

# ACADEMIC CATALOG

2009-2010



## COLLEGE OF BIBLICAL STUDIES—HOUSTON

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

*1 Timothy 1:5*

All information in this catalog is subject to revision or deletion without notice.  
Revised November 2009



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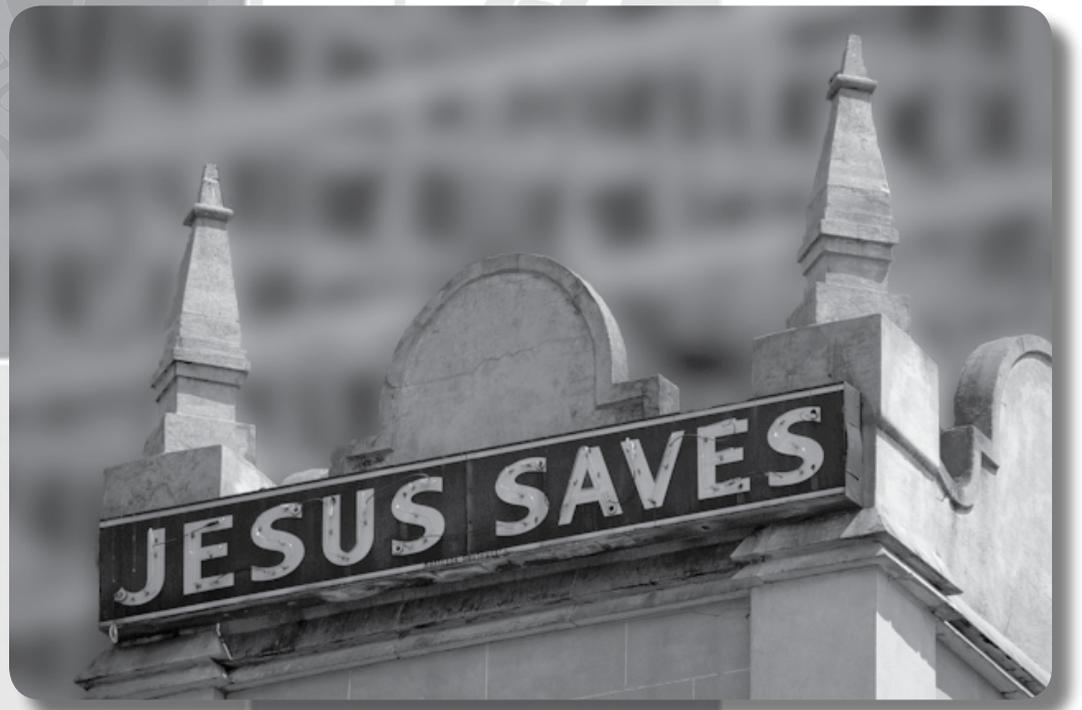
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# GENERAL INFORMATION



## 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 from the Southern Association of Colleges and Schools (SACS).

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.

## MISSION AND PURPOSE

### Mission Introduction

The College was developed to provide college-level training in Bible and theology for those individuals who have had little or no opportunity to receive such training by conventional means (resident, full-time). As a commuter college, CBS is unique in several ways: first, instruction is provided four days a week, offering day, evening and Saturday classes so that students can "fit" education into their schedule without leaving their present responsibilities in order to take classes, sharpen their ministry skills, pursue or finish a college degree; second, to enhance educational opportunities, instruction is offered utilizing both traditional and non-traditional methods; and, finally, all constituencies of the College consider its ethnic diversity an enriching and valuable strength in the educational process.

### Mission Statement

CBS is designed:

*To provide* college-level Bible education and biblically based general education for the Body of Christ, with primary focus on African-American and other ethnic minority groups; and,

*To equip* its students with a biblical worldview for ministry in and for the church and the world.

### Implementation of Mission

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

- 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, recognizing Scripture as the ultimate authority for life and godliness.
2. Skills that reflect critical-thinking and problem solving ability.
3. Attitudes and values indicative of an integrated biblical worldview.
4. Sensitivity to various cultural viewpoints.
5. Skills of effective communication.
6. Skills for Christian ministry.

### **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 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 like 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](http://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 because:

- 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](http://www.chea.org) and click on “Institutional Database.”

### How do I learn more about accreditation?

- U. S. Department of Education:  
[www.ed.gov](http://www.ed.gov)
- Council for Higher Education Accreditation:  
[www.chea.org](http://www.chea.org)
- Association for Biblical Higher Education:  
[www.abhe.org](http://www.abhe.org)
- Texas Higher Education Coordinating Board:  
[www.theccb.state.tx.us](http://www.theccb.state.tx.us)

**RELATIONSHIPS**

College of Bible Studies holds membership in a number of regional and national professional organizations in order to maintain the highest of standards, strengthen itself, and keep abreast of current developments in education trends:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Library Association (ALA)
- Association for Biblical Higher Education (ABHE)
- Association of Business Administrators of Christian Colleges (ABACC)
- Association of Christian Librarians (ACL)
- Association for Christians in Student Development (ACSD)
- Certified Information Systems Security Professionals (CISSP)
- Christian Adult Higher Education Association (CAHEA)
- Higher Education Transfer Alliance (HETA)
- Student Affairs Administrators in Higher Education (NASPA)
- National Association of Independent Colleges and Universities (NAICE)
- National Association of College & University Business Offices (NACUBO)
- National Association of Student Financial Aid Administrators (NASFAA)
- North American Coalition for Christian Admissions Professionals (NCCAP)
- Society for College and University Planning (SCUP)
- Systems Administrators, Audit, Network, Security Institute (SANS)
- Texas Association of Institutional Research (TAIR)
- Texas Association of Physical Plant Administrators (TAPPA)
- Texas Association of Student Financial Aid Administrators (TASFAA)
- Texas Library Association (TLA)

**GRADUATION RATES**

**Degrees Awarded**

Bible Certificates:

Cumulative (since 1984)	299
Academic year 2008-2009 (Through June 23, 2009)	3

Associate of Biblical Studies:

Cumulative (since 1997)	217
Academic year 2008-2009 (Through June 23, 2009)	11

Baccalaureate Degrees:

Cumulative (since 2002)	759
Academic year 2008-2009 (Through June 23, 2009)	63



**DEPARTMENT CONTACT INFORMATION**

**Admissions/Academic Advising**  
832.252.4661  
admissions@cbshouston.edu

**Alumni Association**  
832.252.4630  
alumni@cbshouston.edu

**Bookstore**  
832.252.4613  
bookstore@cbshouston.edu

**Center for Leadership Development**  
832.252.4634  
nancy.wilson@cbshouston.edu

**Christian Service**  
832.252.4664

**Center for Continuing Studies**  
832.252.0777  
ccs@cbshouston.edu

**Library**  
832.252.4618  
library@cbshouston.edu

**Marketing and Recruiting**  
713.772.4253  
recruiter@cbshouston.edu

**Registrar**  
832.252.4631  
registrar@cbshouston.edu

**Student Financial Services:  
Accounts and Billing**  
832.252.4689  
student.account@cbshouston.edu

**Financial Aid and Scholarships**  
832.252.4602  
fa@cbshouston.edu

**Volunteer Opportunities**  
832.252.4632

**CBS web site:** www.cbshouston.edu

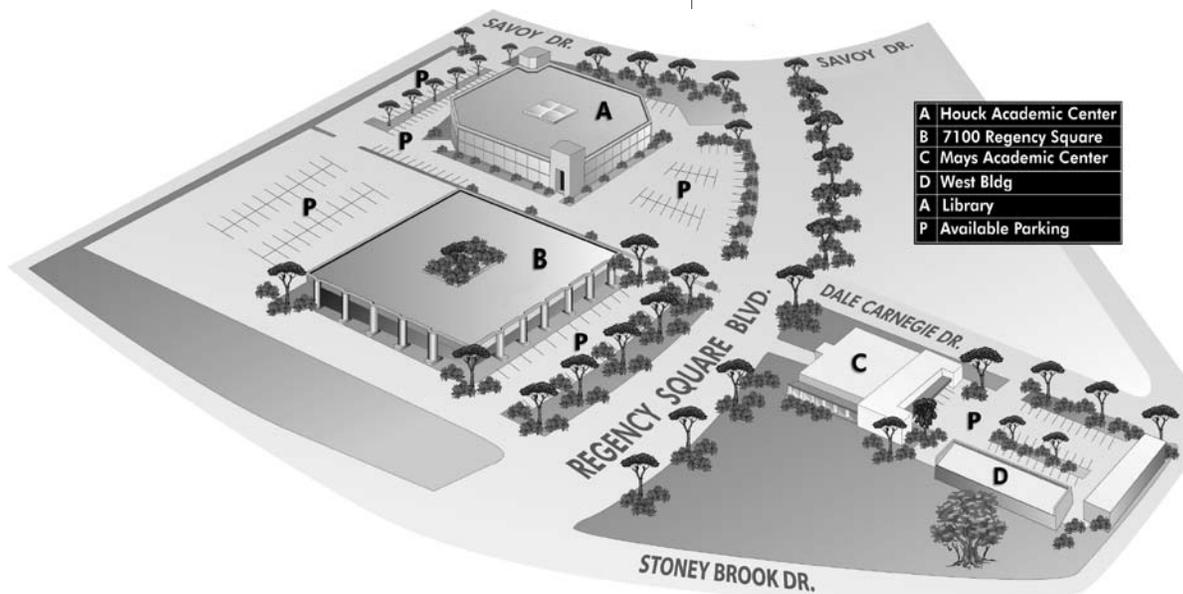
**FACILITIES**

**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*



# STUDENT LIFE



## 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 participating 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:

- Practice daily prayer and regular Bible study.
- Develop mature relationships with other believers.
- Establish priorities with Christ first.
- Maintain a positive attitude.

All programs and activities are designed to prepare men and women for effective spiritual ministry. The spiritual life of each student is considered critically important in the overall school program.

### Fellowship:

**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.”*

## ACTIVITIES

Fellowship and new friendships are an important part of the college experience. Social life among our students fosters new friendships, promotes service and enables everyone to be part of a student body of enthusiastic Christians.

## STUDENT SERVICES

### Counseling

Students are offered opportunities to secure assistance concerning personal, spiritual and academic life. The Academic Dean and Dean of Students as well as faculty and staff are available to 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 Opportunity Board

The four-county greater Houston metroplex offers students many opportunities to apply what is learned in the classroom. Churches need and welcome our 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. A bulletin board is located in the main foyer of the Houck Academic Center for sharing ministry and job opportunities. All opportunities should be directed through the office of the Dean of Students before posting. The Dean of Students maintains an online placement web page for students and alumni at <http://cbshouston.edu/careerservices>.

### Bulletin Board

CBS maintains a bulletin board in the main foyer of the CBS Houck Academic Center. News, features and articles on campus activities as well as upcoming college, student, church and Christian community events and services are posted.

### Suggestion Box

The College encourages students to deposit written suggestions and feedback into a suggestion box that is located in the main foyer of the Houck Academic Center.

### Student Lounge

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



**Bookstore**

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

**Normal 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 growing CBS library collection, there are presently over 40,000 volumes. Many different periodicals (magazines and publication subscriptions) are currently received 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 space for small group study-and-discussion rooms. CBS and the University of St. Thomas, with its prestigious 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 or DTS students are not automatically 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 30 days or more will be charged the cost of the item and 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. Please be sure your contact information is current in SonisWeb as well as the Library's database which is different.

**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 (formerly 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. Students seeking a more active voice should contact the Dean of Students regarding Student Ministries and other organizations. Officer selections for Student Ministries are announced on the bulletin boards and through the Student Ministries page, which is found at [cbs-houston.edu/studentministries](http://cbs-houston.edu/studentministries).



## GENERAL REGULATIONS

Students at the College of Biblical Studies–Houston 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.

### 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 would include, but are not limited to such things as 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 and are available for students to prepare for class and fellowship. Student groups may schedule classrooms for group 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](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 class with them 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 unless the class is designed for children.

### Parking

Students may park in designated parking spaces

on the main campus parking lots as well as where allowed along most adjacent streets.

Students agree to indemnify and hold harmless the College of Biblical Studies (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 for 2008 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](http://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 our students. If you wish to receive CBS Watchman notifications, you must register for this service at [www.cbshouston.edu/watchman](http://www.cbshouston.edu/watchman).

### Health Alert

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

### Emergency Information

For general information regarding all CBS emergency related items please visit us at [www.cbshouston.edu/emergency](http://www.cbshouston.edu/emergency).

### Americans with Disabilities Act (ADA)

The College of Biblical Studies 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.

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

#### **Community and Personal Standards**

College of Biblical Studies – Houston is a community of students, faculty, staff, administrators and families united for the purposes of academic enrichment, personal development, spiritual growth and preparation for Christian ministry.

The following standards and expectations apply to all students of CBS:

- No CBS courses, programs, services or events scheduled for Sundays.
- Scripture specifically prohibits stealing, sexual immorality, homosexuality, violence, harassment, outbursts of anger, threats, lying, cheating, gossiping, speaking evil against one another, profane language, occult practices and attitudes such as pride, lust, bitterness, jealousy and an unforgiving spirit. 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, illicit drugs, tobacco products, 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.
- Smoking is not allowed within 25 feet of any building entrance, interior, or exterior in accordance with the City of Houston.
- 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 need to 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 to read or examine papers not their own. Students violating this policy are subject to the disciplinary procedures stated in the Student Code of Conduct.
- Student Fundraising Project – 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 be permitted on campus.

#### **Sexual Harassment Policy**

College of Biblical Studies 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 termination or expulsion.

1. If a student has reason to believe that he or she has been sexually harassed, the student should contact the Dean of Students immediately. Any employee or supervisor who witnesses or receives a charge or report of sexual harassment from an individual shall promptly report it to the Director of Human Resources.

2. Individuals will be asked to submit in writing an incident report for a formal complaint.
3. The Dean 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.
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 then 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 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 also 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. 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 unmarked was instructed
- Using concealed information during examinations
- Falsifying reports
- Giving assignments to other students
- Giving information to another during examinations
- Obtaining information from a student who has already taken the examination

- Submitting as original research a paper from another class or person

Plagiarism is taking another person's ideas and presenting them as one's own or re-submitting your own work for 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 footnote.

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 an "F" on the assignment in question, may subject the student to course failure, and 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. After consultation, the Academic Dean and faculty member(s) shall agree on the appropriate action. If the student disagrees, he has recourse through the grievance process outlined in this Academic Catalog. Cheating is not tolerated College of Biblical Studies–Houston.

#### **Change of Grade Policy**

In the event that a student has a concern that a grade is inaccurate, he or she should approach the faculty member and provide documentation for the alleged inaccuracy within 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:

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, a party 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. After 120 from the date the grade was submitted, the student is not eligible to appeal the grade.
3. In some situations, both the Academic Dean and the Dean of Students will meet with the student.
4. 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.

#### **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.

### **STUDENT CODE OF CONDUCT**

#### **SECTION I – STUDENT RESPONSIBILITY**

##### **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.

### **SECTION II – STUDENTS RIGHTS**

#### **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 file containing charges and witness statements.
7. Right to waive 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.

### **SECTION III – ADMINISTRATION OF STUDENT CONDUCT CODE**

#### **Student Conduct**

The Dean of Students is the senior administrator responsible for leadership and compliance of the student conduct code. 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 concern.

Should issues or concerns escalate to a level that poses a threat or continuing danger to the safety of persons or property, the Dean has the right immediately to remove the student from the campus. The status of the student will be classified as an interim suspension from college to allow for review, final decision and appeal regarding the conduct.

In such cases, the appropriate section of the disciplinary code will be administered within three (3) to five (5) days of the removal of a student. Students must be aware of the Student Code of Conduct. All officially enrolled 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 Conduct Code**

Any CBS official or student may refer violators of the student conduct code to the Dean. 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 determines that immediate response and action is required.

#### **Failure to Adhere to Student Conduct Code**

##### **Violations of the 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 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.
- **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 FSA funds. Please see the information in the Financial Aid section related to drug convictions.

