STUDENT LIFE

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

SPIRITUAL LIFE

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

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

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

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

- **Love**, 1 John 3:11 – “For this is the message which you have heard from the beginning, that we should love one another.”
- **Edification**, Romans 15:1-2 – “Now we who are strong ought to bear the weaknesses of those without strength and not just please ourselves. Each of us is to please his neighbor for his good, to his edification.”
- **Bearing One Another’s Burdens**, Galatians 6:2 – “Bear one another’s burdens, and thereby fulfill the law of Christ.”
- **Speaking the Truth in Love**, Ephesians 4:15 – “But speaking the truth in love, we are to grow up in all aspects into Him who is the head, even Christ.”
- **Responsibility to Other Believers**, 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.”

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

STUDENT CODE OF CONDUCT

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

Unacceptable Conduct

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

1. Scripture specifically prohibits stealing, sexual immorality, homosexuality, violence, harassment (all forms), 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.

2. Pornographic materials are not to be used, possessed or distributed by faculty, staff, or students.

3. It is prohibited to bring concealed (licensed or unlicensed) weapons on the premises of CBS.

4. The possession, use, or distribution of alcoholic beverages, tobacco products, illicit drugs, and other questionable items and practices are not considered suitable for the Christian college campus.

5. Any discrimination against others on the basis of race, national origin, gender, age, or disability is not acceptable.
6. Students are subject to the responsibility of academic integrity (please refer to the Academic Catalog), which demands honesty and giving credit to the proper sources.

7. 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 (includes but is not limited to):

- Abusive/foul language.
- Academic integrity violation.
- Adultery.
- Aiding, abetting, accessory to any act that is prohibited by the student conduct code.
- Alcoholic beverages on campus.
- Arson.
- Assault/physical violence.
- Bad checks/forgery.
- Cohabitation without marriage.
- Destroying property.
- Disrespect for authority/CBS Employees/fellow students.
- Disruption in the classroom.
- Illegal use or distribution of drugs.
- Improper use of identification.
- Inappropriate dress.
- Inappropriate relationship(s).
- Inciting disturbance, disorderly conduct, riots.
- Providing false information.
- Public actions/display that tarnishes the name of the college.
- Sexual violence.
- Sexual harassment.
- Sexual immorality.
- Stealing.
- Tampering with security systems, fire alarms, and extinguishers.
- Unauthorized entry into buildings and grounds.
- Unauthorized solicitation and marketing activities.
- Inappropriate speech/behavior in an online setting.

**STUDENT SERVICES**

**Americans with Disabilities Act (ADA)**

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

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

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

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

Students who receive academic adjustments must update their disability registration for academic adjustments each semester. To register for disability services please go online to http://cbshouston.edu/student-life. If you have further questions, please contact the Dean of Student Office at 832 252 0757.

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

Bookstore
Required textbooks, Bibles, and other Christian books are available for purchase through the CBS bookstore. Online students may request that books be mailed to them from the CBS bookstore. (Shipping charges may apply.) In addition, online students are free to purchase their required texts through other vendors, such as Amazon, Christianbook.com, or Logos Bible Software.

Bookstore hours of operation:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday, &amp; Thursday</td>
<td>8:30 a.m. – 8:30 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:30 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Friday and Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:30 a.m. – 1:30 p.m.</td>
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</tbody>
</table>

Building Usage and Access
Students are requested to help maintain an unobtrusive atmosphere conducive to instruction in the classrooms and business in the offices and to show consideration and respect to others. Students are encouraged to make a special effort to treat the college facilities with respect and care which include, but are not limited to, personal trash pick-up in the classrooms, restrooms, and in the commons areas.

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

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

Classroom, Library, and Common Area Visitation
Students may have a visitor join them in class one time (only) with the prior permission of the professor; additional visits are not allowed unless organized through the school. The College does not permit children under sixteen years of age to be on the campus.
Counseling Services
Students are offered opportunities to secure assistance concerning personal, spiritual and academic life. The Academic Dean and the Dean of Students, as well as faculty and staff are available to meet with students. Additional assistance may be obtained through various external resources should there be a need for specialized intervention. The Dean of Students maintains a list of approved Christian Counselors.

Emergency Information
CBS desires to inform and keep students apprised of emergency and safety information. Students are encouraged to review the information page listed at http://cbshouston.edu/emergency. The CBS emergency plan is made available to students to familiarize themselves with crisis-related situations. Crime statistics for the area and campus are listed as well.

