

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 [www.myrecords.cbshouston.edu](http://www.myrecords.cbshouston.edu) as well as in the Library's database.

### **Parking**

Students may park in designated parking spaces on the main campus parking lots, see [Campus Map](#). 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 Identification (SID)**

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

### **Weapons on Campus**

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

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

In accordance with Texas State laws, including the Open Carry, Campus Carry and concealed weapons laws, CBS will not allow a licensed permit holder to bring a firearm onto the CBS campus. The only exception to this law is for authorized law enforcement and police officers. Exceptions to this policy must be authorized in advance and in writing by the CBS administration. Violations of this policy will be considered a serious offense and will be referred to both internal administrative authorities and external police authorities.

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

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

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

## **STUDENT CODE OF CONDUCT**

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

### **Unacceptable Conduct**

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

1. Scripture specifically prohibits stealing, violence, harassment (all forms), outbursts of anger, threats, lying, cheating, stealing, profane language, and occult practices. Sexual immorality is also prohibited including, but not limited to, fornication, adultery, homosexuality, transgender identification, bestiality/zoophilia, prostitution, incest rape and sinful lust in all forms (actions influenced by lust include but are not limited to pornography, pedophilia, sexting, voyeurism, and sex trafficking). These prohibitions are clearly understood

to be biblical commands that are binding upon every Christian believer.

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

### **Right To Privacy**

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

### **Copyright Infringement**

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

### **Academic Integrity**

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

- Cheating
- Plagiarism
- Copying from another student's paper
- Using a marked Bible when an unmarked Bible was instructed

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

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

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

## COMPUTING AND ELECTRONIC POLICIES

The College of Biblical Studies ("CBS") authorizes students to access information systems resources and equipment, including, but not limited to, computers, software, tablets, smartphones (including text messaging), video conferencing, phone systems, networks, and connections to the Internet (including email).

Students should have no expectation of privacy when they use computing and electronic devices, including any correspondence, message or other information. CBS reserves the right to access and disclose all messages sent for any purpose. All messages, regardless of content or the intent of the sender, are a form of CBS correspondence, and are subject to the same internal and external regulation, security, and scrutiny as any other CBS correspondence. All E-mail communications are official CBS communications, which may be subject to summons in legal proceedings.

CBS reserves the right to access and monitor all messages and files on the CBS information systems, as deemed necessary and appropriate, without notice to any student.

Every student has a responsibility to maintain and enhance the brand and image of CBS, and to use technology and the Internet in a productive manner. To ensure that all students are responsible, productive Internet users, and are protecting the good reputation of CBS, the rules below have been established for computing and electronic usage.

### Internet Code of Conduct

Access to the Internet has been provided for the benefit of CBS and its student body. It allows students to connect to information resources around the world. All communications must be for academic reasons. Students are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Technologies such as Instant Messaging, Live Voice Chat, Video Calling, Video Chat, Online Forums, or Social Media, may be used to complete course assignments and/or course requirements. Databases may be accessed for information as needed. E-mail may be used for academic purposes.

### Acceptable Use of the Internet

Students accessing the Internet from CBS locations are representing CBS. All communications should be for academic reasons. Students are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner.

### Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-academic reasons, or any use of the Internet for personal gain is strictly prohibited.

### Communications

Each student is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have an attached name. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted through the system. Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, religion, sex, national origin, age or disability are prohibited. Students who wish to express personal opinions on the Internet are to use non-CBS Internet systems.

## Social Media

Social media includes, but is not limited to, Internet-based sites such as Facebook, MySpace, Twitter, LinkedIn, Instagram (and other media sharing sites), Pinterest, MySpace, YouTube (and other video sites), Google groups, websites and blogs. CBS encourages students to utilize CBS social media sites to create meaningful dialogue as a way to reach out to others and to promote CBS. Content must always align with our mission and values. While social media offers great opportunities for students to communicate and collaborate, both internally and externally, it also brings great responsibilities. Social media blurs the lines between personal and academic as no other technology has before. Members of the CBS community are encouraged to submit information about campus activities or accomplishments. Submissions should be made to the CBS Webteam at [webteam@cbs-houston.edu](mailto:webteam@cbs-houston.edu).