## **SECTION IV - VIOLATIONS AND UNACCEPTED CONDUCT**

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

- 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 harassment  
 Sexual immorality  
 Stealing  
 Tampering with security systems, fire alarms, and extinguishers  
 Unauthorized entry into buildings and grounds  
 Unauthorized solicitation/marketing activities  
 Unauthorized use of CBS' name and/or logos  
 Unauthorized weapons (guns, knives, explosives)  
 Use of another person's identification  
 Use of tobacco products on campus  
 Violation of ethics in use of technology

## SECTION V – 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 remain a wholesome and inviting atmosphere for students. It is also important to ensure that measures are in place to protect the rights of the accused 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 conduct code 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 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 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 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.

### The Appeal Process

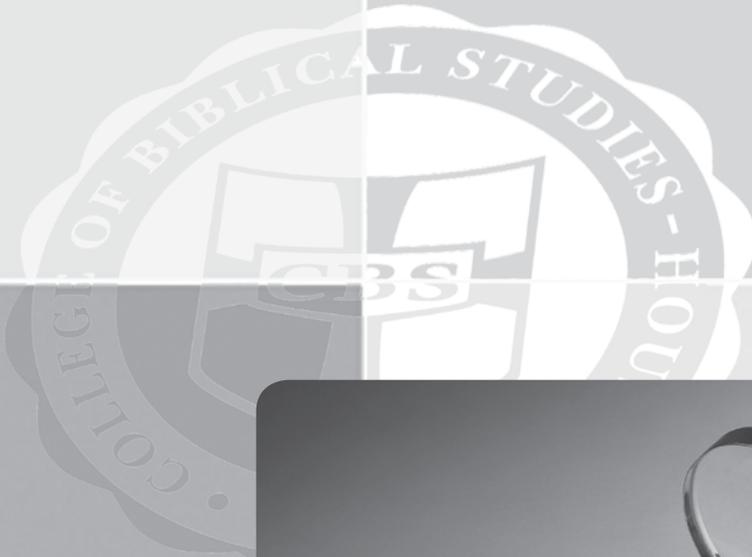
The student has the right to appeal the decision of the Dean of Students. Appeal of the Dean of Students' decision must be made in writing to the Vice President of Student and Enrollment Services. Such appeal must be received within fifteen calendar days of the date of the written notice of the Dean's decision. In such appeals, the following procedure shall be followed.

The Vice President for Student and Enrollment Services will present the student's appeal to the Student Affairs Committee. The Committee may request additional information or request a meeting with the student. The Committee will vote to uphold or overrule the Dean of Students' decision. Since the Student Affairs Committee is the appellant body, there is no appeal beyond their decision. Following the Committee's ruling, the Vice President for Student and Enrollment Services will notify the student in writing of the Committee's decision. Copies of all documents will be retained in the student's file.





# FINANCIAL INFORMATION



**TUITION AND FEES**

**General Fees\***

General Fees apply to every student.

Application Fee.....	\$40.00
General Services Fee****.....	\$120.00
Late Registration Fee.....	\$25.00
Withdraw Fee.....	\$50.00
Graduation/Diploma Fee (Degree Programs).....	\$60.00
Subject Exam Fee (\$50 Test fee; \$130 Transcription fee).....	\$180.00

Financial Transaction Fees:

Deferred Tuition Fee.....	\$50.00
Late Payment Fee (each occurrence).....	\$50.00
Returned Check Fee (each occurrence).....	\$30.00

Transcript Request Fees

Official Transcripts:

Same Day**.....	\$10.00
3 to 5 Days.....	\$6.00

Replacement Diploma Fee:

Associate and Bachelor Degrees.....	\$50.00
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Replacement Certificate Fee:

Bible Certificate.....	\$10.00
Ministry Tracks.....	\$10.00

**Tuition & Fees (in addition to General Fees):**

Accelerated Degree Completion Program (ADCP)

Tuition (per credit hour).....	\$237.00
Christian Service Program (per unit)***.....	\$150.00
Audit Fee*.....	\$250.00

All other programs and courses

Tuition (per credit hour).....	\$180.00
Christian Service Program Fee (per unit)***.....	\$150.00
Audit Fee *.....	\$250.00
Tuition – Credit Courses in Spanish (per credit hour).....	\$50.00

\* Non-refundable

\*\* Requests must be received before 1:00pm for same day service

\*\*\* Non-refundable after the first class meeting

\*\*\*\* A portion of the General Services Fee may be refunded in accordance with the Refund Policy (see policy and associated schedules on pages 21-23).

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

**Financial Obligations**

Students are responsible for knowing the status of their accounts at all times. Information is available through the SONISWEB Student Information System, or through the Student Financial Services Office. Students with unpaid tuition, fees and/or library infractions will not be allowed to participate in commencement, receive grades, transcripts, or diplomas until the obligation is met.



## 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:

- All Accelerated Degree Completion Students must contact their Enrollment Advisor to complete a Course Change Request Form.
- All other students must complete a Course Change Request Form with the Registrar's Office.

Once an official written notice is received and processed, any charges owed to CBS or any refund due to the student will be determined. The student remains responsible for any debt incurred under his or her Tuition Payment Agreement.

## REFUND POLICY

Students who add or drop a class, who change status from credit to audit, or who withdraw from a class must give official written notice to the Registrar's office. 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 schedules below 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.

The refund schedules that follow assume that all applicable charges were paid in full prior to the withdrawal otherwise the student may actually owe a balance to CBS. Adjustments will be made to tuition charges as fees and reduced tuition courses are non-refundable.

If a class is cancelled by the institution prior to class starting date, 100% of tuition 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 100% refund.

**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 in SonisWeb – the Student Information System.**

*Note: The following refund schedules differ 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 refund policies set out in the Financial Aid section of this catalog or contact the Student Financial Services Office for details.*

“Class session” in the following refund schedules 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.

A Withdrawal Fee of \$50 will be charged to students who register and subsequently withdraw or are withdrawn from all their classes in a semester. Students who drop a course or courses but remain enrolled in at least one course will not be charged the Withdrawal Fee.

**Withdrawal from a 14–Week Course**  
**Based on official date of written notice from the student to the Registrar’s Office.**

<i>Drop/Withdrawal Date</i>	<i>Grade On Transcript</i>	<i>Refund For Course Drop*</i>
Drop prior to the 1 <sup>st</sup> class session, official written notice to Registrar before 1 <sup>st</sup> class session.	None	100% tuition and general services fee refund
Drop following the 1 <sup>st</sup> class session, official written notice to Registrar before 2 <sup>nd</sup> class session.	None	100% tuition and general services fee refund
Drop following the 2 <sup>nd</sup> class session, official written notice to Registrar before 3 <sup>rd</sup> class session.	None	80% tuition and general services fee refund
Drop following the 3 <sup>rd</sup> class session, official written notice to Registrar before 4 <sup>th</sup> class session.	None	60% tuition and general services fee refund
Withdrawal following the 4 <sup>th</sup> class session, official written notice to Registrar before 5 <sup>th</sup> class session.	“W” placed on transcript	40% tuition and general services fee refund
Withdrawal following the 5 <sup>th</sup> through the 10 <sup>th</sup> class session.	“W” placed on transcript	No Refund
No Withdrawal permitted following the 10 <sup>th</sup> class session.	Grade placed on transcript	No Refund

**Withdrawal from a 10–Week Course**  
**Based on official date of written notice from the student to the Registrar’s Office.**

<i>Drop/Withdrawal Date</i>	<i>Grade On Transcript</i>	<i>Refund For Course Drop*</i>
Drop prior to the 1 <sup>st</sup> class session, official written notice to Registrar before 1 <sup>st</sup> class session.	None	100% tuition and general services fee refund
Drop following the 1 <sup>st</sup> class session, official written notice to Registrar before 2 <sup>nd</sup> class session.	None	100% tuition and general services fee refund
Drop following the 2 <sup>nd</sup> class session, official written notice to Registrar before 3 <sup>rd</sup> class session.	None	80% tuition and general services fee refund
Drop following the 3 <sup>rd</sup> class session, official written notice to Registrar before 4 <sup>th</sup> class session.	None	60% tuition and general services fee refund
Withdrawal following the 4 <sup>th</sup> class session, official written notice to Registrar before 5 <sup>th</sup> class session.	“W” placed on transcript	40% tuition and general services fee refund
Withdrawal following the 5 <sup>th</sup> through the 7 <sup>th</sup> class session.	“W” placed on transcript	No Refund
No Withdrawal permitted following the 7 <sup>th</sup> class session.	Grade placed on transcript	No Refund

**Withdrawal from a 5–Week Course**  
**Based on official date of written notice from the student to the Registrar’s Office.**

<i>Drop/Withdrawal Date</i>	<i>Grade On Transcript</i>	<i>Refund For Course Drop*</i>
Drop prior to the 1 <sup>st</sup> class session, official written notice to Registrar before 1 <sup>st</sup> class session.	None	100% tuition and general services fee refund
Drop following the 1 <sup>st</sup> class session, official written notice to Registrar before 2 <sup>nd</sup> class session.	None	60% tuition and general services fee refund
Withdrawal following the 2 <sup>nd</sup> through the 4 <sup>th</sup> class session.	“W” placed on transcript	No Refund
No withdrawal following the 4 <sup>th</sup> class session.	Grade on transcript	No refund

\* A Withdrawal Fee of \$50 will be charged to students who register and subsequently withdraw or are withdrawn from all their classes in a semester.



<b>Withdrawal from a 1–Week Course</b> Based on official date of written notice from the student to the Registrar’s Office.		
<i>Drop/Withdrawal Date</i>	<i>Grade On Transcript</i>	<i>Refund For Course Drop*</i>
Drop prior to the 1 <sup>st</sup> class session, official written notice to Registrar before 1 <sup>st</sup> class session.	None	100% tuition and general services fee refund
Drop following the 1 <sup>st</sup> class session, official written notice to Registrar before 2 <sup>nd</sup> class session.	None	60% tuition and general services fee refund
Withdrawal following the 2 <sup>nd</sup> through the 4 <sup>th</sup> class session.	“W” placed on transcript	No Refund
No withdrawal following the 4 <sup>th</sup> class session.	Grade on transcript	No Refund

<b>Withdrawal from an Independent Study Course</b> Based on official date of written notice from the student to the Registrar’s Office.		
<i>Drop/Withdrawal Date</i>	<i>Grade On Transcript</i>	<i>Refund For Course Drop*</i>
Drop prior to the 1 <sup>st</sup> Friday*, official written notice to Registrar before 1 <sup>st</sup> Friday*.	“W” placed on transcript	100% tuition and general services fee refund
Drop following the 1 <sup>st</sup> Friday*, official written notice to Registrar before 2 <sup>nd</sup> Friday*.	“W” placed on transcript	100% tuition and general services fee refund
Drop following the 2 <sup>nd</sup> Friday*, official written notice to Registrar before 3 <sup>rd</sup> Friday*.	“W” placed on transcript	80% tuition and general services fee refund
Drop following the 3 <sup>rd</sup> Friday*, official written notice to Registrar before 4 <sup>th</sup> Friday*.	“W” placed on transcript	60% tuition and general services fee refund
Withdrawal following the 4 <sup>th</sup> Friday*, official written notice to Registrar before 5 <sup>th</sup> Friday*.	“W” placed on transcript	40% tuition and general services fee refund
Withdrawal following the 5 <sup>th</sup> through the 13 <sup>th</sup> Friday*. No withdrawal following the 13 <sup>th</sup> Friday.	“W” placed on transcript	No Refund

\* Friday of the applicable week of class in the semester.

<b>Withdrawal from a non-traditional uniquely formatted credit course</b> Based on official date of written notice from the student to the Registrar’s Office.		
<i>Drop/Withdrawal Date</i>	<i>Grade On Transcript</i>	<i>Refund For Course Drop*</i>
Drop prior to the 1 <sup>st</sup> class session, official written notice to Registrar before 1 <sup>st</sup> class session.	None	100% tuition and general services fee refund
Drop following the 1 <sup>st</sup> class session, official written notice to Registrar before 2 <sup>nd</sup> class session.	None	60% tuition and general services fee refund
Withdrawal following the 2 <sup>nd</sup> through the next to the last class session.	“W” placed on transcript	No Refund
No withdrawal following the next to the last class session.	Grade on transcript	No Refund

\* A Withdrawal Fee of \$50 will be charged to students who register and subsequently withdraw or are withdrawn from all their classes in a semester.

## DEFERRED TUITION PAYMENT PLAN

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 a selection of payment plan options through Nelnet Business Solutions.

Through Nelnet's e-Cashier students arrange for a payment plan option for a \$50 per term non-refundable fee and monthly payments to be automatically deducted from your 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.

Eligibility qualifications for the Deferred Tuition Payment Plan are determined on a per term basis. Common qualifications for the Deferred Tuition Payment Plan include, but are not limited to:

Students whose tuition charges for the entire term are \$400 or more.

1. Students whose tuition charges for the entire term are \$400 or more.
2. Any student who is a part of a payment plan is required to pay a \$50 deferred tuition fee.
3. All students are required to complete the online enrollment process for a tuition payment plan online through Nelnet.
4. If student's Financial Aid does not cover 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 defer the remaining charges. If the student opts to pay his or her remaining balance through a deferred payment plan, the \$50.00 deferred tuition fee will be applied to his or her account, and the student must pay the remaining balance per the due dates selected in the payment plan agreement.

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. Students whose tuition charges for the

entire semester are \$399.99 or less.

3. 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.
4. Any student who fails to maintain the general regulations of the College of Biblical Studies.

## PAYMENT PLAN OPTIONS

A variety of payment plan options is provided and can be viewed online on the CBS web site at [www.cbshouston.edu](http://www.cbshouston.edu). 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.

### Enrollment in Payment Plan

Payment plans are only available through Nelnet's e-Cashier. To set up a payment plan, log into SonisWeb, 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 832.252.4689 for additional help.

### 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 help, students may contact the Student Financial Services Office at 832.252.4689.

### Payment Plans and Registration Holds

If a student has a payment plan through Nelnet and the payment dates extend past the pre-registration dates for the next term, the student may register if his or her account with Nelnet and CBS is current and in good standing.

## STUDENT ACCOUNTS AND DELINQUENT ACCOUNTS POLICY

All students are responsible for the payment in full of all tuition and fees incurred. **Students whose bills are overdue or unpaid**

**will not be permitted to continue attending classes and will be administratively withdrawn. During enrollment periods students who have not met their financial obligations prior to the first 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.** Students are responsible for knowing the status of their account at all times. This information is available through the Student Financial Services Office or the student information system SonisWeb. Any student owing a balance after any pre-agreed due date, as per their Tuition Payment Agreement, may not be permitted to continue attending class, and a \$50.00 late payment fee will be charged to the student.

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 class until the balance is paid in full.

The College may write off delinquent financial obligations of students according to generally accepted accounting principles and after appropriate collection efforts. The write-off does not relieve the student from owing the obligation nor does the write-off entitle the release of the student's grades, transcript (unofficial & official), certificates, and diplomas or to register for classes until such obligation is actually paid.

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 in the event that CBS places any outstanding account, debt or claim with a collection agency. Non-payment of a delinquent account may 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. This means that the student or organization must satisfy any current

or future financial obligations by cash, cashier's check, money order, or credit card only. No 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 returned check fee. If payment is not made 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 at no additional cost to the student:

- Online by Web Check/ACG using the Nelnet e-Cashier site through the SonisWeb-Student Information System.
- Online by credit card/debit card (American Express, Discover, MasterCard or Visa) using the Nelnet e-Cashier site through the SonisWeb-Student Information System.
- By mailing checks, cashier checks or money orders to:  
CBS  
Student Financial Services Office  
7000 Regency Square Blvd., Ste 110  
Houston, TX 77036
- In person by check, money order or cash at the Bookstore during normal business hours.

