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

1 Timothy 1:5
# TABLE OF CONTENTS

**GENERAL INFORMATION** ........................................... 1  
Historical Sketch .................................................. 2  
Vision  
Mission and Purpose  
Statement of Institutional Philosophy of Student Development ........................................... 3  
Doctrinal Statement .................................................. 4  
Non-Discrimination Policy ........................................... 5  
Denominational Affiliations  
Accreditation  
Enrollment and Graduates ........................................... 6  
Department Contact Information  
Facilities and Location ............................................. 7  

**STUDENT LIFE** ....................................................... 9  
Spiritual Life .......................................................... 10  
Student Services  
Counseling  
Ministry Opportunities  
Bulletin Board  
Student Lounge  
Bookstore ............................................................. 11  
Library/Learning Resource Center  
Student Ministries  
Student Fundraising Project  
Americans with Disabilities Act (ADA)  
Building Usage and Access  
Classroom and Library Visitation  
Parking ................................................................. 12  
Annual Security Report  
CBS Watchman Emergency Alert System  
Student Identification System  
Health Alert  
Emergency Information  
Student Code of Conduct  
Unacceptable Conduct  
Internet Code of Conduct ........................................... 14  
Student Dress Code  
Harassment Policy ................................................... 15  
Academic Integrity  
Copyright Infringement ............................................. 16  

Student Responsibility  
Administration of the Student Code of Conduct ............................................................. 17  
Consequences for Failure to Adhere to the Student Code of Conduct ........................................... 18  
The Appeal Process .................................................. 19  
Academic Policies and Expectations  
Notification of Rights under FERPA  
Academic Compliants ................................................. 20  

Student Assignments  
Cell Phone and Electronic Device Policy ........................................... 21  
Students who are not on the Roster  

**STUDENT FINANCIAL AND AID INFORMATION** ........................................... 23  
Tuition and Fees ...................................................... 24  
Account Information  
Estimated Costs of Enrollment  
Add/Drop, Withdrawals, or Change between Audit/Credit Policy ........................................... 25  
Refund Policy  
Payment Plans .......................................................... 26  
Student Accounts and Delinquent Accounts Policy ...................................................... 27  
Returned Checks  
Forms of Payment ..................................................... 28  
Financial Appeals Process  
Financial Aid  
Types of Financial Aid ................................................. 29  
Federal Programs  
Scholarships ............................................................ 31  
How to Apply for Financial Aid  
Eligibility for Aid  
Student Responsibilities ............................................. 33  

**ACADEMIC REGULATIONS** ........................................... 35  
Academic Regulations ................................................ 36  
Course Numbering  
Availability of Classes  
Student Classification  
Registration ............................................................. 37
Adding and Dropping Courses
Attendance/Course Structure
Class Cancellations (Emergency)
Course Load
Repeating Courses
Auditing Courses .................................................. 38
Independent Study
Grading
   Incomplete
      Pass/Fail Option .............................................. 33
      Grade-Point Average
Academic Honors .................................................. 39
   Academic Honor Roll
   Graduation Honors
Satisfactory Academic Progress ............................. 40
Withdrawing from the College
Leave of Absence
Privacy Rights of Students .................................. 41
Enrollment Certification
Transcripts .......................................................... 42
Academic Advising Program

PERSONNEL .......................................................... 43
Student Services Leadership ................................ 44
HISTORICAL SKETCH

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

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

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

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

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

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

Since 1979, the school offered classes at the KHCB radio facilities located off the Southwest Freeway at Kirby. In 1994, a 2-acre campus (18,000 sq. ft. in three buildings) located near Hillcroft and the Southwest Freeway was purchased. The campus has continued to expand to meet the demands of a growing student body and today the 14-acre campus facility includes 165,000 sq. ft. in five buildings with 3.5 acres yet undeveloped. During its 30 years of history, CBS has grown in its academic curriculum from offering a few credit and non-credit courses to today’s offerings of a Bible Certificate in English or Spanish language, an Associate of Biblical Studies degree in English and Spanish, and Bachelor of Science degree programs with majors in Biblical Studies, Biblical Counseling, Organizational Leadership and Christian Leadership. Additionally, CBS offers non-credit classes through the Center for Continuing Studies.

VISION

The vision of the College of Biblical Studies–Houston is to develop multi-ethnic Christian leaders.

MISSION AND PURPOSE

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

- Biblical – curriculum is primarily focused on a biblical world view, based on scriptural truth, with its focus on ministry preparation and life transformation
- Diverse – student’s study and experience the education process with fellow students from a variety of ethnic and cultural backgrounds
- Accessible – courses are available during the day, evening and Saturdays, and through alternative
schedules to provide the CBS commuter college students an opportunity to “fit” their studies into their life schedules

• Affordable – the cost of attendance is intentionally lower than other accredited private institutions and financial aid is available to assist students in meeting the financial requirements of their studies

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

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

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

Institutional Goals
Through the College’s curricular and co-curricular experiences, CBS students demonstrate:

1. Biblical and theological knowledge
2. Spiritual maturity based on recognizing Scripture as the ultimate authority for life and godliness.
3. The ability to communicate effectively in spoken and written English and/or Spanish.
4. The recognition and understanding of technological, abstract, logical and symbolic modes of thinking and/or the exercise of critical thinking.
5. Skills necessary for ongoing Christian ministry.
6. An integrated biblical worldview.

STATEMENT OF INSTITUTIONAL PHILOSOPHY OF STUDENT DEVELOPMENT

CBS is committed to the truth that the Bible is central to the Christian life and that Christians are called to a holy life of testimony and service in the power of the Holy Spirit. The educational goal of CBS is “love from a pure heart and a good conscience and a sincere faith” (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.

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

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

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

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

DOCTRINAL STATEMENT

The doctrinal position of the College of Biblical Studies–Houston is historically that of conservative Christianity. CBS rests firmly upon the integrity and inerrancy of the Holy Scriptures and, therefore, wholeheartedly accepts the basic doctrines of the historic Protestant Christian faith. CBS also supports the non-charismatic, dispensational, pre-millennial movement. Traditionally, CBS graduates stand for these great truths, and it is the desire of the College to continue to provide personnel for service in these ranks. This Doctrinal Statement, which every board member, administrator, staff and faculty member must sign, also includes:

Every word in the original writings of the Holy Scriptures is inspired of God and without error (2 Tim. 3:16; 2 Pet. 1:21; 1 Cor. 2:13).