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

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

Library/Learning Resource Center
In the CBS library collection, there are presently over 44,000 volumes and over 94,900 e-books. The library subscribes to many different periodicals (magazines, publications, and subscriptions) ranging in content from Bible and theology to Christian education and counseling, as well as popular publications of general interest. Audio-visual and electronic resources are available for student use. There is a computer research lab as well as small group study and discussion rooms. CBS and the University of St. Thomas, with its prominent Doherty collection, have an inter-library loan agreement whereby CBS students may access the Doherty library collection by using a TexShare card which is obtainable at the College of Biblical Studies Library circulation desk. Online students can request to have a Texshare card mailed to them. The CBS library and learning center offers Internet services to the Worldwide Web as well as electronic access to their databases. The CBS library and learning resource center offers Internet services to the Worldwide Web as well as electronic access to their databases.

All new students who wish to check out library materials must complete a library patron application form which can be found at the circulation desk. 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 disciplinary action. All students are encouraged to ensure that their contact information is current in myrecords.cbshouston.edu as well as in the Library’s database.

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 and Sunday Closed
- Saturday 8:30 a.m. – 3:00 p.m.

Ministry Employment Opportunities
The Office of the Dean of Students maintains an online ministry web directory for students and alumni at http://cbshouston.edu/careerservices. Further, students may access ministry employment opportunities through www.myrecords.cbshouston.edu or by visiting the Office of Career Services.

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

Students agree to indemnify and hold harmless CBS, its agents, directors, employees, or assigns, jointly and severally harmless from and against any liability of claim, whether meritorious or not, arising with respect to any alleged loss, damage, or theft to student’s vehicle while driving or parked on campus or vicinity of campus or any off-site location or event.
Student Fundraising Projects
All student fundraising projects on behalf of groups or individuals that are promoted under the purview of CBS, whether
carried on in churches and other organizations, or on campus, must have the approval of the Dean of Students. Anyone
seeking such approval must submit a request in writing to the Dean of Students at least two weeks prior to the event. The
general policy of CBS is that no fundraising activity for any non-CBS group will be permitted on campus.

Student Identification (SID) for On Ground Students
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.

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.

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 and Sunday: Closed
- Saturday: 8:30 a.m. – 4:30 p.m.

Classrooms are normally accessible 30 minutes prior to the class meeting and are available for students to prepare for
class and fellowship. Student groups may schedule classrooms for meetings and activities by completing and submitting a
Meeting rooms will be assigned based on availability.

ACADEMIC POLICIES AND PROTOCOLS

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

- Cheating
- Plagiarism
- Copying from another student’s paper
- Using a marked Bible when an unmarked Bible was instructed
- Using concealed information during examinations
- Falsifying reports
- Giving and completing assignments to and for other students
- Giving information to another student during examinations
- Obtaining information from a student who has already taken the examination
- Submitting as original research, a paper from another class or a paper that another student has submitted for
  any class.

Students should feel responsible for assisting in the maintenance of Christian standards. Students should report acts of
academic dishonesty to the professor and help foster a healthy spiritual atmosphere among the student body. Covering
up such dishonorable practices is detrimental to the best spiritual atmosphere among the members of the CBS family.
It is the responsibility of the student to be fully informed about the College’s Academic Integrity policy. Lack of knowledge
regarding the Academic Integrity policy is not a sufficient basis for appealing disciplinary action.

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 the decision of the Dean of Students.

Institutional Complaints
The procedures for addressing institutional complaints are as follows:

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

2. Often a complaint can be resolved in this way. However, if an informal approach is neither successful nor advisable, the student should use the following procedure. If there is no resolution to the institutional complaint per item #1, a student may complete a Formal Student Complaint Form; found online at http://cbshouston.edu/student-life. If you have further questions, please contact the Dean of Student Office at 832.252.0757. When filing a complaint, it is important that all documentation and other evidence associated with the complaint (e.g., witness statements and support documentation) be included. More than one complaint can be filed regarding the same incident. The complaint form will be considered complete only when it is submitted by the complainant.

3. The complaint will be forwarded to the Dean of Students for review, investigation, and resolution. The Dean of Students will notify the student in writing of the final decision within ten business days of the date of the initial complaint and include the notice of a right to appeal.

4. The student has the right to appeal the decision of the Dean of Students to the Vice President of Student Affairs within ten business days of the date of the written notice of the Dean of Student’s decision.

POLICY ON RETURNING STUDENT ASSIGNMENTS

Returned work should be retained by the student in case it is required for a grade appeal. It is the responsibility of the student to collect work from the CBS faculty member. Online assignments are graded, submitted and returned via the Learning Management System (LMS). On ground 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 a period of one year, CBS and its faculty members reserve the right to destroy any unclaimed work. In the event the professor is willing to accept an assignment via email, the professor is not able and will not communicate a grade in that format. It is the student’s responsibility to ensure the professor received the emailed assignment. CBS faculty are only required to keep emails with assignments for six months from the date the assignment was originally sent to the faculty member.