The College of Biblical Studies accepts credit card payments with an additional convenience fee charge to the student at the time of payment. Students may only pay online by credit card/debit card using the Nelnet e-Cashier site through the SonisWeb-Student Information System. A convenience fee will be added to all credit/debit card payments (American Express, Discover or MasterCard). Visa cards will no longer be accepted for tuition payments as they are unwilling to participate at this time.



# FINANCIAL AID



## FINANCIAL AID

The primary use of student financial aid is to assist students who, without such aid, would be unable to attend CBS. Financial aid may include scholarships, grants, and/or loans, any of which 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.

CBS assumes that the student is the primary and responsible source for meeting educational costs. Parents are expected to contribute toward the cost of education, unless the student is determined to be totally independent of family. The actual amount of contribution expected from the student or parents is determined by such circumstances as family income, total assets, and number of dependents.

All new and continuing students must establish financial need annually in order to receive financial aid. 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

## ELIGIBILITY

To qualify for any of the federal programs and most of the scholarships available at the College of Biblical Studies–Houston (CBS), the student must:

- Have a United States high school diploma or GED,
- Be admitted to the College,
- And be admitted as a regular student in the Bachelor of Science (B.S.) or the Associate of Biblical Studies (A.B.S.) Degree Program.

For Federal Title IV aid program, aid recipients must:

- Be U.S. citizens or eligible non-citizens,
- Certify that funds will be used for educational purposes,
- And certify that they are not in default on any federal student loan and do not owe money on any federal student grant.

In order to receive financial aid, a student must:

- Be enrolled as a regular (matriculating)

student in a degree program,

- Maintain satisfactory academic progress as defined later. 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.

## APPLICATION

To apply for the federal programs and most of the institutional scholarships available the student must submit the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), CBS Financial Aid Application and scholarship applications prior to the institution's established deadlines.

Students who receive correspondence by mail or e-mail from the Student Financial Services Office should respond as soon as possible to avoid delays in the processing of their application. In some cases, other forms may be required after the student's initial applications are submitted, such as verification documents, supplemental forms or additional forms of identification. The processing of an aid application is approximately six weeks so it is recommended that students submit their applications prior to deadlines in order to avoid delays.

## TYPES OF AID

### Scholarships

Institutional scholarships are available to eligible students who qualify for the limited number of 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 or other considerations.

Students may be eligible for the following scholarships and should visit the Student Financial Services Office for more information.

- Adolfo Gonzalez and Lester Haines Endowed Scholarship for Outreach to the Hispanic Community
- InnerChange Freedom Initiative Scholarship
- Small Church Scholarship



**Veterans Benefits Montgomery G.I. Bill**

CBS has received approval from Texas Workforce Commission (pursuant CFR 21.4253) to offer Montgomery G.I. Bill veterans' education benefits for the following programs:

Associate of Biblical Studies (A.B.S.)

Bachelor of Science (B.S.)

Recipients of the Montgomery G.I. Bill are required to report to the Financial Aid Office the second week of each month during each term of enrollment. The purpose of this meeting is to verify enrollment and review the academic progress of the student.

Eligible students should contact the Veterans Affairs at 1-888-GI-BILL-1 for more information in regard to accessing their benefits.

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).

**FEDERAL TITLE IV 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.

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; and
- 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.

If students are completing the Free Application for Federal Student Aid (FAFSA) online ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)), FAFSA on the Web will predetermine if the students are eligible to answer the ACG questions.

**Federal Stafford Loans (Title IV) (Subsidized or Unsubsidized)**

This program enables students enrolled in at least six credit hours to secure loans from participating lenders. Lenders and guarantors are allowed to charge fees to cover the administrative expenses; thus a student will need 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 those two amounts.

The maximum amounts for each year is as follows:

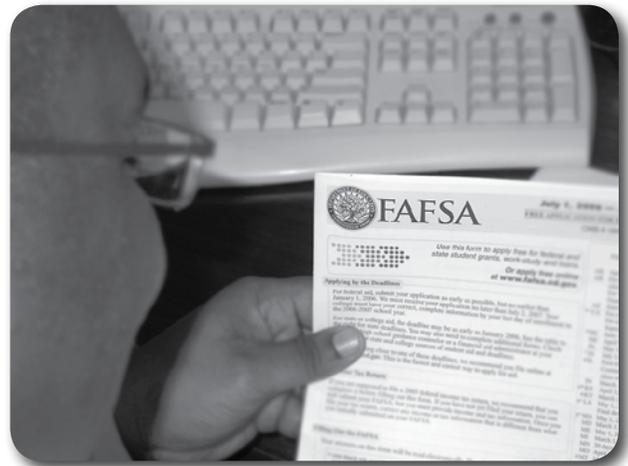
Year	Dependent Students (except students whose parents cannot borrow PLUS)	Independent Students and Dependent Students (whose parents cannot borrow a PLUS loan)
1 <sup>st</sup> Year (Freshman)	\$5,500 – no more than \$3,500 may be in subsidized loans	\$9,500 – no more than \$3,500 may be in subsidized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

**PLUS Loans (Parent Loans)**

Parents can borrow a PLUS Loan to help pay a student’s educational expenses if the student is a dependent undergraduate student enrolled at least half time in an eligible program at the College. The yearly limit on a PLUS Loan is equal to the cost of attendance minus any other financial aid received. For PLUS Loans disbursed on or after July 1, 2006, the interest rate is fixed at 8.50% for FFEL PLUS Loans. For PLUS Loans disbursed between July 1, 1998 and June 30, 2006, the interest rate is variable and is determined on July 1 of every year.

Parents will be required to pass a credit check since the loan is based upon the parent’s credit history; and if the student’s parents have unacceptable credit, they may still be able to receive a loan if someone, such as a relative or friend who has acceptable credit, agrees to endorse the loan. An endorser promises to repay the loan if the parents fail to do so.

In order to receive a PLUS loan the student’s parents must complete and submit a PLUS Loan application, available from the Student Financial Services Office. After the Student Financial Services Office completes its portion of the application, it is sent to a lender for evaluation. The lender will send the loan funds to the College. Funds are first applied to tuition, fees, and other school charges. If any loan funds remain, the parents will receive the amount as a check unless they authorize the amount to be released to the student. Any remaining loan funds must be used for the student’s educational expenses. Generally, the first payment is due within 60 days after the loan is fully disbursed. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is released. Parents must begin repaying both principal and interest while the student is still in school. Interest is charged on a PLUS Loan from the date of the first disbursement until the loan is paid in full.



## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID**

Students receiving private, institutional and federal financial aid including Veteran's benefits must meet both quantitative and qualitative standards in order to remain eligible for aid. The College evaluates student academic records following the end of each term.

If a student fails to maintain satisfactory academic progress, the student will be notified in writing and placed on financial aid probation during the next term of enrollment. The student will be eligible to continue to receive private, institutional and federal aid during the probationary term. If satisfactory academic progress is achieved by the end of the probationary period, the student will be removed from probation. If the satisfactory academic progress is not achieved, the student will be placed on financial aid suspension. During the suspension period, the student will be ineligible for private, institutional and federal financial aid. Students who lose eligibility for aid under this policy will have eligibility reinstated following the term in which they resume making satisfactory progress.

Students who wish to appeal the loss of aid eligibility may do so by submitting an appeal request in writing to the Student Financial Services Office within thirty days of the date of the notification letter of suspension. In cases where unusual extenuating circumstances exist, eligibility may be reinstated. All decisions are based on a case-by-case basis.

### **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.

## **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 SonisWeb student account his/her current mailing address.

## **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.

## **REPAYMENT OF STUDENT AID – RETURN OF TITLE IV**

When a student withdraws from attendance (unofficial or official withdrawal and also includes changes from credit to audit) during the course of a term the College follows U.S. Department of Education regulations to determine the amount of Title IV financial aid funds the student has earned. CBS uses a pro rata schedule to determine the amount of funds earned by the student up through the 60% point in a payment period. After the 60% point, the student is believed to have earned 100% of the Title IV funds. The percentage of the payment period completed is the total number of calendar days in the payment period for which aid is awarded divided into the number of days completed in that period as of the student's last day of attendance. Breaks of five (5) days or longer are excluded from the calculation of days in the period and days completed.

If the student received less financial aid than the amount earned, the school follows late disbursement procedures to obtain additional aid for the student. If the student received more financial aid than the amount earned, CBS, the student, or both must return the unearned funds. CBS must return the lesser of funds that the student does not earn or the amount of institutional costs that the student incurred for the payment period multiplied by the percentage of funds that was not earned. This process is done by CBS completing and submitting a financial

aid return worksheet within 45 days of receipt of an official or unofficial withdrawal notice. The student (or parent in the case of PLUS) must return or repay any Title IV loan in accordance with the term of the loan. Any Title IV grant must be repaid as an overpayment; however, a student is only required to return 50% of the grant assistance.

In some instances, a balance may exist on the student's account after the Return to Title IV calculation. It is the student's responsibility to pay any outstanding balance existing on his or her account. Failure to do so will result in the student being ineligible for financial aid in proceeding terms, registration, transcript and grade holds.

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

If a student withdraws within the first 30 days of the term, a 30-day hold will be placed on the disbursement of his/her loans during their next term of enrollment.

Students who withdraw officially or are determined to have unofficially withdrawn will not have their financial aid reinstated even if grades are later received for those same classes.

Students within the Accelerated Degree Completion Program that successfully complete one course during a term, the Return to Title IV calculation will not be completed. An adjustment will be made to the student's financial awards to reflect current enrollment status.

### **CONDITIONS OF FINANCIAL AID AWARDS**

Financial Aid awards are indicated annually in an award letter. If additional outside assistance is received, students must notify the Student Financial Services Office so that it may be incorporated in existing awards so it will not exceed the cost of attendance.

Awards are offered on the assumption that all pertinent facts relating to the student and their family's financial circumstances have been disclosed.

Any addition to or loss of financial resources should be reported to the Student Financial Services Office so that appropriate adjustment can be made. Awards are generally paid in three or more equal payments with the exception of the Federal Pell Grant and Academic Competitiveness Grant which will be paid based on student status and eligibility for the payment period.

Awards may be paid only if the student maintains satisfactory academic progress and is enrolled in an approved program of study.

Students receiving Stafford Loans or PLUS loans must be enrolled in at least 6 credit hours in a term to remain eligible to receive loans. If a change in enrollment status occurs during the course of a term that causes the student to not be enrolled in at least 6 credit hours a return must be made to all or a portion of the loans received for the term depending on the type of withdrawal.

If the student's award offer of financial assistance includes in any year Federal Stafford Loans or PLUS loans, the student must complete an Exit Counseling Interview prior to leaving the institution as a result of graduation or a change in the status of attendance.

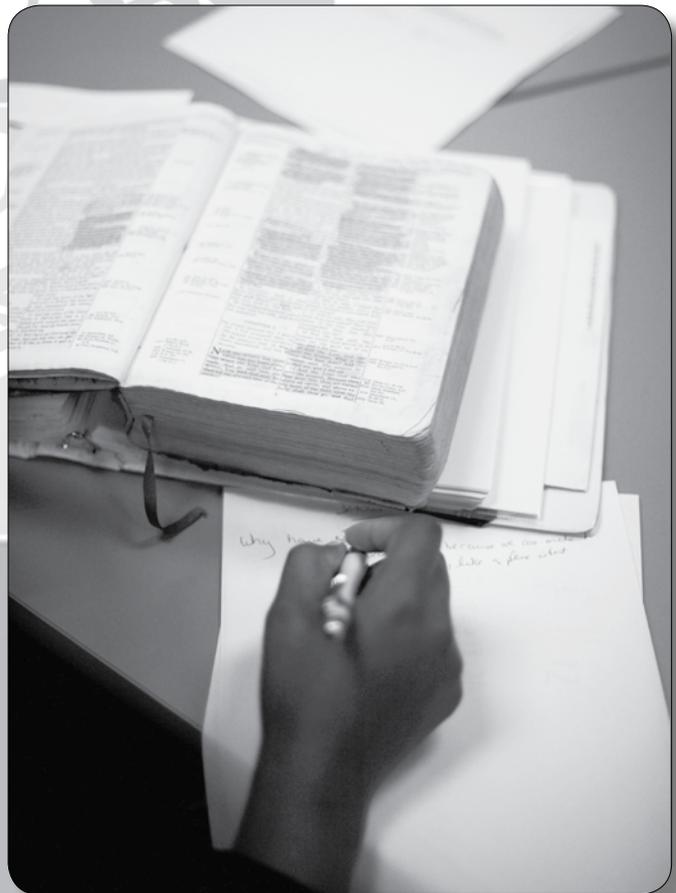
Financial Aid is renewable annually. Application for the following year must be completed prior to the published deadlines.

### **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.



# ADMISSIONS



## ADMISSIONS

CBS grants admission to Christians who complete the application process, have at least a high school diploma or equivalent, are generally 18 years of age or older; and have the ability, in the judgment of the College, to benefit from the educational programs pursued. Christian applicants who do not meet these criteria may be admitted under special circumstances and/or individual review. CBS reserves the right, at its discretion, to deny admission to any applicant.

### Admission to the College

- Applicants should be Christians having believed Jesus Christ died for their sins and rose from the dead (1 Cor. 15:3-4).
- Applicants should be eager to grow in the faith and to be involved in Christian service.
- Applicants should be in full agreement with the Community and Personal Standards as described in the Student Life section under General Regulations and must comply with those standards from the point of their application to the College and throughout their matriculation.
- Applicants must submit a completed Application for Admission, an official GED, high school and college transcript(s) to the Admissions Office.
- Applicants must provide an approved form of identification.
- Applicants must pay the applicable application fee(s).
- Official GED, high school transcript and college transcripts should be sent to:

College of Biblical Studies  
Attn: Office of Admissions  
7000 Regency Square Boulevard  
Houston, Texas 77036

A high school education (public or private, including home-school) or its equivalent is required of all students. Applicants must be able to fulfill the academic demands of a college-level program. Admission to the College does not guarantee admission to all of its academic programs. Program specific admission requirements are cited under each academic program.

### Unconditional Admission

Unconditional Admission may be granted to applicants who have been accepted and have the following on file at CBS: a completed Application

for Admission, an approved form of identification, application fee, entrance documents and official GED, high school and college transcript(s).

### Conditional Admission

Applicants who do not have on file at registration all information required for Unconditional Admission may be granted Conditional Admission for the entering semester with the expectation that all required application information will be received by the end of the first semester. Upon meeting all admission requirements, the student will be unconditionally admitted.

### Special Admission

Non-high school graduates may be admitted based on special admission requirements provided it is determined that the student has the ability to benefit from college-level instruction. Upon analysis of student academic ability and/or performance objectives, non-high school graduate applicants may be: (1) required to take developmental courses; (2) restricted from certain courses and programs; (3) ineligible for federal or state aid, grants and loans; and/or; (4) required to obtain a high school or GED equivalent prior to completing 48 hours of credit.

Applicants seeking admission under this category must have completed their sophomore year of high school. Course selection and load may be restricted for students admitted under this category. Any student admitted under this category is automatically placed on academic probation and must maintain a "C" average. Upon successful completion of 3 credit hours with a grade of "C" or higher the student will be moved to Conditional Admission status. At the successful completion of 9 credit hours with an established 2.0 GPA ("C" average) the student will be moved to Unconditional Admission status, if qualified.

### International Admissions

At this time the College of Biblical Studies does not grant admission to individuals requiring an I-20 form or anyone who is in the United States on a visa.

## ADMISSION TO ACADEMIC PROGRAMS

### Matriculating Status

After applicants are officially admitted to the college, they may apply for admission into academic programs. Students are expected to complete all degree and graduation requirements pursuant to their degree program no later than eight years following the first date of the first semester of

program enrollment. Please see the Academic Program section of this Catalog for requirements for each program.

### **Non-Degree Seeking Status**

A student who is not pursuing a degree program will be considered a non-degree seeking student.

Non-degree seeking students who wish to enroll in courses for credit must meet the college admission requirements. Non-degree seeking students can take a maximum of 15 credits before they must enroll in a degree or certificate program. Non-degree seeking students, if qualified, may be considered for matriculation at a later date. To change their status, they must notify the Advising Office concerning their intent and qualifications.