The Godhead exists eternally in three persons: the Father, the Son, and the Holy Spirit; and these three are one God (Gen. 1:1; Jn. 10:30, 4:24; Deut. 6:4; Matt. 28:19; 2 Cor. 13:14).

Man was created in the image and likeness of God, but in Adam all mankind fell into sin with the result that all men are sinners, hopelessly sinful in themselves, apart from the grace of God (Gen. 1:27, 9:6; Rom. 5:12, 3:23; Eph. 2:1).

The Eternal Son of God became incarnate in the Lord Jesus Christ, who is true God and true man, having been born of the virgin Mary (Jn. 1:1, 14, 18; Matt. 1:21-23; Heb. 1:6, 8; 1 Jn. 5:20; 1 Tim. 2:5).

Salvation is received by faith alone in Christ, who died in substitutionary sacrifice for our sins and rose again (Acts 4:12; 13:38, 39; 1 Cor. 15:1-4; Rom. 4:4, 5; 5:1).

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

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

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

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

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

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

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

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

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

NON-DISCRIMINATORY POLICY

The College considers itself a Christian ministry within Houston’s multi-ethnic community. CBS does not discriminate against any qualified person on grounds of race, national origin, age, gender, or because an otherwise qualified person is handicapped. This policy applies to all student admissions, academic policies, scholarships and other college-administered programs with noted exceptions.

DENOMINATIONAL AFFILIATIONS

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

ACCREDITATION

The College is accredited by the Association for Biblical Higher Education (ABHE), formerly the Accrediting Association of Bible Colleges (AABC), a national accrediting body recognized by the Council for Higher Education Accreditation (CHEA), the United States Department of Education, and the Texas Higher Education Coordinating Board. Accredited status is the membership status granted to those colleges that meet the ABHE Conditions for Eligibility, and that substantially achieve their respective missions and the Criteria for Accreditation. It further indicates a demonstrated commitment to ongoing institutional development. ABHE may be contacted at 5575 South Semoran Boulevard #26, Orlando, Florida 32822-1781, 407.207.0808, and www.abhe.org.

The Association for Biblical Higher Education (ABHE) has approved the College of Biblical Studies–Houston to grant degrees through the baccalaureate level in the State of Texas.

The College achieved accreditation in 1999 and completed this accreditation review process in February 2004 when its accreditation was reaffirmed to February 2014.

Why is accreditation important?

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

- Students who want federal grants and/or loans must attend a college, university or program that is accredited.
- Employers ask if a college, university or program is accredited when deciding to provide tuition assistance to current employees, evaluating the credentials of new employees, or making a charitable contribution.
- The federal government requires that a college, university or program be accredited in order to be eligible for federal grants and loans or other federal funds that can ultimately have an impact on students and the public, e.g., research.
- State governments also require that a college, university or program be accredited for reasons such as making state funds available to institutions, when they allow students to sit for state licensure examinations in some professional fields, etc.

Who are the accreditors?

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

How do I learn more about accreditation?
• U. S. Department of Education:
  www.ed.gov
• Council for Higher Education Accreditation:
  www.chea.org
Association for Biblical Higher Education:
www.abhe.org
Texas Higher Education Coordinating Board:
www.thecb.state.tx.us

Complaints Regarding Association for Biblical
Higher Education Standards
Complaints from individuals, institutions or
programs, or agencies regarding the College of
Biblical Studies’ noncompliance with Association
of Biblical Higher Education Standards, policies,
or procedures can be submitted in writing to the
Commission on Accreditation (http://www.abhe.org/
commissiononaccreditation) for consideration.

ENROLLMENT AND GRADUATES
Fall 2010
Enrollment 458
Enrollment Ethnicity
  Black 40%
  Hispanic 31%
  White 26%
  Other 3%
Gender
  Male 54%
  Female 46%
Enrollment by Program
  Bachelor 221
  Associate 166
  Bible Certificate 38
  Other 33

Degrees Awarded
Bible Certificates:
  Cumulative (since 1984) 314
Associate of Biblical Studies:
  Cumulative (since 1997) 249
Baccalaureate Degrees:
  Cumulative (since 2002) 912

DEPARTMENT CONTACT
INFORMATION
(Office- Located in the Houck Academic Center)
Admissions – suite 114
713.77.BIBLE (772.4253)
  admissions@cbshouston.edu
  www.cbshouston.edu/admissions
  www.cbshouston.edu/apply
  www.myapp.cbshouston.edu
Bookstore
  832.252.4613
  bookstore@cbshouston.edu
Christian Service Learning Program – suite 113
  832.252.4664
  christianservicelearningprogram@cbshouston.edu
Dean of Students – suite 113
  832.252.0722
  DOS@cbshouston.edu
Library- suite 117
  832.252.4618
  library@cbshouston.edu
Student Success and Advising – suite 113
  832.252.4661
  advising@cbshouston.edu
  www.cbshouston.edu/advising
Registrar – suite 102
  832.252.4631
  registrar@cbshouston.edu
  www.cbshouston.edu/registrar
  www.myrecords.cbshouston.edu
Student Financial Services – suite 102
  Accounts and Billing
  832.252.4689
  studentaccount@cbshouston.edu
Financial Aid and Scholarships
  832.252.4602
  fa@cbshouston.edu
  www.cbshouston.edu/financialaid
  www.myfa@cbshouston.edu
Other Websites
CBS web site
  www.cbshouston.edu
Crime Report
  www.cbshouston.edu/crimereport
CBS Watchman Alert System
  www.cbshouston.edu/watchman
Emergency Information
  www.cbshouston.edu/emergency
FACILITIES

Houck Academic Center (A)
7000 Regency Square Blvd.
Houston, TX 77036
Phone 713.785.5995; Fax 713.785.5998

Library (A)
Houck Academic Center
7000 Regency Square Blvd.
Houston, TX 77036

Mays Academic Center (C)
6000 Regency Square Blvd.
Houston, TX 77036

West Building (D)
6000 Dale Carnegie Drive
Houston, TX 77036

*See class schedules for course offerings at these locations
SPIRITUAL LIFE

The College of Biblical Studies–Houston (CBS) 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.

Fellowship:

Each student is expected to exhibit the following attributes:

**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**, 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.”

STUDENT SERVICES

No CBS courses, programs, services or events are scheduled on Sundays.

Counseling

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.