While not intending to limit academic freedom, all social media postings must adhere to all laws, current CBS policies, and protection of confidential information relating to CBS, its employees, students, alumni, donors, trustees, and regents. CBS students should use good ethical judgment and not post anything that would reflect negatively on, or do harm to, CBS, its employees, students, alumni, donors, trustees, and regents. CBS students must not use the CBS name or infer CBS endorsement of any product, cause, political party or candidate. CBS students must identify all such views as their own. If a CBS student identifies himself or herself, or can be identified as a CBS student, in such cases the student must make it clear that the views expressed are not necessarily those of CBS.

The following examples of actions are unacceptable, and thus prohibited, when an association between the student and CBS is evident: (These actions do not represent an exhaustive list.)

- Vulgar or profane language.
- Harassing, obscene, defamatory, inaccurate or hostile posts.
- Harassing or offensive terms/phrases, or media that disrespect individuals or groups based on race, color, national origin, ancestry, gender, age or disability.
- Threats of physical or bodily harm.
- Posting of sensitive information; including that which could compromise public safety, intellectual property, etc.
- Posting of photographs that can be reasonably interpreted as condoning the irresponsible use of alcohol, substance abuse, or sexual promiscuity.

### Best Practices for Social Media Postings

- **Privacy:** Remember that all content generated on CBS sites is public. Users who choose to post, comment, or link text and/or multimedia on any CBS site agree that such material may be reproduced, distributed, edited and published in any form and on any media.
- **Liability:** Users must not violate copyright laws, post spam or advertisements, impersonate others, or take part in any type of hostile behavior, in any media. Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, religion, sex, national origin, age or disability are prohibited.
- **Accuracy:** Content must always be confirmed and verified before posting. Content must always be free of grammar or spelling errors.
- **Respect:** Social media content should at all times remain respectful and maintain the integrity of CBS values and doctrines set forth by CBS. Do not engage in online confrontation of opposing viewpoints.
- **Worldwide reach:** Online content is easily accessible to prospective students, current students, donors, alumni, future employers, colleagues, other institutions and peers as well as readers anywhere in the world. Assume at all times that you are representing CBS, its mission, values, and students.
- **Personal views:** Always identify your views as your own. If you are posting as a representative of CBS, be clear that personal views expressed are not necessarily those of the institution. Posts and/or comments must come from real user accounts and when applicable, provide a valid e-mail address where the user can be contacted.

Those with questions or concerns with respect to any CBS social media site should contact the Senior Director of Marketing.

### Blogging

A "blog" is a written diary posted on the Internet and as such is accessible to anyone who has access to the Internet. A blog can include, but is not limited to, photos, drawings, videos, essays and other writings, and other graphic or audio information. A blog may be an actual "Web log," a posting on an Internet bulletin board system, a posting in an Internet

chat room, an Internet Web page or any similar form of social networking site or communication over the Internet.

#### **Compliance with other Policies**

Bloggers must comply with the CBS policies and under no circumstances may a CBS student post, by blogging, any comments which are discriminatory or harassing in violation of the Harassment Policy.

#### **Prohibition of Blogging Using CBS Property**

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

#### **Electronic Mail**

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

#### **Cell Phone and Electronic Devices**

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

### **COPYRIGHT POLICIES**

The College of Biblical Studies (CBS) policy prohibits its students from the unauthorized access to, and/or copying, the works of others. Examples of works of others include, but are not limited to, books, articles, artwork, music, movies, and computer programs. The College expects its students to understand and observe all applicable copyright laws. CBS students are prohibited from using the College's computing resources to download and/or share digital content in violation of copyright laws. Examples of this would include, but are not limited to, using Peer-to-Peer (P2P) networks to download music and movies. CBS students found in violation of the College's copyright policy may be subject to disciplinary action, including immediate dismissal. Violators of the copyright laws are also subject to various U.S. and international laws, along with the accompanying penalties, including fines and imprisonment.