### **RE-ADMISSION**

Students who withdraw or are administratively withdrawn from any academic program and/or the College and later apply for re-admission and enrollment **will be considered under the terms of the Academic Catalog at the time of re-enrollment.** The College reserves the right to deny re-admission to the College and/or a program due to overdue library books, outstanding library fines, outstanding financial obligations or any academic or disciplinary matter. The former student is required to re-apply to the College, and application fees will apply.

### **PROBATIONARY ADMISSIONS POLICY**

An applicant may be admitted to the College or academic program in a probationary status. The admissions status will be based upon an applicant's academic or disciplinary records, or other applicable information. CBS reserves the right to review, deny, or approve, on a case by case basis, any applicant for any reason. Applicants who currently are on probation/suspension at the last college they attended will be subject to additional review. An applicant in this category, if subsequently granted admission, will be designated a "Probationary Admission." To continue at CBS in good standing, it is essential that during the first semester of enrollment, the student maintain a cumulative 2.0 GPA, be in good standing with the College, and comply with any other requirements set forth by the Admissions Committee. Following the first semester of enrollment, the student will be reevaluated, and based upon findings, "Unconditional Admission" may be granted.

### **TRANSFER CREDIT**

Transfer credit will be considered for acceptance on all regular college credit courses taken at an accredited institution. The College reserves the right to accept only those courses where the content, objectives, and extent are equivalent to those required for graduation from CBS.

- Students pursuing a Bachelor program may transfer a maximum of 69 credit hours
- Students pursuing an Associate program may transfer a maximum of 18 credit hours
- Students pursuing a Bible Certificate program may transfer a maximum of 9 credit hours

**Eligible transfer credits are governed by the following criteria:**

- Coursework must be completed at an accredited academic institution, college or university
- Coursework equivalent to courses that are or could be offered at CBS
- Coursework completed with a grade of C (2.0) or better
- Course must be taken for a grade (not taken pass/fail)
- Coursework completed on a quarter system basis will be converted to semester hours for CBS credit by multiplying quarter hours by 2/3 to calculate semester hours
- Developmental, remedial, continuing education, and college orientation courses will not transfer
- Six credit hours may be accepted from non-accredited institutions upon review by the appropriate academic department chair(s) or the Academic Dean

Please note that the transfer credit evaluation is unofficial until an official transcript, transfer credit evaluation form, and official degree plan have been approved by the Transfer Evaluator.

Applicants appealing a transfer credit decision should submit a completed transfer credit appeal form for review by the Advisor, the Vice President for Student Enrollment Services and Academic Dean. Applicants may be asked to obtain course description or syllabus for course(s) under appeal.

Currently enrolled students are required to obtain prior written approval for courses taken at another institution to be accepted as CBS transfer credit.

CBS maintains articulation agreements with the following schools:

- Lone Star College System
- Chafer Theological Seminary
- Southeastern Bible College
- Philadelphia College of Bible
- Colorado Christian College

**CREDIT BY EXAMINATION**

CBS recognizes and honors prior learning by accepting the following examinations by which a student may earn credit. Credit by examination should be completed no later than 16 credit hours subsequent to program matriculation. For other than CBS exams, applicants and/or students taking CLEP or AP must provide official score reports from the College Board. Assuming that an acceptable score is attained on an examination, CBS will grant placement or full credit per general guidelines. Exams not listed below will be analyzed on an individualized basis for transfers or placement. In all cases, the College will follow the recommended scores of the American Council of Education and the Department of Education.

TEST	SUBJECT AREA	SCORE
<b>CLEP</b>	English Composition General Exam* 6 hours through June 2001	420
	American Literature 6 hours	50
	Analyzing & Interpreting Literature 6 hours	50
	English Literature 6 hours	50
	Freshman College Composition 6 hours	50
	College Algebra 3 hours	50
<b>AP</b>	All subjects offered through Advanced Placement *(Credit-hours assigned according to AP test score)	3-5*
<b>CBS</b>	Biblical Counseling	70
	Bible Study Methods	70
	Computer Proficiency Exam	70

\* With or without essay

**PLACEMENT TESTING**

**Accelerated Degree Completion Program**

Applicants for a Bachelor of Science degree program (accelerated degree completion) who have achieved 69 college credits have special requirements for program entry. Students should see the section entitled “Bachelor of Science Degrees through Accelerated Degree Completion.”

**Traditional Degree Programs**

Applicants seeking admission into any of these programs **must** be evaluated as to their college readiness by undergoing placement testing or qualifying for exemption as listed below. Testing is scheduled through the Academic Advising Office and must be completed no later than completion of 9 credit hours, but prior to registering for a tenth credit hour. Students must show proficiency in the areas tested to advance in the degree program. If development of deficiencies is recommended for the student, concurrent enrollment in credit and developmental courses will only be allowed by special permission from the Academic Dean.

Applicants who meet any of the following conditions may be **exempt from placement testing** and may be automatically approved for admission in the A.B.S. program and the 4-year Bachelor of Science Programs:

1. Students with an Associate or Baccalaureate degree from an accredited college or university. Students seeking exemption under this clause must show an official transcript citing the degree earned before exemption is granted.
2. Students who have performed at or above the level set by the Texas Higher Education Coordinating Board on the American College Test (ACT), Scholastic Assessment Test (SAT), Texas Assessment of Academic Skills (TAAS/TAKS) Exit Level Exam, Texas Academic Skills Program (TASP) Texas Higher Education Assessment (THEA) or other measurements such as ASSET, COMPASS, MAPS, ACCUPLACER etc. Students seeking exemption under this clause must show official documentation of their test scores before exemption is granted. Test scores are shown in the “Credit by Examination/Placement Testing” section.
3. Students who have achieved at least a 2.5 (4.0 scale) for 6-credit hours of college-level English Composition.
4. Students who have not declared intent to seek the A.B.S. or Bachelor degree



are exempt from placement testing. Should such students later decide to seek the A.B.S. degree, exemption documentation or placement testing must be undertaken prior to the end of the first academic semester following the student’s declaration for the degree. It is impossible to receive an A.B.S. or Bachelor degree without proper documentation of qualifying exemptions or successful scores on all placement testing required of the student.

5. Students enrolled in the Bible Certificate program at the College must remain within the curriculum specified for the Certificate. Students should not accumulate general education hours outside the Certificate curriculum. Students who persist in taking general education hours outside the Bible Certificate program must undergo placement testing prior to the completion of the 9<sup>th</sup> hour outside the Certificate curriculum or be barred from subsequent enrollment in courses leading to the A.B.S. degree. It is important that the student understands the impossibility of achieving the A.B.S. degree without proper documentation of qualifying exemptions or successful scores on all placement testing required of the student.
6. **Bible Certificate Program:** Applicants for the Bible Certificate Program are **not** subject to placement testing. Bible Certificate students must understand that it is not possible to achieve the A.B.S. degree at the College of Biblical Studies–Houston without proper documentation of qualifying exemptions.
7. **A.B.S. in Spanish:** Students in this program must have a cumulative score of at least a 350 on the Prueba de Aptitud Académica (or have an acceptable score in one of the tests below) in order to be admitted into the program.

**PLACEMENT TESTS**

TEST	SUBJECT AREA	ACCEPTABLE SCORES
<b>THEA/TASP/TSI</b>	Reading	230
	Writing	220
	Written Essay	5
	Math	230
<b>TAKS</b>	English: Score of 2200 or higher AND score of +3 or higher on the essay	2200 & 3
	Math: Score of 2200 or higher	2200
<b>ACT</b>	Math	19
	English	19
	Composite Score	23
<b>SAT</b>	Math	500
	Critical Reading (Verbal)	500
	Combined Score	1070
<b>TAAS</b>	Reading	TL X-89
	Math	TL X-89
	Writing	1770
<b>ASSET*</b>	Reading	35 for Associates and Bachelors 41 for ADCP
	Writing	35 for Associates and Bachelors 40 for ADCP
<b>CCOMPASS*</b>	Reading	62 for Associates and Bachelors 81 for ADCP
	Pre-algebra/Numerical	25
	Writing	32 for Associates and Bachelors 59 for ADCP
<b>CPT/ACCU-PLACER*</b>	Reading	55
	Sentence Skills	60
	Arithmetic	34

*\* This test and scores meet “Ability to Benefit (ATB)” guidelines set forth by the Department of Education. Other ATB tests and scores are available upon request. For ADCP specific requirements refer to the Accelerated Degree Completion Program Academic Assessment.*





# 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 may submit a written petition to the Enrollment Management Committee. The Enrollment Advisor will receive all petition documentation from the student and forward it to the Enrollment Management Committee. An electronic written decision will be sent to the student.

**COURSE NUMBERING**

As of the Fall of 2009, all CBS courses have a four-letter course prefix which will carry the abbreviation of the academic discipline (non-ADCP course numbers were changed in the Fall 2009 to reflect this standard; see course descriptions for original course numbers). 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**

BIBL	Bible
BIOL	Biology
COSC	Computer Science
ENGL	English
GOVT	Political Science/Government
GREE	Greek
HIST	History
HUMN	Humanities
LSCL	Leadership Studies Christian Leadership
LSOL	Leadership Studies Organizational Leadership
MATH	Mathematics
MCSP	Christian Service Program
MSBC	Ministry Skills Biblical Counseling
MSCE	Ministry Skills Christian Education
MSMN	Ministry Skills Ministry
MSPM	Ministry Skills Pastoral Ministry
ORIE	Orientation
PHIL	Philosophy
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 from its offerings low enrollment courses during any term. Other courses may be added at the discretion of the Academic Dean.

**STUDENT CLASSIFICATION****Degree Seeking:**

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 – 32 hours
Sophomore	33 – 64 hours
Junior	65 – 90 hours
Senior	91 hours and above

**Non-Degree Seeking:**

A student who is not pursuing a degree program. The students in the following categories are non-degree seeking students:

- Bible Certificate
- Training Track
- Auditor – enrollment in a course for which credit is not granted.
- Personal Enrichment – taking courses for personal or professional reasons without the intent to obtaining a degree
- Undecided

**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. Dates and deadlines are available on the academic calendar. Registration is not final or complete until all obligations have been met or satisfactory arrangements have been made. CBS reserves the right to administratively drop students at any time from courses due to non-payment of tuition and fees.

## NEW STUDENT ORIENTATION

The purpose of New Student Orientation is to prepare and to equip students to have a successful CBS educational experience. All new and readmitted students are required to attend the New Student Orientation. Orientation for the ADCP groups will be held the first day of classes. Orientation for non-ADCP students will be held on select days prior to the start of each semester. (See Academic Calendar)

## DROP/ADD & COURSE WITHDRAWAL

Students wanting to make class changes must complete an Add/Drop form. The form can be obtained from the Office of the Registrar.

## 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, or at [www.cbshouston.edu](http://www.cbshouston.edu). In case of campus emergencies the students who are enrolled in the CBS Watchman Alert System will be notified via the device(s) they have requested. Students may register for alerts at [www.cbshouston.edu/watchman](http://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 professor 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 in a course for which they previously earned a grade of "D" or higher one time. 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 or grades associated with an AU grade. Courses taken for audit do not count toward satisfaction of any academic requirements. Students may not change to credit status after the published deadline in the Academic Calendar.

## INDEPENDENT STUDY

Independent study is designed to provide students with an opportunity to pursue a specific academic interest that is related to but not included in an offered program's curriculum. Independent study is offered to degree-seeking students only. A completed Independent Study form with an attached proposal is required prior to the beginning of the semester of enrollment. In all cases, students are permitted to complete a maximum of 12 credit hours of Independent Study at CBS. The proposal should include:

- Title
- Course Objectives
- Syllabus
- Meeting Schedule

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

**GRADING**

Students are graded according to the following designations:

<u>Letter Description</u>	<u>Numerical Value</u>	<u>Grade Points</u>
A+	99 – 100	4.0
A	96 – 98	4.0
A-	94 – 95	3.7
B+	92 – 93	3.3
B	89 – 91	3.0
B-	86 – 88	2.7
C+	83 – 85	2.3
C	79 – 82	2.0
C-	75 – 78	1.7
D+	73 – 74	1.3
D	71 – 72	1.0
D-	70	0.7
F	0 - 69	0.0

The grades listed below are not used in calculating grade point averages. No grade points are earned under these designations.

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

**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 may elect to take 6 credit hours maximum of Accelerated Degree Completion Program (ADCP) courses pass/fail. Students successfully completing a course-designated pass/fail will receive a grade of P and unsuccessfully completing the course will

receive a grade of F. A grade of P is not calculated in a student’s grade point average.

**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 Honor Roll**

The Academic Honor Roll is determined each semester of students who earned a 3.30 or better cumulative GPA in 12 semester hours or better.

**Graduation Honors**

Honors recognition is made at commencement based on the cumulative grade point average through the final semester. Graduation Honors are based on the GPA calculations of the major coursework only for students completing the accelerated Bachelors program. Graduation honors calculations for all other Bachelor programs are based on the cumulative GPA for all completed CBS coursework. If the grades of the final semester change a student’s honors status, the correct status is noted on the official transcript. A bachelor’s degree candidate will graduate with honors as follows:

Summa cum laude	3.80 – 4.00
Magna cum laude	3.65 – 3.799
Cum laude	3.50 – 3.649

**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 Financial Aid 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 Financial Aid 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 Enrollment Management Committee for consideration.

#### **Readmission after Suspension**

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

#### **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.

### **GRADUATION REQUIREMENTS**

The College of Biblical Studies grants the Baccalaureate Degree, Associate of Biblical Studies Degree and selected Certificates. The student who is a candidate for the A.B.S. Degree, the Bachelor's degree, and the Bible Certificate must file an application with the Office of the Registrar. All graduates must be approved by the faculty.

#### **Associate of Biblical Studies Degree Requirements:**

To earn an Associate degree from CBS, the following requirements must be met:

- File an Intent to Graduate form with the Office of the Registrar to officially petition for the degree.
- Complete a minimum of 67 total credit hours
- Complete a minimum of 32 credit hours in residence
- Complete three (3) units of Christian Service Program
- At least a 2.0 grade point average (only courses taken at CBS will be calculated in the grade point average).
- Meet all financial obligations
- Graduation/Diploma fee

#### **Baccalaureate Degree Requirements:**

The specific graduation requirements for each program are described under "Academic Programs". Each student should assume personal responsibility for meeting requirements for graduation from the program in which they are enrolled.

To earn a Baccalaureate degree from CBS, the following requirements must be met:

- File an Intent to Graduate form with the Office of the Registrar to officially petition for the degree.
- Complete one of the programs offered by CBS with a cumulative grade point average of 2.0 (C) or better (only courses taken at CBS will be calculated in the GPA).
- Complete a minimum of 123 credit hours

- Complete a minimum of 54 credit hours in residence
- Complete required units for the Christian Service Program
- Graduation/Diploma fee

**WITHDRAWAL FROM A COURSE**

Students may withdraw from a 14-week course through the tenth week of classes. For all other courses, refer to the refund schedule in the financial section of the Catalog. A completed official “Add/Drop Form” is required and is available from the Office of the Registrar. It is the student’s responsibility to ascertain that course changes are recorded on the academic record within three days of date of the submitted form or contact the Office of the Registrar.

**WITHDRAWAL PROCEDURE**

In order to withdraw from CBS, the student must obtain a “Withdrawal Form” from the Office of the Registrar and have it properly filled out by the Enrollment Advisor, Financial Aid Office, and Registrar before the student may leave CBS at any time during the semester. The withdrawal form must be returned to the Office of the Registrar when completed. Students with two consecutive inactive terms will be withdrawn from the College. 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. Students should submit the appropriate paperwork to their Enrollment Advisor prior to the leave of absence. 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 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.

**CONFIDENTIALITY OF STUDENT RECORDS**

The College is permitted by the Family Educational Rights and Privacy Act of 1974 (FERPA) to release the following “directory information” without the consent of the student.