Ministry Opportunities

The four-county greater Houston metroplex offers students numerous opportunities to practically apply what is learned in the classroom. Churches need and welcome CBS students to work, teach, lead, and minister in many ways. Additionally, missions, jails, Christian organizations, hospitals, and other places of service in the area provide choice fields for ministry. The Office of the Dean of Students maintains an online placement web page for students and alumni at http://cbshouston.edu/careerservices.

Bulletin Board

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

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.

**Bookstore**
Required course textbooks, Bibles, and other Christian books are available for purchase through the CBS bookstore.

**Bookstore hours of operation:**
- Monday, Tuesday & Thursday, 8:30 a.m. – 8:30 p.m.
- Wednesday 8:30 a.m. – 6:00 p.m.
- Friday Closed
- Saturday 8:30 a.m. – 1:30 p.m.

**Library/Learning Resource Center**
In the CBS library collection, there are presently over 40,000 volumes. 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 magazines of general interest. Audio-visual and electronic resources are available for student use. There is a computer research lab as well as small group study and discussion rooms. CBS and the University of St. Thomas, with its prominent Doherty collection, have an inter-library loan agreement whereby students of both colleges may access the other’s library collection. The CBS library and learning resource center offers Internet services to the Worldwide Web as well as inter-library electronic access.

All new students who wish to check out library materials must complete a library patron application form which can be found at the circulation desk. The application form is written in both Spanish and English. Registered CBS students are not included in the library database as a patron until the application is completed.

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

**Library hours of operation:**
- Monday, Tuesday & Thursday, 8:30 a.m. – 9:00 p.m.
- Wednesday 8:30 a.m. – 6:00 p.m.
- Friday Closed
- Saturday 8:30 a.m. – 3:00 p.m.

**Student Ministries**
Student Ministries (Student Council) seeks to represent and serve the student body, guide student activities, share common concerns and needs, and generally further student life and interests in all areas.

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

**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 with at least sixty days prior notice as having a disability may access services by
adhering to the following guidelines:

- Officially enroll at the College
- Complete an application for disability services
- Provide official documentation of the disability (documentation must be an original document, prepared on official letterhead, and signed by a licensed physician). Documentation must be 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. If academic adjustments are granted based on an approved disability, the student will receive a letter of request for academic adjustment and may present the letter to the faculty member. Upon receipt of the letter, the faculty member will comply with academic adjustments.

Following receipt of all documentation, a letter of notification regarding registration for disability services will be issued to the student. If academic adjustments are granted based on an approved disability, the student will receive a letter of request for academic adjustment and may present the letter to the faculty member. Upon receipt of the letter, the faculty member will consider the academic adjustments.

Students who receive academic adjustments must update their disability registration for academic adjustments each semester. To register for disability services, please contact the Office of the Dean of Students.

Building Usage and Access

Students are requested to help maintain a quiet atmosphere conducive to instruction in the classrooms and business in the offices, and to show consideration and respect to others. Please make a special effort to treat the college facilities with respect and care which include, but are not limited to, personal trash pickup in the classrooms, restrooms, and commons area.

The Houck Academic Building normal hours of operations are as follows:

- Monday, Tuesday & Thursday: 8:00 a.m. – 10:30 p.m.
- Wednesday: 8:00 a.m. – 6:00 p.m.
- Friday: Closed
- Saturday: 8:30 a.m. – 4:30 p.m.

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

Classroom and Library Visitation

Students may have a visitor join them in class one time with the prior permission of the professor; additional visits are not allowed. The College does not permit children under sixteen years of age to visit the library or the classroom.

Parking

Students may park in designated parking spaces on the main campus parking lots as well as where allowed along adjacent streets.

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.

Annual Security Report

The Annual Campus Security Report contains statistics for the previous three calendar years concerning crimes reported that occurred on-campus and on public property within, or immediately adjacent to and accessible from the campus. The Campus Security Report is located at www.cbshouston.edu/crimereport.

CBS Watchman Emergency Alert System

The CBS Watchman Emergency Notification System uses text, email, and voice messages to alert CBS students
in the event of an emergency or urgent situation. Alert messages are sent to registered mobile phones, home phones and email addresses. CBS does not charge for the use of this system; it is provided as a service to students. If a student wishes to receive CBS Watchman notifications, they must register for this service at www.cbsHouston.edu/watchman.

**Student Identification (SID)**
CBS utilizes a biometric finger scanning system for student identification, and students are required to provide their finger scan and photo as a condition of their enrollment. The student’s photo will become part of their student electronic record. A physical SID is not required, but students may purchase a SID that can be used to obtain student discounts in the community where student discounts are offered.

A student’s finger scan is required in the Library to verify the student’s identity when checking out books and utilizing resources.

Students provide their finger scan and photo and may purchase a SID in the Bookstore.

**Health Alert**
For health related updates please visit us at www.cbsHouston.edu/healthalert.

**Emergency Information**
For general information regarding all CBS emergency related items please visit us at www.cbsHouston.edu/emergency.

## 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 founded in the Holy Scriptures. While the Scriptures do not provide specific teaching on every aspect of social practice, they do provide general guidelines and advocate self-restraint in that which may be harmful or offensive to others. There are standards and expectations that have been adopted which will contribute to a healthy spiritual environment.

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

- Scripture specifically prohibits stealing, sexual immorality, homosexuality, violence, harassment, outbursts of anger, threats, lying, cheating, profane language, and occult practices. These prohibitions are clearly understood to be biblical commands that are binding upon every Christian believer.
- Pornographic materials are not to be used, possessed or distributed by faculty, staff, or students.
- It is prohibited to bring concealed (licensed or unlicensed) weapons on the premises of CBS.
- The possession, use, or distribution of alcoholic beverages, tobacco products, illicit drugs, and other questionable items and practices is not considered suitable for the Christian college campus.
- Any discrimination against others on the basis of race, national origin, gender, age, or disability is not acceptable.
- Students are subject to the responsibility of academic integrity, which demands honesty and giving credit to the proper sources.
- The faculty, staff and students of the College of Biblical Studies have a right and a high expectation of personal privacy and security. There are highly personal and sensitive materials on campus that must be protected. Therefore it is strictly forbidden for students, without permission, to access another’s computer, access a media storage device, go into a desk, briefcase, book bag, purse or similar item, and/or read or examine papers not their own.
- Other Unacceptable Conduct
  Aiding, abetting, and/or serving as an accessory to any act that is prohibited by the Student Code of Conduct
Writing bad checks/forgery
Exhibiting disrespect for authority/CBS faculty and staff/fellow students
Being disruptive in the classroom
Using improper use of identification
Engaging in inappropriate relationship(s)
Inciting disturbance, disorderly conduct, riots
Providing false information
Displaying public actions that tarnish the name of the College
Soliciting and marketing unauthorized activities
Employing the use of the CBS’ name and its’ logos fraudulently.
Violating ethics in use of technology
Disobeying local, state, and federal laws

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. Every student has a responsibility to maintain and enhance CBS’s public image, and to use the Internet in a productive manner. To ensure that all students are responsible, and are protecting the CBS’s public image, the following guidelines have been established for using the Internet.