For more information regarding copyright law, students should review the website of The United States Copyright Office: <https://www.copyright.gov/>.

#### **Rights of Privacy and Publicity**

By enrolling in a class, a student thereby grants to CBS the right to record all classroom discussions, and waives any rights to privacy of such discussions. Furthermore, CBS makes no attempt to control what other students do with such recordings.

CBS will use such copies strictly for record-keeping and accreditation purposes, and will not make any other use of such copies. However, CBS makes no attempt to control what other students do with such recordings.

#### **Students Grant CBS The Right To Retain Copies Of Their Works**

By enrolling in a class, a student thereby grants to CBS the right to retain copies of all works produced by the student, whether written or recordings of verbal presentations. CBS will use such copies strictly for record-keeping, disciplinary (e.g. plagiarism), and accreditation purposes, and will not make any other use of such copies.

#### **Trademarks**

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

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

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

Students should be aware that whenever they copy a Work, whether the Work is text, pictures, audio or video segments, or record the live performance of a written Work, they may be violating the Federal Copyright Laws (17 U.S.C. §§ 101-513) unless they have the prior written permission of the creator of the Work. They may also be violating

Texas right of publicity and right of privacy laws whenever they record a classroom discussion.

## **INSTITUTIONAL POLICIES**

### **Student Dress Code**

CBS recognizes the freedom of each student to develop personal standards under the leadership of the Holy Spirit. However, since people in the community recognize students at the College as Christian leaders, certain exemplary standards of conduct and appearance are to govern the student body (Romans 14:21–22).

While on campus for day and evening classes and when using the library, men and women are expected to wear attire reflective of modesty and discretion. Students are expected, for example, to refrain from wearing short shorts and skirts, low cut and/or revealing tops, and t-shirts emblazoned with inappropriate printed messages. All attire is expected to maintain acceptable standards of modesty and good taste.

Infractions of standards of appearance will be reported to the office of the Dean of Students for investigation, and the student may be subject to discipline. The intention of this policy is to foster an environment of educational professionalism and excellence. The policy is not intended to be the standard for the way one should dress for ministry positions or activities beyond the college training experience.

### **Non-Discriminatory Policy**

The College considers itself a Christian ministry within Houston’s multi-ethnic community. CBS prohibits the discrimination, including harassment on the basis of race, color, national or ethnic origin, age, gender, disability, veteran or military status. This policy applies to all student admissions, academic policies, scholarships and other college-administered programs.

### **Harassment Policy**

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

### **Definitions**

The term “discrimination” describes an action/s taken against a student that adversely impacts the student’s education, which is based on the student’s race, color, religion, gender, age, national origin, disability, veteran and/or military status. The term “harassment” includes, but is not limited to, unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual’s race, religion, sex, age, national origin, or disability. The term “harassment” may also include conduct of employees, vendors and/or customers who engage in verbally or physically harassing behavior.

## **TITLE IX**

CBS adheres to the Title IX federal statutes. Title IX is a federal law that prohibits sex discrimination in educational institutions, in all college student services and academic programs including, but not limited to, admissions, financial aid, academic advising, counseling, the Registrar’s office, classroom assignments, grading, and discipline. Title IX also forbids discrimination because of sex in employment and recruitment consideration or selection, whether full time or part time, under any education program or activity operated by an institution receiving or benefiting from federal financial assistance.

### **Sexual Harassment**

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is an explicit or implicit term or condition of grades or special consideration;
2. Academic decisions are based on a student’s submission to or rejection of such conduct; or,
3. Such conduct interferes with an individual’s performance or creates an intimidating, hostile or offensive environment.