1. Student name, address, telephone number
2. Date and place of birth
3. Full-time or part-time enrollment status
4. Degree Program, degrees received

Students enrolled at CBS who do not want Directory Information shared must file a non-disclosure form with the Office of the Registrar within the first two weeks of the semester if they wish directory information to be withheld. The non-disclosure notices will remain in effect throughout the student’s academic career unless a form is submitted to remove the non-disclosure of student information. No one can obtain non-directory information without written permission from the student.

**ENROLLMENT CERTIFICATION**

Student enrollment criterion for certification purposes:

Full Time . . . . .	12+ credits
¾ Time . . . . .	9 credits
½ Time . . . . .	6 credits
Less than ½ Time . . . . .	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. Forms are available at the Office of the Registrar and online. Normal



transcript processing takes 3-5 business days from the receipt of the request. Rush service for official transcripts is also available. A transcript cannot be released until all financial obligations to the College of Biblical Studies have been paid.

## 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

WHEN	WHAT	AREA TESTED
Admission to the College	Personal Testimony Essay	Writing
Admission to Bible Certificate Program:	Bible Knowledge Evaluation	Bible Knowledge
	Student Relationship Assessment	Personal Growth
At completion of Bible Certificate Program:	Bible Knowledge Evaluation	Bible Knowledge
	Student Relationship Assessment	Personal Growth
Admission to Associate of Biblical Studies Program:	Bible Knowledge Evaluation	Bible Knowledge
	Student Relationship Assessment	Personal Growth
	Biblical Worldview Profile	Worldview
	COMPASS Writing Test *	Writing Skills
	COMPASS Reading Test*	Reading Skills
During the last term of program enrollment	Christian Service Program Review	Ministry Skills
	Bible Knowledge Evaluation	Bible Knowledge
	Graduating Student Exit Survey	Student Plans
	Biblical Worldview Profile	Worldview
Admission to Bachelor of Science	Bible Knowledge Evaluation	Bible Knowledge
	Student Relationship Assessment	Personal Growth
	Biblical Worldview Profile	Worldview
	Comprehensive Critical Thinking Analysis	Critical Thinking Skills
	COMPASS Writing Test *	Writing Skills
	COMPASS Reading Test*	Reading Skills
During the last term of program enrollment	Bible Knowledge Evaluation	Bible Knowledge
	Student Relationship Assessment	Personal Growth
	Biblical Worldview Profile	Worldview
	Graduating Student Exit Survey	Student Plans
Admission to Accelerated Degree Completion Program	Student Relationship Assessment *	Personal Growth
	Christian Service Program Review	Ministry Skills
	Comprehensive Critical Thinking Analysis	Critical Thinking Skills
	Bible Knowledge Evaluation*	Bible Knowledge
	Biblical Worldview Profile*	Worldview
At completion of BIBL 3323:	Mid-Program Academic Analysis & Planning	GPA, Deficiencies, Major, Career Goal
	Christian Service Program Review	Ministry Skills
During Applied Research Project:	Bible Knowledge Evaluation	Bible Knowledge
	Student Relationship Assessment	Personal Growth
	Biblical Worldview Profile	Worldview
	Graduating Student Exit Survey	Student Plans

\*If necessary





# ACADEMIC PROGRAMS



**CHRISTIAN SERVICE PROGRAM**

*Director: France Brown, Jr., Th.M.*

While all students at the College are encouraged to take an active role and participate in ministry in their local church, **students enrolled in the Associate of Biblical Studies or a Bachelor of Science program are required to satisfactorily complete a certain number of Christian Service units for graduation.**

The purpose of the Christian Service Program (CSP) is to promote the practical outworking of the biblical and theological principles learned in the classroom. Upon completion of the Christian Service unit, the successful student will:

1. Demonstrate skills necessary for interpersonal relationships.
2. Examine personal strengths and weaknesses in ministry settings.
3. Demonstrate skills necessary for ongoing Christian ministry.
4. Exhibit growth in one's spiritual life.

Though a graduation requirement, participation in the Christian Service Program is a non-credit unit. Each student's ministry practicum must be a prepared, on-going and regular ministry assignment (minimum of two hours per week, minimum of 10 weeks per term) involving contact with others leading to a quality learning experience. Students are required to attend all class sessions to receive a satisfactory grade. After reviewing the student's performance evaluation and compliance with program policies, the CSP instructor will assign the student a grade of "Satisfactory" or "Unsatisfactory." Only CSP units which receive a grade of "Satisfactory" will be accepted to meet the graduation requirement. If a student receives an "Unsatisfactory" grade he or she must register, pay, and complete another approved ministry assignment. If approved, students may use a ministry in which they are currently serving to fulfill the CSP requirement. Some examples of ministries which may be approved are:

- Pastoral ministry • Teaching ministry • Youth ministry • Children's ministry • Nursing Home
- Hospital ministry • Prison/Jail ministry • Counseling ministry • Evangelism/Discipleship
- Faith-based Urban ministry

Before enrolling in a CSP unit, students should consult with their enrollment advisor. Students may contact the CSP Office by telephone or at [christianservice@cbs-houston.edu](mailto:christianservice@cbs-houston.edu). The CSP Office must approve all ministry assignments before the assignments begin. The student will be required to attend several classroom sessions as part of the Christian Service Program.

Students register and pay for a CSP unit during the normal registration period at the beginning of each term. Students may enroll for only one CSP unit per academic term. A CSP unit must be completed within the same term in which the student registers. The requirements for each program are:

- Associate of Biblical Studies: 3 units
- Bachelor of Science, accelerated degree completion program: 1 unit
- Bachelor of Science, 4-year degree program: 1-4 units

Christian Service Program (CSP) Requirements By Degree Program	
Hours*	<b>Associate of Biblical Studies: Required Number of CSP Units to complete the CSP</b>
0-67	3
Hours*	<b>Accelerated Degree Completion Program: Required Number of CSP Units to complete the CSP</b>
69-123	1**
Hours*	<b>Bachelor of Science: Required Number of CSP Units to complete the CSP</b>
0-32	4
33-64	3
65-90	2

\* Represents the number of CBS approved credit hours a student has upon entering a particular program. See section on Transfer Credit for more information on the approval process.

\*\*Students who enter the College with 69 or more hours and are admitted to the ADCP program may have to complete one unit of CSP. Students entering the program with fewer than 69 hours must take the number of CSP units under the Bachelor of Science section of the Christian Service Program (CSP) Requirements by Degree Program table.



## TRAINING TRACKS

Students may choose from a variety of tracks designed to meet specific personal enrichment goals.

<b>Teacher Training Track</b>		
(MSMN 1301) Bible Study Methods	3.0	hours
(MSMN 1302) Principles of Teaching	3.0	hours
(MSMN 1103) Principles of Teaching Lab	1.0	hours
Certificate of Completion Issued	<b>7.0</b>	<b>hours</b>
<b>Preacher Training Track</b>		
(MSPM 3301) Expository Preaching I: Narrative Literature	3.0	hours
(MSPM 3302) Expository Preaching II: Epistolary Literature	3.0	hours
(MSPM 3303) Expository Preaching III: Proverbial/Psalmic Literature	3.0	hours
(MSPM 3304) Expository Preaching IV: Biographical Literature	3.0	hours
Certificate of Completion Issued	<b>12.0</b>	<b>hours</b>
<b>Youth Ministry Training Track</b>		
(MSCE 3311) Principles of Youth Ministry	3.0	hours
(MSCE 3312) Developing Relevant Youth Curriculum	3.0	hours
(MSCE 3313) Youth Ministry: Understanding Youth Culture	3.0	hours
(MSCE 3314) Youth Ministry: A Biblical View of Sex	3.0	hours
Certificate of Completion Issued	<b>12.0</b>	<b>hours</b>

## CURRICULAR PROGRAMS

All of the academic programs at CBS are structured to provide every student with a thorough grounding in the Bible and biblical doctrine.

<b>Bible Certificate</b>		
A foundational study of the Bible	<b>36</b>	<b>hours</b>
<b>Associate of Biblical Studies</b>		
A degree focusing on Bible, Theology, Ministry Skills & General Education	<b>67</b>	<b>hours</b>
<b>Traditional Bachelor of Science Degrees</b>		
Bachelor of Science degree with majors in Biblical Studies or Organizational Leadership	<b>126-127</b>	<b>hours</b>
<b>Bachelor of Science Degrees via Accelerated Degree Completion</b>		
Bachelor of Science degree with split majors in Biblical Studies and Biblical Counseling or Christian Leadership	<b>123-147</b>	<b>hours</b>

**BIBLE CERTIFICATE PROGRAM**

*Program Coordinator: Israel Loken, Ph.D.*

**Purpose and Objectives:** The 36-hour program leading to the Bible Certificate is designed to provide basic biblical and theological knowledge and rudimentary skills in Bible interpretation and principles of teaching. This program is offered in both English and Spanish. Upon completion of the program, successful students will:

1. Describe the major characters in the Bible.
2. Categorize the literary forms of biblical books.
3. Distinguish the basic content of each of the biblical books.
4. Know the foundational principles of inductive Bible interpretation.
5. Categorize the major doctrines of the Bible.

**Curriculum:**

<b>Bible (21 hours)</b>	
(BIBL 1311) Old Testament Literature Survey: Pentateuch **	3 hrs.
(BIBL 1312) Old Testament Literature Survey: Historical Literature **	3 hrs.
(BIBL 1213) Old Testament Literature Survey: Wisdom Literature **	2 hrs.
(BIBL 1414) Old Testament Literature Survey: Prophets **	4 hrs.
(BIBL 1321) New Testament Literature Survey: The Gospels	3 hrs.
(BIBL 1322) New Testament Literature Survey: Acts & Pauline Literature	3 hrs.
(BIBL 1323) New Testament Literature Survey: General Epistles & Revelation	3 hrs.
<b>Theology (12 hours)</b>	
(THEO 1311) Introduction to Theological Method ***	3 hrs.
(THEO 1312) Theology: God/Christ/Holy Spirit ***	3 hrs.
(THEO 1313) Theology: Man/Sin/Salvation ***	3 hrs.
(THEO 1314) Theology: Angels/Church/Prophecy ***	3 hrs.
<b>Ministry Skills (3 hours)</b>	
(MSMN 1301) Bible Study Methods	3 hrs.

**Graduation Requirements:**

1. Satisfactory completion of all required courses.
2. Cumulative 2.0 grade point average
3. Intent to Graduate Form filed
4. Graduation/Diploma fee
5. Entrance and exit interview with measurements
6. No unresolved disciplinary matter, library or financial obligation

\* Faculty-approved changes were made to the above program effective Fall 2005 and Fall 2009. Students who were admitted into this program prior to Fall 2005 and Fall 2009 may continue under the requirements from when they were admitted.

\*\* Students who were admitted prior to the Fall of 2009 may take only 6 hours of Old Testament Bible courses.

\*\*\* Students who were admitted prior to the Fall of 2009 may take only 9 hours of Theology courses.

**Suggested Sequence**  
(Students taking 2 courses per semester)

Year	Fall	Spring	Summer
<b>1</b>	(MSMN 1301) Bible Study Methods	(BIBL 1311) Old Testament: Pentateuch	(BIBL 1312) Old Testament: Historical Literature
	(THEO 1311) Introduction to Theological Method	(THEO 1312) Theology: God/Christ/Holy Spirit	(THEO 1313) Theology: Man/Sin/Salvation
<b>2</b>	(BIBL 1213) Old Testament: Wisdom Literature	(BIBL 1414) Old Testament: Prophets	(THEO 1314) Theology: Angels/Church/Prophecy
	(BIBL 1321) New Testament: The Gospels	(BIBL 1322) New Testament: Acts & Pauline Epistles	(BIBL 1323) New Testament: General Epistles & Revelation

\* If the student desires to earn the A.B.S. Degree, **do not follow this sequence.** This sequence is only for those pursuing the Bible Certificate

**Suggested Sequence**  
(Full-Time Students)

Year	Fall	Spring	Summer
<b>1</b>	(MSMN 1301) Bible Study Methods	(BIBL 1312) Old Testament: Historical Literature	(BIBL 1213) Old Testament: Wisdom Literature
	(BIBL 1311) Old Testament: Pentateuch	(BIBL 1322) New Testament: Acts & Pauline Epistles	(BIBL 1414) Old Testament: Prophets
	(BIBL 1321) New Testament: The Gospels	(THEO 1312) Theology: God/Christ/Holy Spirit	(BIBL 1323) New Testament: General Epistles & Revelation
	(THEO 1311) Introduction to Theological Method	(THEO 1313) Theology: Man/Sin/Salvation	(THEO 1314) Theology: Angels/Church/Prophecy

\* If the student desires to earn the A.B.S. Degree, **do not follow this sequence.** This sequence is only for those pursuing the Bible Certificate.

## ASSOCIATE OF BIBLICAL STUDIES WITH MAJOR IN BIBLICAL STUDIES PROGRAM (ENGLISH OR SPANISH)

*Program Coordinator: (English) Israel Loken, Ph.D.; (Spanish) Sergio Estrada, Ph.D.*

**Purpose and Objectives:** The 67-hour program leading to the Associate of Biblical Studies with a major in Biblical Studies degree is designed as terminal for service as lay leaders and ministerial support in the church and para-church organizations that require only foundational biblical studies. It may also be used as the first two years of a bachelor's degree program. All credits are applicable to the bachelor's degree programs offered at the College or, when appropriate, may be transferable to other institutions. Upon completion of the program, successful students will be able to:

1. Describe the major characters in the Bible.
2. Categorize the literary forms of biblical books.
3. Distinguish the basic content of each of the biblical books.
4. Know the foundational principles of inductive Bible interpretation.
5. Categorize the major doctrines of the Bible.
6. Develop a biblical worldview.
7. Demonstrate growth in one's spiritual life.
8. Demonstrate an ability to communicate effectively in spoken and written English or Spanish.
9. Understand a variety of literary devices, arguments, and genres.
10. Understand scientific methods and scientific models of the natural world and an appreciation of issues related to science, technology and/or society.
11. Understand the context of history and geography of a particular region.
12. Learn skills useful for Christian ministry.
13. Apply principles of Christian ministry in a variety of settings.

### **Graduation Requirements:**

1. Satisfactory completion of all requirements on Official Degree Plan
2. Cumulative 2.0 grade point average
3. Satisfactory completion of 3 units in Christian Service Program
4. Academic advising sessions including pre and post testing/measurements
5. Intent to Graduate Form filed
6. Graduation/Diploma fee
7. No unresolved disciplinary matter, library or financial obligation
8. Completion of exit counseling for students with Stafford or PLUS loans

**Associate of Biblical Studies – English Curriculum:**

<b>Bible (21 hours)</b>	
(BIBL 1311) Old Testament Literature Survey: Pentateuch <sup>(1)</sup>	3 hrs.
(BIBL 1312) Old Testament Literature Survey: Historical Literature <sup>(1)</sup>	3 hrs.
(BIBL 1213) Old Testament Literature Survey: Wisdom Literature <sup>(1)</sup>	2 hrs.
(BIBL 1414) Old Testament Literature Survey: Prophets <sup>(1)</sup>	4 hrs.
(BIBL 1321) New Testament Literature Survey: The Gospels	3 hrs.
(BIBL 1322) New Testament Literature Survey: Acts & Pauline Epistles	3 hrs.
(BIBL 1323) New Testament Literature Survey: General Epistles & Revelation	3 hrs.
<b>Theology (12 hours)</b>	
(THEO 1311) Introduction to Theological Method <sup>(2)</sup>	3 hrs.
(THEO 1312) God/Christ/Holy Spirit <sup>(2)</sup>	3 hrs.
(THEO 1313) Man/Sin/Salvation <sup>(2)</sup>	3 hrs.
(THEO 1314) Angels/Church/Prophecy <sup>(2)</sup>	3 hrs.
<b>Ministry Skills (16 hours)</b>	
(MSMN 1301) Bible Study Methods <sup>(3)</sup>	3 hrs.
(MSMN 1302) Principles of Teaching	3 hrs.
(MSMN 1103) Principles of Teaching Lab	1 hr.
(MSMN 2301) Ministry, Evangelism, and Discipleship	3 hrs.
(MSMN 2302) Spiritual Life	3 hrs.
(PHIL 3304) Biblical Worldview <sup>(4)</sup>	3 hrs.
<b>General Education (18 hours)</b>	
(ENGL 1301) English Composition 1	3 hrs.
(ENGL 1302) English Composition 2	3 hrs.
(ENGL 1311) Fundamentals of Speech <sup>(5)</sup>	3 hrs.
(COSC 1317) Basic Computer Science	3 hrs.
(BIOL 1322) Basic Nutrition Science	3 hrs.
Social Sciences Elective <sup>(6)</sup>	3 hrs.
(MCSP 2011) Christian Service Program	3 units
(ORIE 1013) Orientation	(non-credit)
<b>Total</b>	<b>67 hrs.</b>

<sup>(1)</sup> Students who were admitted prior to the Fall of 2009 may take 6 hours of Old Testament Bible courses.