Acceptable Use of the Internet
Students accessing the Internet from CBS locations are representing CBS. All communications should be for academic and/or professional 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 and/or professional 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. Students who wish to express personal opinions on the Internet are to use non-CBS Internet systems.

Blogging
Definitions
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 concerning confidential information and protecting trade secrets. Under no circumstances may a CBS student post, by blogging, any comments which are discriminatory or harassing in violation of the Anti-Harassment Policy.

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

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 (Rom. 14:21–22).

While on campus for day and evening classes and the use of 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 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.

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

Definition:

1. 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.

2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:
   - Submission to such conduct is an explicit or implicit term or condition of grades or special consideration;
   - Academic decisions are based on a student’s submission to or rejection of such conduct; or,
   - Such conduct interferes with an individual’s performance or creates an intimidating, hostile or offensive environment.

If a student has reason to believe that he or she has been sexually harassed:

1. The student should contact the Dean of Students immediately. Any employee or supervisor who witnesses or receives a charge or report of sexual harassment relating to a student shall promptly report it to the Dean of Students.

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 filing the charge, will face disciplinary action.

6. At the conclusion of the investigation, a written report will be submitted by the Dean of Students to the Vice President for Student and Enrollment Services which will remain on file for five 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 prohibits retaliation against individuals involved in a sexual harassment complaint. Any claim of possible retaliation should be reported to the Dean of Students immediately.
Academic Integrity

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

- Copying from another’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.

Plagiarism is taking another person’s ideas and presenting them as one’s own or re-submitting work from another course without the faculty member’s permission. If someone else’s thoughts are used, credit must be given to that individual within the text and/or by a citation.

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

It is the responsibility of the student to be fully informed about the College’s Academic Integrity policy. Lack of knowledge regarding the Academic Integrity policy is not a sufficient basis for appealing disciplinary action. All initial incidents of academic dishonesty will result in a grade of “F” on the assignment in question, and may subject the student to course failure. Consequently, the incident will be reported to the Academic Dean. Subsequent incidents will result in disciplinary action by the Dean of Students and possible expulsion from the College. In this circumstance, the student has the right to appeal (please refer to page 9 of this section).

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.”

STUDENT RESPONSIBILITY

The College expects all students to exercise personal responsibility over their actions. Their 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 the 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 waive the three day notice and 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.

**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 immediately remove the student from the campus. The status of the student will be classified as an interim suspension from the College to allow for review, final decision, and appeal regarding the conduct.

In such cases, the appropriate action will be administered within three (3) to five (5) days of the removal of a student. Students are required to read the Student Code of Conduct and become familiar with its content. Lack of knowledge of the content 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, documentations or other proof of the alleged offence may be required. The student will be informed of the report of the alleged violation within seventy-two (72) hours or less 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 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 sanction(s).

4. If the student responds in writing, an appointment will be arranged with the Dean of Students and the following will be discussed:
   - Students Rights and Responsibilities
   - Hearing Procedures
   - Sanctions
   - Appeal Procedures

5. The violation may be resolved in a meeting with the Dean of Students or at his or her discretion; the Dean 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 accused and witnesses

The Dean 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 Vice-President of Student Enrollment Services.

CONSEQUENCES FOR FAILURE TO ADHERE TO STUDENT CODE OF CONDUCT

**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.

**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.

**Disciplinary Warning** – a written warning 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 incur further review.

**Disciplinary 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.

**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.

**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. Students seeking readmission after suspension should address a letter of petition to the Office of the Dean of Students, which must be received by June 15 for readmission in the fall semester and November 15 for readmission in the spring semester. The petition should include what the student did while they were separated from CBS and how they have prepared themselves to successfully function as a student at CBS.

**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 suspension or expulsion, 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 Vice President of Student Enrollment Services. Such appeal must be received within fifteen calendar days of the date of the written notice of the Dean of Student’s decision.

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

ACADEMIC POLICIES AND EXPECTATIONS

Institutional Effectiveness
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 your assignment be selected for faculty review, your name will be removed and your privacy protected. Concluding assessment results will become part of the institution’s aggregate data.

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 Student 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: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Published information can be obtained from the Office of the Dean of Students and the Office of the Registrar.

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.

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. 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.

Academic Complaints
The procedure for addressing academic complaints including, but not limited to, faculty members and grades is as follows:

1. Following Matthew 18:15-17, offenses against one another should be corrected by the individuals involved (i.e., 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. In some 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 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.

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. Students who desire to have assignments returned by mail must include a self-addressed stamped envelope with sufficient postage with the assignment when it is submitted. In the event that the student is unable to obtain the work directly from the professor, a self-addressed stamped envelope with sufficient postage should be included with the assignment when it is turned in. After 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 to communicate a grade via email. 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.

**Cell Phone and Electronic Device Policy**

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

**Students Who Are Not on the Roster Policy**

Students who are officially registered in a course are the only students who will subsequently receive graded assignments, grades and/or credit for a course.
TUITION AND FEES

All fees are non-refundable unless otherwise noted.

General Fees*
General Fees apply to every student.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>General Services Fee*</td>
<td>$120.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Graduation/Diploma Fee (Degree Programs)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Subject Exam Fee ($50 Test fee; $130 Transcription fee)</td>
<td>$180.00</td>
</tr>
</tbody>
</table>

Financial Transaction Fees:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Tuition Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Late Payment Fee (each occurrence)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Returned Check Fee (each occurrence)</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Transcript Request Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Transcripts:</td>
<td>$8.00</td>
</tr>
</tbody>
</table>

Replacement Diploma Fee:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate and Bachelor Degrees</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Replacement Certificate Fee:

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible Certificate</td>
<td>$10.00</td>
</tr>
<tr>
<td>Ministry Tracks</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Tuition & Fees (in addition to General Fees):

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accelerated Degree Completion Program (ADCP) tuition (per credit hour)</td>
<td>$292.00</td>
</tr>
<tr>
<td>All other programs and courses tuition (per credit hour)</td>
<td>$241.00</td>
</tr>
<tr>
<td>Christian Service Learning Program Fee (per unit)*</td>
<td>$150.00</td>
</tr>
<tr>
<td>Audit Fee*</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

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

*Refundable in portion to the Refund Policy as outlined in the Academic Catalog.
**Refundable prior to the first class meeting.