### **The courts have identified the following types of sexual harassment:**

#### **Quid pro quo harassment**

Is an interaction between individuals of the same or opposite sex that is unwelcomed and sexual in nature and, in

which submission to or rejection to such conduct is made a condition of an individual's employment, and/ or educational evaluation or used as basis for tangible employment or educational decisions affecting such individual.

### Hostile environment harassment

Is an interaction between individuals of the same or opposite sex that is characterized by unwelcomed sexual conduct that is so severe or pervasive that it creates an environment that a reasonable person would find intimidating, hostile or offensive.

If a student has reason to believe that he or she has been discriminated against and/or harassed:

1. The student should contact the [Dean of Students](#) immediately.
2. Individuals will be asked to submit in writing an incident report for a formal complaint.
3. The Dean of Students will be prepared to discuss the incident(s) creating concern and the charge may lead to further action depending on the facts and the wishes of the individual.
4. If an investigation is found necessary all parties involved will have an opportunity to present pertinent information to an investigator, a designate of the Dean of Students.
5. If during the course of the investigation it is discovered that the charge was filed for frivolous reasons, the charge will be dismissed immediately and the student will be counseled. If the charge was malicious in nature, the individual will face disciplinary action.
6. At the conclusion of the investigation, a written report will be submitted by the Dean of Students to the Provost which will remain on file for 5 years. The report will include the findings of the investigator and the determination of the policy violation, if any. If disciplinary action is found to be necessary as a result of a policy violation, the proper disciplinary authority must initiate the process appropriate for the severity of the violation against the offending individual.
7. Federal Law also prohibits retaliation against individuals involved in a harassment complaint. Any claim of possible retaliation should be reported to the Dean of Students immediately.

### Policy on Sexual Violence

The College of Biblical Studies is an education community committed to living in accordance with biblical principles and standards, community laws and regulations and ensuring a safe and supportive learning environment for all students, faculty, and staff. This policy establishes the procedures for responding to incidents of sexual violence including procedures to assist victim/survivors, hold perpetrators accountable, and reduce the incidence of sexual violence.

#### Policy

The College of Biblical Studies is committed to maintaining a safe learning and work environment for all students, faculty and staff and is committed to the elimination of sexual violence in all forms and will take appropriate action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal and civil law that may require separate proceedings. To further its commitment against sexual violence, CBS provides reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

For definitions, procedures on reporting, confidentiality and policy notices, please visit the [Sexual Violence](#) page on the CBS web page or you can print the [Sexual Violence Policy](#).

The Campus SaVE Act seeks to address the violence women face on campus: the highest rates of stalking, the highest risk of nonfatal intimate partner violence, and 20-25% of female students experiencing rape or attempted rape.

### Reporting Sexual Harassment

To report any incidents relating to sexual violence, please contact the Dean of Students office by e-mail at [dos@cbshouston.edu](mailto:dos@cbshouston.edu), by phone at **832.252.0757**, or in person in Suite 117.

### STUDENT RESPONSIBILITY

The College expects all students to exercise personal responsibility over their actions; behaviors should reflect a respect for biblical principles and standards, for the law, and for their obligations to CBS. Further, students are expected to exhibit a consideration for the rights of others, and shared standards of moral and ethical behaviors.

*CBS Students are:*

1. Responsible for accepting and adhering to the rules, regulations, policies and procedures of the College.
2. Responsible for living and demonstrating good and acceptable principles as a Christian.
3. Responsible for understanding how his/her actions reflect upon the reputation of himself/herself and the College.
4. Responsible for reading all student guidelines, such as the handbook and college catalog, and adhering to the same.
5. Responsible for respecting the authority of the College.
6. Responsible for meeting all college obligations.
7. Responsible for demonstrating the highest degree of integrity at all times.