<sup>(2)</sup> Students who were admitted prior to the Fall of 2009 may take only 9 hours of required Theology courses.

Note: Faculty-approved changes were made to the above programs effective Fall 2002, 2004, 2005 and 2009. Students who were admitted into either of these programs prior to Fall 2002 and 2004 may continue under the old requirements.

<sup>(3)</sup> A.B.S. Degree students should enroll in MSMN 1302 Bible Study Methods prior to their completion of 10 credit hours.

<sup>(4)</sup> A.B.S. Degree students must have completed at least nine (9) hours of Theology (THEO 1311, 1312, 1313, 1314) prior to enrolling in PHIL 3304 or PHIL 2305. PHIL 2305 Christian Ethics may be substituted for PHIL 3304 Biblical Worldview.

<sup>(5)</sup> Expository Preaching classes, MSPM 3301-3304, may substitute for ENGL 1311 Fundamentals of Speech

<sup>(6)</sup> The following courses satisfy the Social Sciences Elective requirement: GOVT 2301 Principles of American Politics, HIST 2316 Historical Geography of Israel, and HIST 2317 History and Geography of the New Testament, HIST 2321 Western Civilization 1 and HIST 2322 Western Civilization 2 and GOVT 2311 Introduction to Public Policy.

## ASSOCIATE OF BIBLICAL STUDIES DEGREE

**Suggested Sequence: English**  
(Students taking 2 courses per semester)

Year	Fall	Spring	Summer
1	(MSMN 1301) Bible Study Methods (COSC 1317) Basic Computer Science	(MSMN 1302) Principles of Teaching (ENGL 1301) English Composition 1 (MCSP 2011) Christian Service	(MSMN 1103) Principles of Teaching Lab (ENGL 1302) English Composition 2
2	(BIBL 1311) Old Testament: Pentateuch (ENGL 1311) Fundamentals of Speech (MCSP 2011) Christian Service	(BIBL 1312) Old Testament: Historical Literature Social Science Elective	(BIBL 1213) Old Testament: Wisdom Literature (THEO 1311) Introduction to Theological Method
3	(BIBL 1321) New Testament: The Gospels (THEO 1312) Theology: God/Christ/Holy Spirit	(BIBL 1322) New Testament: Acts and Pauline Literature (THEO 1313) Theology: Man/Sin/Salvation	(BIBL 1323) General Epistles & Revelation (THEO 1314) Theology: Angels/Church/Prophecy
4	(MSMN 2301) Ministry, Evangelism & Discipleship (BIOL 1322) Basic Nutrition Science (MCSP 2011) Christian Service	(BIBL 1414) Old Testament: Prophets	(PHIL 3304) Biblical Worldview (MSMN 2302) Spiritual Life

(Full-time Students)

Year	Fall	Spring	Summer
1	(MSMN 1301) Bible Study Methods Social Science Elective (ENGL 1301) English Composition 1 (COSC 1317) Basic Computer Science	(MSMN 1302) Principles of Teaching (BIBL 1311) Old Testament: Pentateuch (ENGL 1302) English Composition 2 (THEO 1311) Introduction to Theological Method (MCSP 2011) Christian Service	(MSMN 1103) Principles of Teaching Lab (BIBL 1312) Old Testament: Historical Literature (BIBL 1321) New Testament: Gospels
2	(ENGL 1311) Fundamentals of Speech (BIBL 1213) Old Testament: Wisdom Literature (BIBL 1322) New Testament: Acts & Pauline Epistles (THEO 1312) Theology: God/Christ/Holy Spirit (MCSP 2011) Christian Service	(MSMN 2301) Ministry, Evangelism & Discipleship (THEO 1313) Theology: Man/Sin/Salvation (BIBL 1323) New Testament: General Epistles & Revelation (THEO 1314) Theology: Angels/Church/Prophecy (MCSP 2011) Christian Service	(PHIL 3304) Biblical Worldview (BIBL 1414) Old Testament: Prophets (MSMN 2302) Spiritual Life

**Associate of Biblical Studies – Spanish Curriculum:**

<b>Bible (21 hours)</b>	
(BIBL 1311) Old Testament Literature Survey: Pentateuch	3 hrs.
(BIBL 1312) Old Testament Literature Survey: Historical Literature	3 hrs.
(BIBL 1213) Old Testament Literature Survey: Wisdom Literature	2 hrs.
(BIBL 1414) Old Testament Literature Survey: Prophets	4 hrs.
(BIBL 1321) New Testament Literature Survey: The Gospels	3 hrs.
(BIBL 1322) New Testament Literature Survey: Acts & Pauline Epistles	3 hrs.
(BIBL 1323) New Testament Literature Survey: General Epistles & Revelation	3 hrs.
<b>Theology (12 hours)</b>	
(THEO 1311) Introduction to Theological Method	3 hrs.
(THEO 1312) God/Christ/Holy Spirit	3 hrs.
(THEO 1313) Man/Sin/Salvation	3 hrs.
(THEO 1314) Angels/Church/Prophecy	3 hrs.
<b>Ministry Skills (16 hours)</b>	
(MSMN 1301) Bible Study Methods <sup>(1)</sup>	3 hrs.
(MSMN 1302) Principles of Teaching	3 hrs.
(MSMN 1103) Principles of Teaching Lab <sup>(2)</sup>	1 hr.
(MSMN 2301) Ministry, Evangelism, and Discipleship	3 hrs.
(MSMN 2302) Spiritual Life	3 hrs.
(PHIL 3304) Biblical Worldview <sup>(3)</sup>	3 hrs.
<b>General Education (18 hours)</b>	
(SPAN 2307) Spanish Composition for Hispanic Heritage Learners 1	3 hrs.
(SPAN 2308) Spanish Composition for Hispanic Heritage Learners 2	3 hrs.
(SPAN 3307) Public Speaking in Spanish <sup>(4)</sup>	3 hrs.
(COSC 1317) Basic Computer Science	3 hrs.
(HIST 2317) History and Geography of the New Testament or (HIST 2316) History and Geography of Israel	3 hrs.
(BIOL 1322) Basic Nutrition Science	3 hrs.
(MCSP 2011) Christian Service Program	3 units
(ORIE 1013) Orientation	(non-credit)
<b>Total</b>	<b>67 hrs.</b>

<sup>(1)</sup> A.B.S. Degree students should enroll in MSMN 1302 Bible Study Methods prior to their completion of 10 credit hours.

<sup>(2)</sup> A.B.S. Degree students must have completed MSMN 1302 Principles of Teaching prior to enrolling in MSMN 1103 Principles of Teaching Lab.

<sup>(3)</sup> A.B.S. Degree students must have completed at least nine (9) hours of Theology (THEO 1311, 1312, 1313, 1314) prior to enrolling in PHIL 2303 or PHIL 2305. PHIL 2305 Christian Ethics may be substituted for PHIL 3304 Biblical Worldview.

<sup>(4)</sup> MSPM 3311 Expository Preaching may substitute for SPAN 3307 Public Speaking in Spanish.

## ASSOCIATE OF BIBLICAL STUDIES DEGREE

**Suggested Sequence: Spanish**  
(Students taking 2 courses per semester)

Year	Fall	Spring	Summer
1	(MSMN 1301) Bible Study Methods (COSC 1317) Basic Computer Science	(MSMN 1302) Principles of Teaching (SPAN 2307) Spanish Composition for Hispanic Heritage Learners 1 (MCSP 2011) Christian Service	(MSMN 1103) Principles of Teaching Lab (SPAN 2308) Spanish Composition for Hispanic Heritage Learners 2
2	(BIBL 1311) Old Testament: Pentateuch (SPAN 3307) Public Speaking in Spanish (MCSP 2011) Christian Service	(BIBL 1312) Old Testament: Historical Literature (HIST 2316 or HIST 2317) Historical Geography of Israel or History and Geography of the New Testament	(BIBL 1213) Old Testament: Wisdom Literature (THEO 1311) Introduction to Theological Method
3	(BIBL 1321) New Testament: The Gospels (THEO 1312) Theology: God/Christ/Holy Spirit	(BIBL 1322) New Testament: Acts and Pauline Literature (THEO 1313) Theology: Man/Sin/Salvation	(BIBL 1323) General Epistles & Revelation (THEO 1314) Theology: Angels/Church/Prophecy
4	(MSMN 2301) Ministry, Evangelism & Discipleship (BIOL 1322) Basic Nutrition Science (MCSP 2011) Christian Service	(BIBL 1414) Old Testament: Prophets	(PHIL 3304) Biblical World-view (MSMN 2302) Spiritual Life

(Full-time Students)

Year	Fall	Spring	Summer
1	(MSMN 1301) Bible Study Methods (HIST 2316 or HIST 2317) Historical Geography of Israel or History and Geography of the New Testament (SPAN 2307) Spanish Composition for Hispanic Heritage Learners 1 (COSC 1317) Basic Computer Science	(MSMN 1302) Principles of Teaching (BIBL 1311) Old Testament: Pentateuch (SPAN 2308) Spanish Composition for Hispanic Heritage Learners 2 (THEO 1311) Introduction to Theological Method (MCSP 2011) Christian Service	(MSMN 1103) Principles of Teaching Lab (BIBL 1312) Old Testament: Historical Literature (BIBL 1321) New Testament: Gospels
2	(SPAN 3307) Public Speaking in Spanish (BIBL 1213) Old Testament: Wisdom Literature (BIBL 1322) New Testament: Acts & Pauline Epistles (THEO 1312) Theology: God/Christ/Holy Spirit (MCSP 2011) Christian Service	(MSMN 2301) Ministry, Evangelism & Discipleship (THEO 1313) Theology: Man/Sin/Salvation (BIBL 1323) New Testament: General Epistles & Revelation (THEO 1314) Theology: Angels/Church/Prophecy (MCSP 2011) Christian Service	(PHIL 3304) Biblical Worldview (BIBL 1414) Old Testament: Prophets (MSMN 2302) Spiritual Life

## BACHELOR OF SCIENCE – FOUR YEAR DEGREE PROGRAM

The Bachelor of Science degree programs consist of 126 – 127 hours of coursework offered at the College of Biblical Studies–Houston. Students may transfer up to 69 hours of approved college courses into the program. To earn the Bachelor of Science degree, all students must complete all 30 – 33 hours of their major in residence.

Qualifying students enter the Bachelor of Science four year degree program at any academic level, i.e., freshman: 0-32 hours, sophomore: 33-64 hours, junior: 65+ hours. All students entering the program must meet with an enrollment advisor to establish guidelines for a degree plan. All graduates earn the Bachelor of Science degree with majors in Biblical Studies or Organizational Leadership.



**MAJOR: BIBLICAL STUDIES****Minor: Biblical Counseling***Program Coordinator: Israel Loken, Ph.D.*

**Purpose and Objectives:** Biblical Counseling minor is designed to provide men and women biblical and theological education for counseling in the local church and other ministries. The minor intends to equip the student with the competency to counsel from the sufficiency and supremacy of the Bible which includes the Biblical Framework model of counseling. It includes training in marriage and family, crisis counseling and counseling in many of the categories of the Diagnostic and Statistical Manual of Mental Disorders (DSM IV).

1. Describe the major characters in the Bible.
2. Categorize the literary forms of biblical books.
3. Distinguish the basic content of each of the biblical books.
4. Know foundational principles of inductive Bible interpretation.
5. Categorize the major doctrines of the Bible.
6. Develop a biblical worldview.
7. Defend biblically one's position on major biblical interpretive issues.
8. Demonstrate growth in one's spiritual life.
9. Demonstrate an ability to communicate effectively in spoken and written English.
10. Understand a variety of rhetorical devices, arguments, and genres.
11. Demonstrate quantitative, abstract, logical, symbolic modes of thinking and/or the exercise of logical reasoning.
12. Understand scientific methods and scientific models of the natural world and an appreciation of issues related to science, technology and/or society.
13. Understand the context of history and geography of a particular region.
14. Demonstrate an understanding of the biblical-framework model for biblical counseling.
15. Learn skills useful for Christian ministry.
16. Apply principles of Christian ministry in a variety of settings.

**Graduation Requirements:**

1. Minimum of 30 total hours in major at CBS
2. Minimum of 127 hours to graduate.
3. Satisfactory completion of all requirements on Official Degree Plan.
4. Complete required Christian Service Units.
5. Cumulative 2.0 grade point average
6. Academic advising sessions including pre and post testing/measurements
7. Intent to Graduate Form filed
8. Graduation/Diploma fee
9. No unresolved disciplinary matter, library or financial obligation
10. Completion of exit counseling for students with Stafford or PLUS loans

**MAJOR: BIBLICAL STUDIES****Minor: Biblical Counseling**

GENERAL STUDIES		HRS	ADDITIONAL COURSES		HRS
ENGLISH (12 hours)			BIBLE (21 hours)		
ENGL 1301 English Composition 1		3	BIBL 1311 Pentateuch		3
ENGL 1302 English Composition 2		3	BIBL 1312 Historical Literature		3
ENGL 2332 Literary Tradition		3	BIBL 1213 Wisdom Literature		2
ENGL 2312 Research and Writing		3	BIBL 1414 Prophets		4
SOCIAL SCIENCES (15 hours)			BIBL 1321 Gospels		3
HIST 2321 Western Civilization 1 <sup>(1)</sup>		3	BIBL 1322 Acts & Pauline Literature		3
HIST 2322 Western Civilization 2 <sup>(1)</sup>		3	BIBL 1323 General Epistles & Revelation		3
HIST 2323 or 2324 Church History		3	THEOLOGY (12 hours)		
PHIL 3304 Biblical Worldview <sup>(2)</sup>		3	THEO 1311 Introduction to Theological Method		3
GOVT 2301 Principles of American Politics		3	THEO 1312 God, Christ & Holy Spirit		3
MATH/SCIENCES (9 hours)			THEO 1313 Man, Sin & Salvation		3
MATH 1332 Mathematical Principles		3	THEO 1314 Angels, Church & Prophecy		3
BIOL 1322 Basic Nutrition Science		3	MINISTRY SKILLS (13 hours)		
or Anatomy and Physiology			MSMN 1301 Bible Study Methods		3
COSC 1317 Basic Computer Science		3	MSMN 1302 Principles of Teaching		3
FINE ARTS/HUMANITIES (9 hours)			MSMN 1103 Principles of Teaching Lab		1
ENGL 1311 Fundamentals of Speech <sup>(3)</sup>		3	MSMN 2301 Ministry, Evangelism & Discipleship		3
Language, Culture, or Humanities Elective		3	MSMN 2302 Spiritual Life		3
Language, Culture, or Humanities Elective		3	FREE ELECTIVES (6 hours)		
ORIENTATION (non-credit)			Electives		6
ORIE 1013 Orientation					
CHRISTIAN SERVICE (up to 4 units)					
MCSP 2011 Christian Service, 1		1u			
MCSP 2011 Christian Service, 2		1u			
MCSP 2011 Christian Service, 3		1u			
MCSP 2011 Christian Service, 4		1u			

MAJOR COURSES (30 hours)		HRS
LEADERSHIP COURSE (3 hours)		
LSOL 3301 Introduction to Christian Leadership		3
BIBLE AND THEOLOGY ELECTIVES (6 hours)		
Upper Level Bible or Theology Elective		3
Upper Level Bible or Theology Elective		3
BIBLICAL COUNSELING - MINOR COURSES (21 hours)		
MSBC 3301 Introduction to Biblical Counseling		3
MSBC 3302 Theological Foundations of Biblical Counseling		3
MSBC 3303 Analysis of Common Counseling Problems		3
MSBC 3304 Marriage and Family		3
MSBC 4301 Advanced Biblical Counseling 1		3
MSBC 4302 Advanced Biblical Counseling 2		3
MSBC 4303 The Counseling Process		3

<sup>(1)</sup> HIST 2316 Historical Geography of Israel, and HIST 2317 Historical Geography of the New Testament may substitute for a required Western Civilization class.