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

ACCOUNT INFORMATION

Students are responsible for knowing the status of their accounts at all times. Information is available online at myrecords.cbshouston.edu or through the Student Financial Services Office.

ESTIMATED COSTS OF ENROLLMENT

2011 – 2012 Annual Cost

<table>
<thead>
<tr>
<th>Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (Full Time)*</td>
<td>$5,784.00</td>
</tr>
<tr>
<td>Fees (Full Time)*</td>
<td>$240.00</td>
</tr>
<tr>
<td>Total</td>
<td>$6,024.00</td>
</tr>
</tbody>
</table>

*This rate is for a traditional bachelor student enrolling in 12 credit hours each term (fall, spring and summer). Fees listed represent the general service fee for the College. Additional fees may be assessed for special circumstances where appropriate.
2011 – 2012 Annual Cost for ADCP
Tuition (Full Time)*  $7,884.00
Fees (Full Time)*     $360.00
Total    $8,244.00

* This rate is for an ADCP student enrolling in 9 credit hours each term (fall, spring and summer). Fees listed represent the general service fee for the College. Additional fees may be assessed for special circumstances where appropriate.

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

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

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

REFUND POLICY

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

Official notice of course change requests must be submitted by the student according to the published refund schedule in order to qualify for any tuition refunds. Tuition refund percentages are calculated based on the submission date of the Course Change Request Form or Voluntary Withdrawal Form. Any debt owed by the student and/or any refund due to the student will be determined upon receipt of official notice. Adjustments will be made to tuition charges and fees which are considered refundable and are designated in the tuition and fee schedule.

The refund schedule that follows assumes that all applicable charges were paid in full prior to the withdrawal otherwise the student may actually owe a balance to CBS. Proceeds originating from refunds that are in excess of all student account charges (tuition, fees, and other related expenses) will be mailed to the student. Students should maintain their current address and contact information online at myrecords.cbshouston.edu.

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

"Days" in the following refund schedule refers to the number of days since the first scheduled class day of the term according to the academic calendar and not the number of days a particular class has met, the number of classes the professor has officially attended or missed, or the number of scheduled classes the student has attended or missed. In the event that the final day of a particular refund deadline falls on a Friday, Sunday or holiday, the calculation will be based on the next CBS business day.
Non-ADCP Courses

Prior to the first scheduled day of the semester 100%

<table>
<thead>
<tr>
<th>Length of Class in Weeks</th>
<th>Last Day of Semester for 70% Refund</th>
<th>Last Day of Semester for 30% Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Week or less (independant study)</td>
<td>1st day of semester</td>
<td>n/a</td>
</tr>
<tr>
<td>2 weeks</td>
<td>2nd day of semester</td>
<td>4th day of semester</td>
</tr>
<tr>
<td>3 weeks</td>
<td>3rd day of semester</td>
<td>5th day of semester</td>
</tr>
<tr>
<td>4 weeks</td>
<td>4th day of semester</td>
<td>6th day of semester</td>
</tr>
<tr>
<td>5 weeks</td>
<td>5th day of semester</td>
<td>7th day of semester</td>
</tr>
<tr>
<td>6 weeks</td>
<td>6th day of semester</td>
<td>9th day of semester</td>
</tr>
<tr>
<td>7 weeks</td>
<td>7th day of semester</td>
<td>10th day of semester</td>
</tr>
<tr>
<td>8 weeks</td>
<td>8th day of semester</td>
<td>11th day of semester</td>
</tr>
<tr>
<td>9 weeks</td>
<td>9th day of semester</td>
<td>12th day of semester</td>
</tr>
<tr>
<td>10 weeks</td>
<td>10th day of semester</td>
<td>14th day of semester</td>
</tr>
<tr>
<td>11 weeks</td>
<td>12th day of semester</td>
<td>15th day of semester</td>
</tr>
<tr>
<td>12 weeks</td>
<td>13th day of semester</td>
<td>16th day of semester</td>
</tr>
<tr>
<td>13 weeks</td>
<td>13th day of semester</td>
<td>17th day of semester</td>
</tr>
<tr>
<td>14 weeks</td>
<td>14th day of semester</td>
<td>19th day of semester</td>
</tr>
<tr>
<td>15 weeks or longer</td>
<td>15th day of semester</td>
<td>20th day of semester</td>
</tr>
</tbody>
</table>

Flex-start* and ADCP

<table>
<thead>
<tr>
<th>On the first scheduled class day</th>
<th>After first scheduled class day</th>
</tr>
</thead>
<tbody>
<tr>
<td>70%</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

PAYMENT PLANS

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

Through Nelnet’s e-Cashier students can arrange for a payment plan option for a $25 per term non-refundable fee paid to Nelnet and monthly payments to be automatically deducted from their checking or savings accounts or charged to your MasterCard, Visa, Discover or American Express Cards. This is not a loan program, so interest and finance charges are not assessed. Monthly payments will be automatically drafted or deducted on the 5th of the month according to the payment plan agreement chosen.

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

Students who do not qualify for the deferred tuition payment plan are:
1. Any student who has failed to meet the conditions of a previous payment plan.
2. Any student with an outstanding balance. However, if the outstanding balance is paid in full, the student may be allowed to participate in the deferred tuition payment plan.
3. Any student who fails to maintain the general regulations of the College of Biblical Studies.

Enrollment in Payment Plan
Payment plans are only available through Nelnet’s e-Cashier. To set up a payment plan, log into myrecords.cbshouston.edu, select the billing tab and then click on “Make payment/payment plan”. A pop-up window will appear and a series of steps must be completed. Students may contact the Student Financial Services Office at 832.252.4602 for additional assistance.

Changes to Payment Plans
It is the students’ responsibility to contact the Student Financial Services Office in writing or by e-mail if the student adds or drops classes at least 10 days prior to the next payment due date. Although the Student Financial Services Office monitors accounts, it remains the student’s responsibility to contact the Office to ensure changes occur before the next payment is automatically deducted or charged to the student’s account. For additional assistance, students may contact the Student Financial Services Office at 832.252.4602 or email student.account@cbshouston.edu.