*Related to student disciplinary issues, CBS students have the:*

1. Right to be informed, in writing, of all charges.
2. Right to choose not to discuss charges.
3. Right to adequately defend himself/herself by use of witnesses, video tapes, or other means directly related to the case.
4. Right to an open hearing, if one is required.
5. Right to the consultation of an attorney, but an attorney may not attend or participate in the student hearing, unless the College is represented in the hearing by a college attorney.
6. Right to reasonable review, examination of a file containing charges and witness statements.
7. Right to request an immediate hearing.
8. Right to appeal any decision rendered regarding student conduct charges.
9. Right to provide restitution, if appropriate and acceptable.
10. Right to seek forgiveness, if appropriate.

## **STUDENT RIGHTS**

The College of Biblical Studies is committed to respecting all members of our community and providing a quality educational experience for all students. Students have the right to file a formal written complaint in reference to academic and institutional functions, personnel, or other members of the College community. The objective of the Formal Student Complaint Policy and Procedure is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly.

Written student complaints, addressed in the manner specified below, will be handled responsively and follow the procedures stated below. The concerns and complaints of students will be addressed fairly and will be resolved promptly.

Complaints related to this policy are usually the result of behavior that the student feels is unjust, inequitable, or creates an unnecessary hardship. Students may file complaints following this policy if they believe a problem is not governed by other CBS complaint or appeal procedures or if they have exhausted those procedures. Examples of these other procedures not governed by this policy include:

*Academic Appeals including:*

- Academic Suspension/Dismissal
- Satisfactory Academic Progress
- Grade Appeal

*Financial Aid Appeals including:*

- General Refund Policy
- ADA Accommodation Requests
- Discrimination Complaints
- Sexual Harassment Complaints

Formal complaint forms can be obtained from the Office of the [Dean of Students](#)

### Harassment Complaints

For specific harassment complaints, please refer to the aforementioned harassment policy.

### Academic Complaints

The procedures for addressing academic complaints including, but not limited to, faculty members and grades are as follows:

1. Following Matthew 18:15-17, offenses against one another should be corrected by the individuals involved (e.g., the student with the complaint should first privately address the offending student, faculty or staff member to resolve the issue). Although the preference is for these matters to initially be dealt with privately, an individual may request a CBS administrator to be present at the initial discussion if the party is concerned about the response of the other individual.
2. If there is no resolution to an academic complaint, the student should address the matter in writing to the Academic Dean within 120 days of the alleged incident.
3. If the complaint involves a disagreement between a student and a faculty member, the student and faculty member will likely be asked to meet together with the Academic Dean to resolve the matter. In some cases, the Dean of Students or Vice-President of Student and Enrollment Services will be asked to join the meeting.
4. Faculty Committee may be consulted at the discretion of the Academic Dean. In the event that they are consulted, the Faculty Committee will be the final arbiter in disputes regarding assigned grades as well as any other complaint for which they are consulted. Since the Faculty Committee is the final arbiter, there is no appeal beyond their decision.

### Formal Institutional Complaints

The procedures for addressing institutional complaints are as follows:

1. Whenever possible, students are encouraged to seek an informal resolution of the matter directly with the faculty or individual/s involved. Following Matthew 18:15-17, offenses against one another should be corrected by the individuals involved (e.g., the student with the complaint should first privately address the offending student, faculty or staff member to resolve the issue). Although the preference is for these matters to initially be dealt with privately, an individual may request a CBS administrator to be present at the initial discussion if the party is concerned about the response of the other individual.
2. Often a complaint can be resolved in this way. However, if an informal approach is neither successful nor advisable, the student should use the following procedure. If there is no resolution to the institutional complaint per item #1, a student may complete a Formal Student Complaint Form; found online at [www.cbshouston.edu/student-life](http://www.cbshouston.edu/student-life). If you have further questions, please contact the [Dean of Student](#) Office at 832.252.4670. When filing a complaint, it is important that all documentation and other evidence associated with the complaint (e.g., witness statements and support documentation) be included. More than one complaint can be filed regarding the same incident. The complaint form will be considered complete only when it is submitted by the complainant.
3. The complaint will be forwarded to the Dean of Students for review, investigation, and resolution. The Dean of Students will notify the student in writing of the final decision within ten business days of the date of the initial complaint and include the notice of a right to appeal.
4. The student has the right to appeal the decision of the Dean of Students to the Executive Director, Student Affairs within ten business days of the date of the written notice of the Dean of Student's decision.

