” and those students unsuccessfully completing the course will receive a grade of “F”. A grade of “P” is not calculated in a student’s grade point average. A grade of “F” is calculated in the student’s GPA.

**Grade-Point Average**

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

**ACADEMIC HONORS**

**Academic Honor Roll**

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

**Graduation Honors**

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

- **Highest Honors**: 3.80 – 4.00
- **High Honors**: 3.65 – 3.79
- **Honors**: 3.50 – 3.64

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

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

Beginning fall 2011, students found guilty of the Academic Integrity policy more than once are ineligible to receive graduation honors.

**Delta Epsilon Chi**

Delta Epsilon Chi is the Honor Society of The Association for Biblical Higher Education. Its purpose is to encourage and recognize the top 7% of graduates from among the accredited institutions of the Association for Biblical Higher Education across North America who have distinguished themselves through intellectual achievement, Christian character and leadership ability. Members are selected by the Faculty Committee based on the following criteria:
• Nominees must exhibit Christian character and leadership ability.
• Nominees must have demonstrated intellectual achievement which is demonstrated by earning at least a cumulative grade-point average of at least 3.3 on a 4-point scale or higher.
• Nominees must have met all financial obligations and have no disciplinary records on file.

Selection of the members of Delta Epsilon Chi is limited to 7% of the graduating class of a particular academic year and is consequently very selective. As a result, the selection is at the sole discretion of the faculty committee and their decision is final.

SATISFACTORY ACADEMIC PROGRESS

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

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

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

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

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

Re-admission After Suspension
Students who are placed on academic suspension may re-apply to the College after a period of one academic year. Re-admission to the College is not guaranteed. Students must meet the current admission requirements for the College and the students’ admission to the College will be considered by the Admissions Committee. Those students who are re-admitted to the College after suspension will be immediately placed on academic probation and must meet the requirements of a student on academic probation. Students who reapply will be subject to all current fees and policies that apply at the time of re-admission.

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

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

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

LEAVE OF ABSENCE

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

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

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

PRIVACY RIGHTS OF STUDENTS

A. Definitions

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

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

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

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

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

B. Release of Personally Identifiable Student Educational Records

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

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

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

Student enrollment criterion for certification purposes:

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

TRANSCRIPTS

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

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

Schedule on the Administration and Timing of Outcome Measurements

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
<th>AREA TESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission to College</td>
<td>Personal Testimony</td>
<td>Writing</td>
</tr>
<tr>
<td></td>
<td>COMPASS Writing Test ¹</td>
<td>Writing Skills</td>
</tr>
<tr>
<td></td>
<td>COMPASS Reading Test ²</td>
<td>Reading Skills</td>
</tr>
<tr>
<td></td>
<td>Smarter Measure</td>
<td>Life Factors, Academic Attributes, Learning Styles, Reading Rate and Recall, Technical Competency and Knowledge, and Typing Speed and Accuracy.</td>
</tr>
<tr>
<td>During the first semester of enrollment into a program</td>
<td>Bible Knowledge Evaluation</td>
<td>Bible Knowledge</td>
</tr>
<tr>
<td></td>
<td>Student Relationship Assessment</td>
<td>Personal Growth</td>
</tr>
<tr>
<td></td>
<td>Biblical Worldview Profile ²</td>
<td>Worldview</td>
</tr>
<tr>
<td></td>
<td>Comprehensive Critical Thinking Analysis ³</td>
<td>Critical Thinking Skills</td>
</tr>
<tr>
<td>By completion of BIBL 3323 in the Accelerated Degree Completion Program</td>
<td>Mid-program Academic Analysis and planning</td>
<td>GPA, Deficiencies</td>
</tr>
<tr>
<td>Annually or at the advancement of student classification</td>
<td>Degree Audit Check-in</td>
<td>GPA, Program Requirements</td>
</tr>
<tr>
<td>During the last term of program enrollment</td>
<td>Bible Knowledge Evaluation</td>
<td>Bible Knowledge</td>
</tr>
<tr>
<td></td>
<td>Student Relationship Assessment</td>
<td>Personal Growth</td>
</tr>
<tr>
<td></td>
<td>Biblical Worldview Profile ²</td>
<td>Worldview</td>
</tr>
<tr>
<td></td>
<td>Graduating Student Exit Survey</td>
<td>Student Plans</td>
</tr>
</tbody>
</table>

¹ If not meeting prescribed exemptions ² Not required for Bible Certificate Program ³ Only required for degree programs
Copyright Infringement
A copyright protects authors, composers, artists, and other creators’ work. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is illegal and exposes the unauthorized user to civil and criminal penalties. Students found guilty of copyright infringement are also subject to the penalties described under the section entitled “Administration of the Student Code of Conduct.”

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

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

1. Following Matthew 18:15-17, offenses against one another should be corrected by the individuals involved (e.g., the student with the complaint should first privately address the offending student, faculty or staff member to resolve the issue). Although the preference is for these matters to initially be dealt with privately, an individual may request a CBS administrator to be present at the initial discussion if the party is concerned about the response of the other individual.

2. If there is no resolution to an academic complaint, the student should address the matter in writing to the Academic Dean within one hundred and twenty (120) days of the alleged incident. In certain situations, both the Academic Dean and the Dean of Students will meet with the student.

3. If the complaint involves a disagreement between a student and a faculty member, the Faculty Committee may be consulted at the discretion of the Academic Dean. In the event of consultation, the Faculty Committee will be the final arbiter in disputes regarding assigned grades as well as any other complaint for which they are consulted. Since the Faculty Committee is the final arbiter, there is no appeal beyond their decision.

Student Assignments
CBS is committed to and required by our accreditors to assess program effectiveness and Student Learning Outcomes. One way the College does this is to keep a sample of student assignments as a part of the evaluation process. This method is one of many in our assessment plan, enabling the institution to make necessary improvements to ensure continued excellence in learning and teaching. The plan includes assessment activities occurring at the following stages (1) the admissions process; (2) during the student’s academic program; (3) at the time of graduation; and (4) following program completion or graduation (alumni). Should a student’s assignment be selected for faculty review, his or her name will be removed and your privacy protected. Concluding assessment results will become part of the institution’s aggregate data.