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

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

The College reserves the right to submit any unpaid financial obligations of former and current students to a third party collection agency and to levy a collection fee. By registering for classes the student agrees to pay the reasonable costs and expenses of collection, including the collection agency fee and attorney fees in the event that CBS places any outstanding account, debt or claim with a collection agency. Non-payment of a delinquent account may also result in notification of the national credit bureaus.

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

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

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

- Online by Web Check/ACH using the Nelnet e-Cashier site through myrecords.cbshouston.edu.
- Online by credit card/debit card (American Express, Discover, MasterCard or Visa) using the Nelnet e-Cashier site through myrecords.cbshouston.edu.
- By mailing checks, cashier checks or money orders to:
  College of Biblical Studies–Houston
  Student Financial Services Office
  7000 Regency Square Blvd.
  Houston, TX 77036

In person by check, money order or cash at the Bookstore during normal business hours.

FINANCIAL APPEALS PROCESS

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

1. Students should submit a written statement to the Director of Student Financial Services 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 Student Financial Services should 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 Student Financial Service’s decision, the student may appeal that decision (within 30 days) to the Vice President of Student Enrollment Services who will respond within ten (10) days of the appeal and whose decision shall be final.

FINANCIAL AID

Student Financial Services is here to help you invest in your future. It’s a good idea to apply for financial aid at the same time that you apply for admission to the College of Biblical Studies – Houston. Although we won’t review your financial aid information until after your admission application is filed, you can still apply for financial aid before you have been admitted into the College of Biblical Studies – Houston.

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.

Requests for information and awards should be directed to:

Student Financial Services Office
College of Biblical Studies
7000 Regency Square Blvd.
Houston, Texas 77036
832.252.4602
832.252.4642 fax
fa@cbshouston.edu
TYPES OF FINANCIAL AID

FEDERAL PROGRAMS

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

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

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

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

The maximum amounts for each year are as follows:

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

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

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

Chapter 30: Montgomery G.I. Bill – Active Duty/Discharged
Chapter 31: Vocational Rehabilitation
Chapter 33: Post 9/11 G.I. Bill
Chapter 35: Dependents Education Assistance

Chapters 30
Veterans who wish to use their VA educational benefits for the first time should apply online at http://www.gibill.va.gov and complete a form 22-1990, Application for Educational Benefits, to receive a Certificate of Eligibility. If educational benefits have previously been used, complete a form 22-1995, Change of Program, online at http://www.gibill.va.gov to receive a Certificate of Eligibility.

Submit the following documents to the Office of Student Financial Services:
- Certificate of Eligibility
- Certificate of Release of Discharge from Active Duty (DD-214)
- Official academic transcripts from previously attended colleges and/or universities
- VA Information Sheet
- VA Degree Plan

Chapter 33
1. Veterans who wish to use their VA educational benefits for the first time should apply online at http://www.gibill.va.gov and complete a form 22-1990, Application for Educational Benefits, to receive a Certificate of Eligibility.
2. If educational benefits have previously been used, complete a form 22-1995, Change of Program, online at http://www.gibill.va.gov to receive a Certificate of Eligibility.
3. 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
1. Qualified dependents who wish to use their VA educational benefits for the first time should apply online at http://www.gibill.va.gov and complete a form 22-5490, Application for Survivors’ and Dependents’ Educational Assistance, to receive a Certificate/Letter of Eligibility.
2. If educational benefits have previously been used, complete a form 22-1995, Change of Program, online at http://www.gibill.va.gov to receive a Certificate of Eligibility.
3. 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).

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 Student Financial Services Office at 832.252.4602 prior to registration for class(es).

**SCHOLARSHIPS**

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

Students may be eligible for the following scholarships and should visit the College’s website at www.cbshouston.edu/scholarships for more information.

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

This list may not be an exhaustive list of all scholarship opportunities and the availability of scholarships may vary each year.

**How to Apply for Financial Aid**

Students may apply for financial aid by submitting the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. (Note: International students do not need to complete the FAFSA, as they are not eligible for United States federal funding. Each individual’s financial need is calculated based on the information provided on these forms, Please note: Financial aid awards may be subject to change if supplementary documentation (tax returns, bank statements, etc.) indicate significant variation from the information originally reported on the forms(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. Please note: Students must re-apply for financial aid each academic year.

**Eligibility for Federal Aid**

To be eligible for federal financial aid a student must:

- Have a United States high school diploma or equivalent or GED
- Be admitted as a regular student in Associate or Bachelors Program
- Be U.S. citizens or eligible non-citizens
- Certify that funds will be used for educational purposes
- Certify that they were not convicted of drug charges while receiving Federal Title IV
- And certify that they are not in default on any federal student loan and do not owe money on any federal student grant

**To be eligible for an ACG each academic year, a student must:**

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

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

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

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

In order to receive financial aid, a student must:

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

ACADEMIC ELIGIBILITY FOR FINANCIAL AID

Standards of Satisfactory Academic Progress for Financial Aid
Satisfactory academic progress (SAP) is used to define successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the College to establish, publish and apply standards to monitor your progress towards completion of your certificate or degree program. Your academic performance must meet the SAP standards below:

Quantitative Academic Progress

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

Qualitative Academic Progress
Students must maintain a cumulative grade point average (GPA) of 2.0 to remain in good standing to receive federal and Veteran’s Benefits. For some institutional scholarships students must maintain a higher semester grade point average.

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

Students placed on “suspension” are eligible to submit a written appeal with supportive documentation for consideration of aid reinstatement.

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

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

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

Repeating Courses
Students are eligible to receive financial aid for repeated courses only if the student received a D grade or lower, and are considered to be making satisfactory progress when the course is repeated. The course may be repeated only once for financial aid purposes. Students may only receive financial aid one time to repeat a class for which a grade of F, W, WA or I was received, and are considered to be making satisfactory progress when the course is repeated.

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

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

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

STUDENT RESPONSIBILITIES

Reporting Changes
Your financial aid is based on the information submitted to our office for the current academic year in which you requested aid. To keep your file current and accurate, you are required to report the changes to the office of Student Financial Services. You should expect a revision of your award in most cases. Changes can include but are not limited to:
1. Additional financial assistance: scholarships, grants, loans, fee waivers, GI Bill, VA benefits and/or VA Vocational Rehabilitation, or any other monetary award not reported previously.
2. Changes in enrollment hours and/or withdrawal from the university
3. Change in course load if below full time.