## ADMINISTRATION OF STUDENT CODE OF CONDUCT

### Student Conduct

The Dean of Students is the senior administrator responsible for leadership and compliance of the Student Code of Conduct. Every effort is made to ensure that the conduct code is administered as a teaching and learning opportunity. Therefore students are encouraged to follow Matthew 18:15-17 when confronted with issues or concerns.

Should issues or concerns escalate to a level that poses a threat or continuing danger to the safety of persons or property, the Dean of Students has the right to remove the student from the campus. The status of the student will be

classified as an interim suspension from the College to allow for review, final decision, and appeal regarding the conduct.

In such cases, the appropriate action will be administered within three to five days of the removal of a student. Students are required to read the Student Code of Conduct and become familiar with its content. Lack of knowledge of the Student Code of Conduct is no excuse for failing to adhere to the code. Students who participate in college sponsored programs and activities off campus must also follow the rules and regulations of the Student Code of Conduct and they are subject to sanctions if violations occur.

#### **Referral for Violation of Student Code of Conduct**

Any CBS official or student may refer violators of the Student Code of Conduct to the Dean of Students. Witness statements, documentation, or other proof of the alleged offence may be required. The student will be informed of the report of the alleged violation within three (3) working days and will have three (3) working days to respond unless the Dean of Students determines that immediate response and action is required.

#### **Resolution to Student Conduct Issues**

The primary reason to review, investigate or hear a student conduct issue is to ensure that the environment of the College remains a wholesome and inviting atmosphere for students. It is also important to ensure that measures are in place to protect the rights of the student and anyone adversely affected by unacceptable behavior. The student conduct process is concerned with violations of the College's regulations. Legal and formal rules of evidence as prescribed in a court of law may not be interjected and any change from customary procedures of a court of law will not mean that a decision is not valid.

The student conduct process is concerned with violations of the College's regulations. Legal and formal rules of evidence as prescribed in a court of law may not be interjected and any change from customary procedures of a court of law will not mean that a decision is not valid. The focus on student conduct review is to ensure that the student learns from his/ her violation of the Student Code of Conduct and that a satisfactory response is directed to anyone who is adversely affected by the student's violation of the Student Code of Conduct.

If student conduct violations occur, the following actions will take place:

1. The Dean of Students will send a letter of notification to the student.
2. The student may be required to report to the Office of the Dean of Students immediately or he/she may have three business days to respond to the letter in writing.
3. If no response is submitted, the Dean of Students may assume that the allegations have merit and issue a notice of the sanction(s).
4. If the student responds in writing (or otherwise) to the letter of notification, an appointment will be arranged with the Dean of Students and the following will be discussed: actions that warrant the violation/s, student rights and responsibilities, hearing procedures, sanctions, and appeal procedures.
5. The violation may be resolved in a meeting with the Dean of Students or at his or her discretion; the Dean of Students may commence an investigation which may include but not be limited to:
  - Review of the allegations
  - Time, date and place for a hearing
  - Assembly of a review committee
  - Listening to the accused and witnesses

The Dean of Students will notify the accused student in writing of the final decision and include the notice of a right to appeal. The student has the right to appeal the decision of the Dean of Students to the Provost within ten business days of the date of the written notice of the Dean of Student's decision.