<sup>(2)</sup> Students must have completed at least nine (9) hours of Theology (THEO 1311, 1312, 1313, or 1314) prior to enrolling in PHIL 2305 or PHIL 3304. PHIL 2305 Christian Ethics may be substituted for PHIL 3304 Biblical Worldview.

<sup>(3)</sup> Expository Preaching classes, MSPM 3301-3304, may substitute for ENGL 1311 Fundamentals of Speech

**MAJOR: BIBLICAL STUDIES**

**Minor: Biblical Counseling**

**Suggested Sequence**

Year	Fall	Spring	Summer
1	(MSMN 1301) Bible Study Methods (HIST 2321) Western Civilization I (ENGL 1301) English Composition 1 (COSM 1317) Basic Computer Science	(BIBL 1311) Pentateuch (ENGL 1311) Fundamentals of Speech (ENGL 1302) English Composition 2 (THEO 1311) Introduction to Theological Method	(MCSP 2011) Christian Service Program (THEO 1312) God, Christ & Holy Spirit (BIBL 1312) Historical Lituratre (ENGL 2312) Research and Writing (HIST 1322) Western Civilization 2
2	(THEO 1313) Man, Sin & Salvation (BIBL 1321) Gospels Language/Culture/Humanities 1 (BIBL 1213) Wisdom Literature	(MSMN 1302) Principles of Teaching Language/Culture/Humanities 2 (THEO 1314) Angels, Church & Prophecy (BIBL 1322) Acts & Pauline Liturature	(MSMN 1103) Principles of Teaching Lab MCSP 2011) Christian Service Program (BIBL 1323) General Epistles & Revelation (MATH 1322) Mathematical Principles
3	(MSBC 3301) Introduction to Biblical Counseling (MSMN 2301) Ministry, Evangelism & Discipleship (MSMN 2302) Spiritual Life (BIBL 1414) Prophets	(MSBC 3302) Theological Foundations of Biblical Counseling (LSOL 3301) Introduction to Christian Leadership (ENGL 2332) Literary Tradition (HIST 2323 or 2324) Church History	(MSBC 3304) Marriage/Family (BIOL 1322) Basic Nutrition Science (GOVT 2301) Principles of American Politics (MCSP 2011) Christian Service Program
4	(MSBC 4301) Advanced Biblical Counseling 1 Elective (MSBC 3303) Analysis of Common Counseling Problems (MCSP 2011) Christian Service Program	(PHIL 3304) Biblical Worldview (MSBC 4303) The Counseling Process (MSBC 4302) Advanced Biblical Counseling 2 Elective	



**MAJOR: BIBLICAL STUDIES****Minor: Pre-Seminary***Program Coordinator: Israel Loken, Ph.D.*

**Purpose and Objectives:** The Pre-Seminary minor is designed to provide a solid biblical and theological foundation for those students intending to pursue graduate study at a seminary. An essential requirement of this track is the study of New Testament Greek.

1. Describe the major characters in the Bible.
2. Categorize the literary forms of biblical books.
3. Distinguish the basic content of each of the biblical books.
4. Know foundational principles of inductive Bible interpretation.
5. Categorize the major doctrines of the Bible.
6. Develop a biblical worldview.
7. Defend biblically one's position on major biblical interpretive issues.
8. Demonstrate growth in one's spiritual life.
9. Demonstrate an ability to communicate effectively in spoken and written English.
10. Understand a variety of rhetorical devices, arguments, and genres.
11. Demonstrate quantitative, abstract, logical, symbolic modes of thinking and/or the exercise of logical reasoning.
12. Understand scientific methods and scientific models of the natural world and an appreciation of issues related to science, technology and/or society.
13. Understand the context of history and geography of a particular region.
14. Demonstrate the ability to read Biblical Greek.
15. Recognize the development of Systematic Theology through history.
16. Evaluate the methods used in higher criticism.
17. Learn skills useful for Christian ministry.
18. Apply principles of Christian ministry in a variety of settings.

**Graduation Requirements:**

1. Minimum of 30 total hours in major at CBS
2. Minimum of 127 hours to graduate
3. Satisfactory completion of all requirements on Official Degree Plan
4. Complete required Christian Service Units.
5. Cumulative 2.0 grade point average
6. Academic advising sessions including pre and post testing/measurements
7. Intent to Graduate Form filed
8. Graduation/Diploma fee
9. No unresolved disciplinary matter, library or financial obligation
10. Completion of exit counseling for students with Stafford or PLUS loans

**MAJOR: BIBLICAL STUDIES**

**Minor: Pre-Seminary**

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
ENGLISH (12 hours)		BIBLE (21 hours)	
ENGL 1301 English Composition 1	3	BIBL 1311 Pentateuch	3
ENGL 1302 English Composition 2	3	BIBL 1312 Historical Literature	3
ENGL 2332 Literary Tradition	3	BIBL 1213 Wisdom Literature	2
ENGL 2312 Research and Writing	3	BIBL 1414 Prophets	4
SOCIAL SCIENCES (15 hours)		BIBL 1321 Gospels	3
HIST 2321 Western Civilization 1 <sup>(1)</sup>	3	BIBL 1322 Acts & Pauline Literature	3
HIST 2322 Western Civilization 2 <sup>(1)</sup>	3	BIBL 1323 General Epistles & Revelation	3
HIST 2323 or 2324 Church History	3	THEOLOGY (12 hours)	
PHIL 3304 Biblical Worldview <sup>(2)</sup>	3	THEO 1311 Introduction to Theological Method	3
GOVT 2301 Principles of American Politics	3	THEO 1312 God, Christ & Holy Spirit	3
MATH/SCIENCES (9 hours)		THEO 1313 Man, Sin & Salvation	3
MATH 1332 Mathematical Principles	3	THEO 1314 Angels, Church & Prophecy	3
BIOL 1322 Basic Nutrition Science	3	MINISTRY SKILLS (13 hours)	
or Anatomy and Physiology		MSMN 1301 Bible Study Methods	3
COSC 1317 Basic Computer Science	3	MSMN 1302 Principles of Teaching	3
FINE ARTS/HUMANITIES (9 hours)		MSMN 1103 Principles of Teaching Lab	1
ENGL 1311 Fundamentals of Speech <sup>(3)</sup>	3	MSMN 2301 Ministry, Evangelism & Discipleship	3
GREE 2311 Greek 1	3	MSMN 2302 Spiritual Life	3
GREE 2312 Greek 2	3	FREE ELECTIVES (6 hours)	
ORIENTATION (non-credit)		Electives	6
ORIE 1013 Orientation			
CHRISTIAN SERVICE (up to 4 units)			
MCSP 2011 Christian Service, 1	1u		
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		
MCSP 2011 Christian Service, 4	1u		

MAJOR COURSES (30 hours)	HRS
LEADERSHIP AND COUNSELING COURSES (6 hours)	
LSOL 3301 Introduction to Christian Leadership	3
MSBC 3301 Introduction to Biblical Counseling	3
BIBLE AND THEOLOGY ELECTIVES (6 hours)	
Upper Level Bible or Theology Elective	3
Upper Level Bible or Theology Elective	3
PRE-SEMINARY - MINOR COURSES (18 hours)	
THEO 3211 History of Doctrine	2
BIBL 3311 Old Testament Introduction	3
BIBL 3221 New Testament Introduction	2
THEO 4212 Dispensationalism	2
BIBL 4331 Advanced Hermeneutics	3
GREE 3311 Greek 3 Advanced Grammar	3
GREE 3312 Greek 4 Syntax and Word Studies	3

<sup>(1)</sup> HIST 2316 Historical Geography of Israel, and HIST 2317 Historical Geography of the New Testament may substitute for a required Western Civilization class.

<sup>(2)</sup> Students must have completed at least nine (9) hours of Theology (THEO 1311, 1312, 1313, or 1314) prior to enrolling in PHIL 2305 or PHIL 3304. PHIL 2305 Christian Ethics may be substituted for PHIL 3304 Biblical Worldview.

<sup>(3)</sup> Expository Preaching classes, MSPM 3301-3304, may substitute for ENGL 1311 Fundamentals of Speech.



**MAJOR: BIBLICAL STUDIES****Minor: Pre-Seminary****Suggested Sequence**

Year	Fall	Spring	Summer
1	(MSMN 1301) Bible Study Methods (HIST 2321) Western Civilization 1 (ENGL 1301) English Composition 1 (COSC 1317) Basic Computer Science	(BIBL 1311) Pentateuch (ENGL 1311) Fundamentals of Speech (ENGL 1302) English Composition 2 (THEO 1311) Introduction to Theological Method	(MCSP 2011) Christian Service Program (THEO 1312) God, Christ & Holy Spirit (BIBL 1312) Historical Literature (ENGL 2312) Research and Writing (HIST 1322) Western Civilization 2
2	(THEO 1313) Man, Sin & Salvation (BIBL 1321) Gospels (GREE 2311) Greek 1 (BIBL 1213) Wisdom Literature	(MSMN 1302) Principles of Teaching (GREE 2312) Greek 2 (THEO 1314) Angels, Church & Prophecy (BIBL 1322) Acts & Pauline Literature	(MSMN 1103) Principles of Teaching Lab MCSP 2011) Christian Service Program (BIBL 1323) General Epistles & Revelation (MATH 1322) Mathematical Principles
3	(MSBC 3301) Introduction to Biblical Counseling (MSMN 2301) Ministry, Evangelism & Discipleship (GREE 3311) Greek 3 Advanced Grammar (BIBL 1414) Prophets	(ENGL 2332) Lit. Trad., (HIST 2323 or 2324) Church History (GREE 3312) Greek 4 Syntax & Word Studies (BIBL 3311) Old Testament Introduction	(BIBL 3321) New Testament Introduction (BIOL 1322) Basic Nutrition Science (GOVT 2301) Principles of American Politics (MCSP 2011) Christian Service Program
4	(LSOL 3301) Intro To Christian Leadership (MCSP 2011) Christian Service Program (THEO 3211) History of Doctrine (MSMN 2302) Spiritual Life (THEO 4312) Dispensationalism	(PHIL 3304) Biblical Worldview Elective Elective (BIBL 4331) Advanced Hermeneutics	

**MAJOR: BIBLICAL STUDIES****Minor: Christian Education***Program Coordinator: Israel Loken, Ph.D.*

**Purpose and Objectives:** Christian Education minor is designed to provide men and women biblical and theological education to equip the student with foundational competencies that will enable them to develop and lead ministries in the local church and para-church organizations. It includes training for Sunday school education for all ages, small group ministry, discipleship ministry, youth ministry and women's ministry.

1. Describe the major characters in the Bible.
2. Categorize the literary forms of biblical books.
3. Distinguish the basic content of each of the biblical books.
4. Know foundational principles of inductive Bible interpretation.
5. Categorize the major doctrines of the Bible.
6. Develop a biblical worldview.
7. Defend biblically one's position on major biblical interpretive issues.
8. Demonstrate growth in one's spiritual life.
9. Demonstrate an ability to communicate effectively in spoken and written English.
10. Understand a variety of rhetorical devices, arguments, and genres.
11. Demonstrate quantitative, abstract, logical, symbolic modes of thinking and/or the exercise of logical reasoning.
12. Understand scientific methods and scientific models of the natural world and an appreciation of issues related to science, technology and/or society.
13. Understand the context of history and geography of a particular region.
14. Learn skills useful for Christian ministry.
15. Apply principles of Christian ministry in a variety of settings.

**Graduation Requirements:**

1. Minimum of 30 total hours in major at CBS
2. Minimum of 127 hours to graduate.
3. Satisfactory completion of all requirements on Official Degree Plan.
4. Complete required Christian Service Units.
5. Cumulative 2.0 grade point average
6. Academic advising sessions including pre and post testing/measurements
7. Intent to Graduate Form filed
8. Graduation/Diploma fee
9. No unresolved disciplinary matter, library or financial obligation
10. Completion of exit counseling for students with Stafford or PLUS loans

**MAJOR: BIBLICAL STUDIES****Minor: Christian Education**

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
ENGLISH (12 hours)		BIBLE (21 hours)	
ENGL 1301 English Composition 1	3	BIBL 1311 Pentateuch	3
ENGL 1302 English Composition 2	3	BIBL 1312 Historical Literature	3
ENGL 2332 Literary Tradition	3	BIBL 1213 Wisdom Literature	2
ENGL 2312 Research and Writing	3	BIBL 1414 Prophets	4
SOCIAL SCIENCES (15 hours)		BIBL 1321 Gospels	3
HIST 2321 Western Civilization 1 <sup>(1)</sup>	3	BIBL 1322 Acts & Pauline Literature	3
HIST 2322 Western Civilization 2 <sup>(1)</sup>	3	BIBL 1323 General Epistles & Revelation	3
HIST 2323 or 2324 Church History	3	THEOLOGY (12 hours)	
PHIL 3304 Biblical Worldview <sup>(2)</sup>	3	THEO 1311 Introduction to Theological Method	3
GOVT 2301 Principles of American Politics	3	THEO 1312 God, Christ & Holy Spirit	3
MATH/SCIENCES (9 hours)		THEO 1313 Man, Sin & Salvation	3
MATH 1332 Mathematical Principles	3	THEO 1314 Angels, Church & Prophecy	3
BIOL 1322 Basic Nutrition Science	3	MINISTRY SKILLS (13 hours)	
or Anatomy and Physiology		MSMN 1301 Bible Study Methods	3
COSC 1317 Basic Computer Science	3	MSMN 1302 Principles of Teaching	3
FINE ARTS/HUMANITIES (9 hours)		MSMN 1103 Principles of Teaching Lab	1
ENGL 1311 Fundamentals of Speech <sup>(3)</sup>	3	MSMN 2301 Ministry, Evangelism & Discipleship	3
Language, Culture, or Humanities Elective	3	MSMN 2302 Spiritual Life	3
Language, Culture, or Humanities Elective	3	FREE ELECTIVES (6 hours)	
ORIENTATION (non-credit)		Electives	6
ORIE 1013 Orientation			
CHRISTIAN SERVICE (up to 4 units)			
MCSP 2011 Christian Service, 1	1u		
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		
MCSP 2011 Christian Service, 4	1u		

MAJOR COURSES (30 hours)	HRS
LEADERSHIP AND COUNSELING COURSES (6 hours)	
LSOL 3301 Introduction to Christian Leadership	3
MSBC 3301 Introduction to Biblical Counseling	3
BIBLE AND THEOLOGY ELECTIVES (6 hours)	
Upper Level Bible or Theology Elective	3
Upper Level Bible or Theology Elective	3
CHRISTIAN EDUCATION - MINOR COURSES (18 hours)	
MSCE 3301 Introduction to Christian Education	3
MSCE 3302 Ministry Planning & Program Design	3
MSCE 4301 Age Level Ministries	3
MSPM 4302 Church Administration & Organization	3
MSCE 4302 Group Dynamics	3
MSPM 4303 Role of Associate Minister	3

<sup>(1)</sup> HIST 2316 Historical Geography of Israel, and HIST 2317 Historical Geography of the New Testament may substitute for a required Western Civilization class.