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

**Revision and Cancellation**
The College reserves the right to review, revise, or terminate all or a portion of financial aid at any time due to changes in students’ financial and/or academic status or failure to comply with laws and regulations, including financial verification and institutional policies. In addition, all financial aid is subject to revision based on the funds received by the College from all financial aid resources and any changes to federal laws, regulations, or policies.
ACADEMIC REGULATIONS
ACADEMIC REGULATIONS

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

COURSE NUMBERING

All CBS courses have a four-letter course prefix which will carry the abbreviation of the academic discipline. The first digit indicates the level of the course, i.e. 0100-0199 represents 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 courses 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, a “W” will appear on the student’s academic record.

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. Tardiness and early departure are considered in reporting absences. Students are allowed to miss 20% of class time without penalty. Absences in excess of 20% of class time will result in an automatic “F”. Appeals for extraordinary situations should be discussed with the instructor. If the student is not satisfied with the instructor’s decision, the student can follow the academic complaint process.

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 primary means to communicate with students regarding campus closures due to weather and other unforeseen events and emergencies is the CBS Watchman Alert System. Students enrolled in CBS Watchman will be notified via the device(s) they have requested. Students should register for alerts at www.cbshouston.edu/watchman.

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.

INDEPENDENT STUDY

Independent study is designed to provide students who are in the final semester of their academic program with an opportunity to take a class that is not available on the schedule. A completed Independent Study form with an attached proposal must be submitted to the Academic Dean’s office at least 30 days prior to the start of the semester. In all cases, students are permitted to complete a maximum of 12 credit hours of Independent Study at CBS. The proposal should include:

- Title
- Course Objectives
- Syllabus
- Meeting Schedule

A course may not be taken as independent study without prior approval of the Academic Dean.

GRADING

Students are graded according to the following designations:

<table>
<thead>
<tr>
<th>Letter</th>
<th>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>
<td></td>
</tr>
<tr>
<td>A</td>
<td>96 – 98</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>94 – 95</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>92 – 93</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>89 – 91</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>86 – 88</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>83 – 85</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>79 – 82</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>75 – 78</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>73 – 74</td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>71 – 72</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>70</td>
<td>0.7</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0 - 69</td>
<td>0.0</td>
<td></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 submitted by the instructor at the end of the following 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 and 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.

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. Students with three consecutive inactive terms will be withdrawn from the College. Withdrawn students are 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. Each student must contact an Enrollment Advisor to schedule an interview. 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 ¹</td>
<td>Reading Skills</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 Bachelor programs
BOARD OF TRUSTEES

Officers
Matthew Barnes, Interim Board Chairman
Theresa Morgan, Secretary
Beverly L. Lindgren, C.P.A., Treasurer

Members
Edward F. (Ned) Arps
Mark A. Boyd
James T. Fox
Michael S. Haywood
Kevin F. Hunt
Dwaine M. Massey
Bruce E. Munsterman
Thomas D. Owens
Laura A. Petersen, M.D.
Robert S. Simmons, J.D.
Lee E. Skinner
Vernus C. Swisher, D. Min.
C. Patrick Turley, J.D., Ph.D.
Ivory L. Varner, M.A.B.S.
Charles E. Wheat

BOARD OF REGENTS

Vergel L. Gay, Jr.
Cleothus Montgomery, D. Min.
Harold D. Mullins, Sr., M.D.
A.W. Willis

PRESIDENT’S CABINET

Ross D. Baker
Robert C.A. Benjamin
Paul E. Bice
Mark A. Boyd
R. Scott Brown
W. Donald Brunson, Chair
A. Baron Cass, III
C.J. Coolidge, Jr.
Gene Dewhurst
John Eads
James T. Fox
Jack R. Frey
David Gow
Al Hartman
Debbie Cook Hein
Guy W. Hoffman
James R. Hunt
Kevin Hunt
Lenin Juarez
Bjorn F. Lindgren

Terry Malloy
Norman (Red) Miller
John Mitchell
William C. Morris, III
David Oelfke
Thomas D. Owens
Laura A. Petersen, M.D.
Leonard Pizalate
Stephen C. Raffaele
Joseph A. Reeves, Jr.
George Shannon, Jr.
Robert M. Shivers
Thomas Suffield
David W. Tauber
Jack I. Tompkins, C.P.A.
S. Wil VanLoh, Jr.
Tom Walker
David Weekley
Harry Whittington
Donald D. Wolf
Jeff Wood
Phil Wright
ADMINISTRATIVE OFFICERS

Ivory Varner, M.A.B.S.
Interim President

Terence Jung, M.P.A., C.P.A.
Vice President of Finance

Paul D. Keith, M.A.B.S.
Vice President of Student Enrollment Services

Joseph D. Parle, M.A.B.S., Th.M., Ph.D.
Academic Dean; Vice President of Academics; Vice President of Institutional Effectiveness

STUDENT SERVICES DIRECTORS

Academic Advising and Admissions
Justin Racca, M.A.C.E.

Alumni Affairs and Career Services
André Morgan, Ph.D.

Bookstore
Terry Bryan

Library
Artis Lovelady III, M.L.S.

Registrar's Office
Laura Hamilton, B.S.

Student Financial Services
Roshanna Hardison, M.S.

FACULTY

Full-time Faculty

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

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

Nicolas A. Ellen
Associate Professor
B.B.A., University of Houston; M.A.C.E., Dallas
Theological Seminary (Christian Education);
M.A.B.C., The Master’s College (Biblical Counseling); and Ph.D., Southern Baptist

Theological Seminary (Biblical Counseling)

Sergio Antonio Estrada
Professor
B.S., Seminario Teológico Bautista; M.Div.,
New Orleans Baptist Theological Seminary
(General Studies); and Ph.D., Southwestern Baptist
Theological Seminary (Biblical and Theological Studies)

Harold L. Fisher, Jr.
Associate Professor
B.S., College of Biblical Studies; M.E., American
Intercontinental University (Instructional Technology); M.E., Our Lady of the Lake
University (Curriculum and Instruction/Master Technology Teacher); and Ed.D., Walden
University (Education)

Alex Hernández
Assistant Professor
B.S., College of Biblical Studies; Th.M., Dallas
Theological Seminary (Biblical Studies)

Guy K. Jackson
Associate Professor
B.A., East Texas State University; M.A.R.E.,
Southwestern Baptist Theological Seminary