#### **CONSEQUENCES FOR FAILURE TO ADHERE TO STUDENT CODE OF CONDUCT**

1. **Verbal Intervention** – Students who fail to adhere to the Student Code of Conduct may engage in a constructive discussion with the Dean of Students or his/her designee. After a specified time of intervention, the student may be required to acknowledge in writing that he or she has sufficiently reviewed his or her conduct and will not repeat the offense.
2. **Restrictions** – Students who are found guilty of violating the Student Code of Conduct may be limited in participating in college activities such as student government, college sponsored trips, student activities, and social

events for a designated time.

3. **Restitution** – Students may be required to pay the costs for the replacement or repair of any property that is damaged by the student. If the student fails to pay the costs or make the repairs, the student may be subjected to additional disciplinary action, including suspension or expulsion. A record of any restitution will remain a part of a student’s disciplinary record for five years following a student’s commencement.

4. **Reprimand and Warning** – Students may be given a reprimand accompanied by a written warning for failing to adhere to the student code of conduct. A reprimand and written warning will be given to the student and placed in the student’s personal file during the time that he or she is a student at the College. This warning may include conditions for which the student is responsible, and failure to keep these conditions could result in suspension or expulsion.

5. **Probation** – a specified time period during which the student will be evaluated further. This action may also include special conditions. Probation for more than three semesters during the time of a student’s enrollment will normally be cause for suspension.

6. **Required Leave of Absence** – a specified time period during which the student shall be granted a leave of absence with responsibility for fulfilling conditions specified by the Dean of Students or the Faculty. Readmission is normally granted when these conditions are met. A required leave of absence of more than one year will normally result in administrative withdrawal of the student after one year.

7. **Suspension** – a specified time period during which a student is suspended from the College. Readmission is possible but is subject to admission procedures and available space.

8. **Dismissal** – the termination of a student’s relationship with the College. Readmission is not expected and recommendation for acceptance to another College is subject to the Dean of Students’ discretion. Students will receive notification of the action in writing. Disciplinary dismissal is noted on the student’s official transcript from the College, and becomes a part of the student’s permanent record.

A federal or state drug conviction can disqualify a student for Federal Student Aid funds. Please refer to the information in the Student Financial Services section related to drug convictions.

Any violation of local, state, or federal laws, whether on campus or off campus, is subject to the authority of the police and the courts. In addition, students engaged in illegal activity may also face disciplinary action by the college.

## THE APPEAL PROCESS

Any student that is accused of committing a serious offense that violates the institution’s student code of conduct, which results in disciplinary action, has the right to appeal the decision. No student can/will be singled out for punishment on the basis of race, sex, color, religion, disability, or national origin.

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

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

### NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of, and limit access to, student education records. The law affords students the following rights with respect to their education records:

(1) the right to inspect and review the student’s education records within 45 days from the day CBS receives a request for access; (2) the right to seek amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy rights under the FERPA; (3) the right to provide written consent to disclosures of personally identifiable information (as defined by law) contained in the student’s education records, except to the extent that the FERPA authorizes disclosure without consent; and (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by CBS to comply with the requirements of FERPA.

The name and address of the federal office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, DC 20202-8520.

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

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

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

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

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

### **Drug And Alcohol Abuse Prevention**

In compliance with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), the unlawful use, manufacture, sale, attempted sale, distribution, transfer, purchase, attempted purchase, cultivation, or possession of a controlled substance, alcohol, or any illicit drug on campus, in the workplace, or off campus as part of any campus activities is prohibited.

All persons who visit the college campus, including students and employees, are reminded that CBS is within the Drug-Free Zone as defined, for inclusion purposes, in Section 61.003 of the Texas Education Code. Institutions of higher education refers to any public or private technical institute, junior college, senior college or university, medical or dental unit, or other agency of higher education.

Any person involved in an act of substance abuse in, on, or within 1,000 feet of the premises owned, rented or leased by CBS will be subject to punishment as defined and published in the Texas Penal Code.

Questions concerning the above information should be forwarded to the Office of the [Dean of Students](#).