Edgar Serrano
Assistant Professor
B.S., Colorado Christian University; M.A.C.E.,
Dallas Theological Seminary (Christian Education)

Paul R. Shockley
Professor
B.A., Stephen F. Austin State University; M.A.,
University of Texas-Dallas (History of Ideas
Humanities); Th.M., Dallas Theological Seminary
(Systematic Theology/Bible Exposition); Ph.D.,
Texas A&M University (Philosophy)

Phillip L. Sinitiere
Associate Professor
B.A., Sam Houston State University; M.A.,
University of Houston (History); Ph.D., University
of Houston (History)

Debra M. Watkins
Assistant Professor
B.A., University of Houston; M.Ed., Prairie View
A&M University (Educational Administration);
Ph.D., Prairie View A&M University (Educational Leadership)

Andrew Woods
Associate Professor
B.A., University of Redlands; J.D., Whittier Law
School (Law); Th.M., Dallas Theological Seminary
(Bible Exposition); Ph.D., Dallas Theological
Seminary (Bible Exposition)

**Administrative Faculty**

**Michale R. Ayers**  
Chair, Department of Leadership Studies  
Professor  
B.A., Howard Payne University; M.Div., Southwestern Baptist Theological Seminary (General Studies); Ph.D., Regent University (Organizational Leadership); Certified Corporate Compliance and Ethics Professional

**Paul Keith**  
Vice President of Student Enrollment Services; Assistant Professor  
B.S., Ball State University; M.A.B.S., Dallas Theological Seminary

**Israel P. Loken**  
Chair, Bible and Theology Departments; Professor  
B.S., Lancaster Bible College; Th.M., Dallas Theological Seminary (Bible Exposition); Ph.D., Dallas Theological Seminary (Bible Exposition)

**Artis Lovelady III**  
Director of Library Services; Assistant Professor  
A.B.S., College of Biblical Studies; B.S., LeTourneau University; M.L.S., Sam Houston State University (Library Science); Graduate Studies, Dallas Theological Seminary

**Beverly R. Lucas**  
Associate V.P. of Institutional Effectiveness Professor  
M.A.C.E., Dallas Theological Seminary (Christian Education); Ed.D., University of Sarasota (Educational Leadership)

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

**André Morgan**  
Dean of Students and Director of Alumni Relations; Associate Professor  
B.A., University of Virginia; M.T., University of Virginia (Teaching) Ph.D., American University (Education)

**Aaron Ott**  
Acquisitions Library Associate  
Assistant Professor  
B.A., Shasta Bible College; Th.M., Dallas Theological Seminary

**Theological Seminary (Old Testament)**

**Joseph D. Parle**  
Vice President of Academic Affairs; Academic Dean; Professor  
B.A., University of Houston; M.A.B.S., Dallas Theological Seminary (Biblical Studies); Th.M., Baptist Bible Seminary (Systematic Theology); Ph.D., Baptist Bible Seminary (Biblical Studies)

**Steven P. Sullivan**  
Chair, Ministry Skills Department; Professor  
B.S. University of Oklahoma; Th.M., Dallas Theological Seminary (Historical Theology); D.Min., Dallas Theological Seminary (Pastoral Ministries); Ph.D. Studies, University of Wales (Biblical Studies)

**Adjunct Faculty**

**John Babler**  
Adjunct Professor  
B.G.S., University of Texas at Dallas; M.A.C.S.S., Southwestern Theological Seminary (Social Work); M.S.S.W., University of Texas at Arlington; Ph.D., Southwestern Seminary (Social Work)

**Dilton F. DeAbreu**  
Adjunct Professor  
B.T., South Brazil Baptist Theological Seminary; Th.M., Southwestern Baptist Theological Seminary (Biblical and Theological Studies); Th.D., New Orleans Baptist Theological Seminary (Biblical and Theological Studies)

**Venessa Ellen**  
Adjunct Instructor  
B.S., College of Biblical Studies; M.A.C.E., Southwestern Baptist Theological Seminary (Christian Education); M.A.B.C., The Master’s College (Biblical Counseling); Doctoral Studies, Southwestern Baptist Theological Seminary

**Richard S. Gunasekera**  
Adjunct Professor  
B.A., B.S., Baylor University; M.S., University of Houston - Clear Lake (Chemistry); M.S., Baylor University (Biomedical Studies); Ph.D., Baylor University (Biomedical Studies)

**Timothy Headley**  
Adjunct Instructor  
B.S., J.D., University of Houston (Law); Th.M., Dallas Theological Seminary

**Tracy L. Howard**  
Adjunct Instructor  
B.A., Louisiana State University; M.A., Texas Christian University (New Testament Studies);
Th.M., Dallas Theological Seminary (New Testament/Old Testament Studies); J.D., Louisiana State University (Law); Doctoral Studies, Grace Theological Seminary

James J. Klubnik
Adjunct Professor
B.S., University of California Los Angeles; Th.M., Dallas Theological Seminary (Greek); D.Min., Dallas Theological Seminary

Everitt Lang
Adjunct Professor
B.S., University of Houston (Psychology); M.B.A., University of Houston (Finance/Business); M.A.P., Houston Baptist University (Psychology)

Daniel E. López
Adjunct Instructor
B.S., University of Houston, M.B.A., Houston Baptist University (Business Administration); M.A.B.S., Dallas Theological Seminary (Biblical Studies)

Daniel McCabe
Adjunct Professor
B.S., LeTourneau University; M.A.C.E. (Youth Ministry); Th.M., Dallas Theological Seminary (Pastoral Ministry); D.Min., Denver Conservative Baptist Seminary (Pastoral Ministry)

Ivan Ramirez
B.S., Universidad Nacional de Columbia; M.S., (Aerospace Engineering); M.S., San Diego State University (Astronomy)

Ladislao Robinson
Adjunct Instructor
B.A., Seminario Teologico Bautista Internacional; B.A., M.Ed. Universidad de San Buenaventura; M.Div., Southwestern Baptist Theological Seminary

Bob Rowley
Adjunct Professor
B.S., Drexel University; Th.M., Dallas Theological Seminary (Pastoral Ministries); D.Min., Dallas Theological Seminary (Ministry Skills)

Hutson Smelley
Adjunct Professor
Associates of Biblical Studies, College of Biblical Studies; B.S., University of Houston (Math); M.S., Texas A&M University (Math); J.D., University of Houston (Law)

Joseph Yoo
Adjunct Instructor
B.A.; M.A., University of Houston (Spanish)