<sup>(2)</sup> Students must have completed at least nine (9) hours of Theology (THEO 1311, 1312, 1313, or 1314) prior to enrolling in PHIL 2305 or PHIL 3304. PHIL 2305 Christian Ethics may be substituted for PHIL 3304 Biblical Worldview.

<sup>(3)</sup> Expository Preaching classes, MSPM 3301-3304, may substitute for ENGL 1311 Fundamentals of Speech.

**MAJOR: BIBLICAL STUDIES****Minor: Christian Education with Concentration in Youth Ministry**

<b>MAJOR COURSES (30 hours)</b>
<b>LEADERSHIP AND COUNSELING COURSES (6 hours)</b>
LSOL 3301 Introduction to Christian Leadership
MSBC 3301 Introduction to Biblical Counseling
<b>BIBLE AND THEOLOGY ELECTIVES (6 hours)</b>
Upper Level Bible or Theology Elective
Upper Level Bible or Theology Elective
<b>CHRISTIAN EDUCATION - MINOR COURSES (18 hours)</b>
MSCE 3301 Introduction to Christian Education
MSCE 3312 Developing Relevant Youth Curriculum
MSCE 3311 Principles of Youth Ministry
MSCE 3313 Understanding Youth Culture
MSCE 4311 Youth Ministry Administration
MSCE 4312 Youth Ministry Practicum

**Minor: Christian Education with Concentration in Women's Ministry**

<b>MAJOR COURSES (30 hours)</b>
<b>LEADERSHIP AND COUNSELING COURSES (6 hours)</b>
LSOL 3301 Introduction to Christian Leadership
MSBC 3301 Introduction to Biblical Counseling
<b>BIBLE AND THEOLOGY ELECTIVES (6 hours)</b>
Upper Level Bible or Theology Elective
Upper Level Bible or Theology Elective
<b>CHRISTIAN EDUCATION - MINOR COURSES (18 hours)</b>
MSCE 3301 Introduction to Christian Education
MSCE 3321 God's Role for Women in Life and Ministry *
MSCE 3322 Women's Ministry Planning and Program Design *
MSCE 4301 Age Level Ministries
MSCE 4321 The Role of Women in Church Administration *
MSCE 4322 Women to Women Relationship in Ministry *

\* Only women are allowed to take these courses.

## Suggested Sequence

Year	Fall	Spring	Summer
<b>1</b>	(MSMN 1301) Bible Study Methods (HIST 2321) Western Civilization 1 (ENGL 1301) English Composition 1 (COSC 1317) Basic Computer Science	(BIBL 1311) Pentateuch (ENGL 1311) Fundamentals of Speech (ENGL 1302) English Composition 2 (THEO 1311) Introduction to Theological Method	(MCSP 2011) Christian Service Program (THEO 1312) God, Christ & Holy Spirit (BIBL 1312) Historical Literature (ENGL 2312) Research and Writing (HIST 1322) Western Civilization 2
<b>2</b>	(THEO 1313) Man, Sin & Salvation (BIBL 1321) Gospels Language/Culture/Humanities 1 (BIBL 1213) Wisdom Literature	(MSMN 1302) Principles of Teaching Language/Culture/Humanities 2 (THEO 1314) Angels, Church & Prophecy (BIBL 1322) Acts & Pauline Literature	(MSMN 1103) Principles of Teaching Lab MCSP 2011) Christian Service Program (BIBL 1323) General Epistles & Revelation (MATH 1322) Mathematical Principles
<b>3</b>	(MSCE 3301) Introduction to Christian Education (MSMN 2301) Ministry, Evangelism & Discipleship (MSMN 2302) Spiritual Life (BIBL 1414) Prophets	(ENGL 2332) Literary Tradition (HIST 2323 or 2324) Church History (MSCE 3302) Ministry Planning & Program Design (LSOL 3301) Introduction to Christian Leadership	(MSCE 4301) Age Level Ministries (BIOL 1322) Basic Nutrition Science (GOVT 2301) Principles of American Politics MCSP 2011) Christian Service Program
<b>4</b>	(MSBC 3301) Introduction to Biblical Counseling Elective MCSP 2011) Christian Service Program (MSPM 4302) Church Administration & Organization	(PHIL 3304) Biblical Worldview (MSCE 4302) Group Dynamics (MSPM 4303) Role of Associate Minister Elective	

**MAJOR: BIBLICAL STUDIES****Minor: Pastoral Ministries***Program Coordinator: Israel Loken, Ph.D.*

**Purpose and Objectives:** The Pastoral Ministry minor is designed to provide male students biblical and theological education to serve as senior pastor or as an associate pastor or minister. The minor intends to equip the student with foundational competencies that will enable him to lead a local church or to serve effectively as a part of a pastoral staff. It includes such training as preaching, shepherding and exposure to many areas of pastoral ministry.

1. Describe the major characters in the Bible.
2. Categorize the literary forms of biblical books.
3. Distinguish the basic content of each of the biblical books.
4. Know foundational principles of inductive Bible interpretation.
5. Categorize the major doctrines of the Bible.
6. Develop a biblical worldview.
7. Defend biblically one's position on major biblical interpretive issues.
8. Demonstrate growth in one's spiritual life.
9. Demonstrate an ability to communicate effectively in spoken and written English.
10. Understand a variety of rhetorical devices, arguments, and genres.
11. Demonstrate quantitative, abstract, logical, symbolic modes of thinking and/or the exercise of logical reasoning.
12. Understand scientific methods and scientific models of the natural world and an appreciation of issues related to science, technology and/or society.
13. Understand the context of history and geography of a particular region.
14. Learn skills useful for Christian ministry.
15. Apply principles of Christian ministry in a variety of settings.

**Graduation Requirements:**

1. Minimum of 30 total hours in major at CBS
2. Minimum of 127 hours to graduate.
3. Satisfactory completion of all requirements on Official Degree Plan.
4. Complete required Christian Service Units.
5. Cumulative 2.0 grade point average
6. Academic advising sessions including pre and post testing/measurements
7. Intent to Graduate Form filed
8. Graduation/Diploma fee
9. No unresolved disciplinary matter, library or financial obligation
10. Completion of exit counseling for students with Stafford or PLUS loans

**MAJOR: BIBLICAL STUDIES****Minor: Pastoral Ministries**

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
ENGLISH (12 hours)		BIBLE (21 hours)	
ENGL 1301 English Composition 1	3	BIBL 1311 Pentateuch	3
ENGL 1302 English Composition 2	3	BIBL 1312 Historical Literature	3
ENGL 2332 Literary Tradition	3	BIBL 1213 Wisdom Literature	2
ENGL 2312 Research and Writing	3	BIBL 1414 Prophets	4
SOCIAL SCIENCES (15 hours)		BIBL 1321 Gospels	3
HIST 2321 Western Civilization 1 <sup>(1)</sup>	3	BIBL 1322 Acts & Pauline Literature	3
HIST 2322 Western Civilization 2 <sup>(1)</sup>	3	BIBL 1323 General Epistles & Revelation	3
HIST 2323 or 2324 Church History	3	THEOLOGY (12 hours)	
PHIL 3304 Biblical Worldview <sup>(2)</sup>	3	THEO 1311 Introduction to Theological Method	3
GOVT 2301 Principles of American Politics	3	THEO 1312 God, Christ & Holy Spirit	3
MATH/SCIENCES (9 hours)		THEO 1313 Man, Sin & Salvation	3
MATH 1332 Mathematical Principles	3	THEO 1314 Angels, Church & Prophecy	3
BIOL 1322 Basic Nutrition Science	3	MINISTRY SKILLS (13 hours)	
or Anatomy and Physiology		MSMN 1301 Bible Study Methods	3
COSC 1317 Basic Computer Science	3	MSMN 1302 Principles of Teaching	3
FINE ARTS/HUMANITIES (9 hours)		MSMN 1103 Principles of Teaching Lab	1
MSPM 3301-3304 Expository Preaching I, II, III	3	MSMN 2301 Ministry, Evangelism & Discipleship	3
or IV		MSMN 2302 Spiritual Life	3
Introduction to Greek Tools	3	FREE ELECTIVES (6 hours)	
Introduction to Hebrew Tools	3	Electives	6
ORIENTATION (non-credit)			
ORIE 1013 Orientation			
CHRISTIAN SERVICE (up to 4 units)			
MCSP 2011 Christian Service, 1	1u		
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		
MCSP 2011 Christian Service, 4	1u		

MAJOR COURSES (30 hours)	HRS
LEADERSHIP AND COUNSELING COURSES (6 hours)	
LSOL 3301 Introduction to Christian Leadership	3
MSBC 3301 Introduction to Biblical Counseling	3
BIBLE AND THEOLOGY ELECTIVES (6 hours)	
Upper Level Bible or Theology Elective	3
Upper Level Bible or Theology Elective	3
PASTORAL MINISTRIES - MINOR COURSES (18 hours)	
MSPM 3301-3304 Expository Preaching I, II, III or IV	3
MSPM 3301-3304 Expository Preaching I, II, III or IV	3
MSCE 3301 Introduction to Christian Education	3
MSBC 3304 Marriage & Family	3
MSPM 4301 Pastoral Ministry	3
MSPM 4302 Church Administration & Organization	3

<sup>(1)</sup> HIST 2316 Historical Geography of Israel, and HIST 2317 Historical Geography of the New Testament may substitute for a required Western Civilization class.

<sup>(2)</sup> Students must have completed at least nine (9) hours of Theology (THEO 1311, 1312, 1313, or 1314) prior to enrolling in PHIL 2305 or PHIL 3304. PHIL 2305 Christian Ethics may be substituted for PHIL 3304 Biblical Worldview.

**MAJOR: BIBLICAL STUDIES**

**Minor: Pastoral Ministries**

**Suggested Sequence**

Year	Fall	Spring	Summer
1	(MSMN 1301) Bible Study Methods (HIST 2321) Western Civilization 1 (ENGL 1301) English Composition 1 (COSC 1317) Basic Computer Science	(BIBL 1311) Pentateuch (ENGL 2332) Literary Tradition (ENGL 1302) English Composition 2 (THEO 1311) Introduction to Theological Method	(MCSP 2011) Christian Service Program (THEO 1312) God, Christ & Holy Spirit (BIBL 1312) Historical Lituratre (ENGL 2312) Research and Writing (HIST 1322) Western Civilization 2
2	(THEO 1313) Man, Sin & Salvation (BIBL 1321) Gospels (GREE 2311) Greek 1 or Introduction to Greek Tools (BIBL 1213) Wisdom Literature	(MSMN 1302) Principles of Teaching (GREE 2312) Greek 2 or Introduction to Hebrew Tools (THEO 1314) Angels, Church & Prophecy (BIBL 1322) Acts & Pauline Liturature	(MSMN 1103) Principles of Teaching Lab MCSP 2011) Christian Service Program (BIBL 1323) General Epistles & Revelation (MATH 1322) Mathematical Principles
3	(MSCE 3301) Introduction to Christian Education (MSMN 2301) Ministry, Evangelism & Discipleship (MSMN 2302) Spiritual Life (BIBL 1414) Prophets	(HIST 2323 or 2324) Church History Elective (MSBC 3301) Introduction to Biblical Counseling (LSOL 3301) Introduction to Christian Leadership (MSPM 3301-04) Expository Preaching I-IV	(MSBC 3304) Marriage & Family (BIOL 1322) Basic Nutrition Science (MCSP 2011) Christian Service Program (GOVT 2301) Principles of American Politics
4	(MSPM 3301-04) Expository Preaching I-IV (MSCE 3301) Introduction to Christian Education (MCSP 2011) Christian Service Program (MSPM 4302) Church Admininstration & Organization Elective	(PHIL 3304) Biblical Worldview Elective Elective (MSPM 4301) Pastoral Ministry (MSPM 3301-04) Expository Preaching I-IV	



## MAJOR: ORGANIZATIONAL LEADERSHIP

*Program Coordinator: Michale Ayers, Ph.D.*

**Purpose and Objectives:** The Bachelor of Science Degree in Organizational Leadership at CBS is designed for those pursuing exemplary Christian leadership in business, management, entrepreneurship, church or parachurch organizations. The curriculum supports a unique philosophy that affirms the business and organizational competencies necessary for success, while challenging students to see organizations as strategic stewardships of Christian leaders. Our degree program seeks to develop traits of character and competence in our students and prepare them to face the challenges of leadership in an ever-changing world. Upon completion of the program successful students will be able to:

1. Describe the major characters in the Bible.
2. Categorize the literary forms of biblical books.
3. Distinguish the basic content of each of the biblical books.
4. Know foundational principles of inductive Bible interpretation.
5. Categorize the major doctrines of the Bible.
6. Develop a biblical worldview.
7. Defend biblically one's position on major biblical interpretive issues.
8. Demonstrate growth in one's spiritual life.
9. Demonstrate an ability to communicate effectively in spoken and written English.
10. Understand a variety of rhetorical devices, arguments, and genres.
11. Demonstrate quantitative, abstract, logical, symbolic modes of thinking and/or the exercise of logical reasoning.
12. Understand scientific methods and scientific models of the natural world and an appreciation of issues related to science, technology and/or society.
13. Understand the context of history and geography of a particular region.
14. Understand Biblical leadership and appreciate the value of that leadership in a business environment.
15. Demonstrate the ability to integrate one's Christian faith with organizational purpose.
16. Evaluate management and leadership decisions with ethical character, sound business judgment and critical thinking skills.
17. Understand the principles of communicating, motivating, and aligning people and teams to accomplish organization objectives.
18. Develop analytical expertise and functional frameworks drawn from a broad range of managerial skills.
19. Learn skills useful for Christian ministry.

### **Graduation Requirements:**

1. Minimum of 33 total hours in major at CBS
2. Minimum of 126 hours to graduate.
3. Satisfactory completion of all requirements on Official Degree Plan.
4. Complete required Christian Service Units.

**MAJOR: ORGANIZATIONAL LEADERSHIP**

GENERAL STUDIES	HRS	ADDITIONAL COURSES	HRS
ENGLISH (12 hours)		BIBLE (21 hours)	
ENGL 1301 English Composition 1	3	BIBL 1311 Pentateuch	3
ENGL 1302 English Composition 2	3	BIBL 1312 Historical Literature	3
ENGL 2332 Literary Tradition	3	BIBL 1213 Wisdom Literature	2
ENGL 2312 Research and Writing	3	BIBL 1414 Prophets	4
SOCIAL SCIENCES (15 hours)		BIBL 1321 Gospels	3
HIST 2321 Western Civilization 1 <sup>(1)</sup>	3	BIBL 1322 Acts & Pauline Literature	3
HIST 2322 Western Civilization 2 <sup>(1)</sup>	3	BIBL 1323 General Epistles & Revelation	3
HIST 2323 or 2324 Church History	3	THEOLOGY (12 hours)	
PHIL 2305 Christian Ethics	3	THEO 1311 Introduction to Theological Method	3
GOVT 2301 Principles of American Politics	3	THEO 1312 God, Christ & Holy Spirit	3
MATH/SCIENCES (9 hours)		THEO 1313 Man, Sin & Salvation	3
MATH 1332 Mathematical Principles	3	THEO 1314 Angels, Church & Prophecy	3
BIOL 1322 Basic Nutrition Science	3	MINISTRY SKILLS (6 hours)	
or Anatomy and Physiology		MSMN 1301 Bible Study Methods	3
COSC 1317 Basic Computer Science	3	MSMN 2302 Spiritual Life	3
FINE ARTS/HUMANITIES (9 hours)		FREE ELECTIVES (9 hours)	
ENGL 1311 Fundamentals of Speech <sup>(2)</sup>	3		
Language, Culture, or Humanities Elective	3		
Language, Culture, or Humanities Elective	3		
ORIENTATION (non-credit)			
ORIE 1013 Orientation			
CHRISTIAN SERVICE (up to 4 units)			
MCSP 2011 Christian Service, 1	1u		
MCSP 2011 Christian Service, 2	1u		
MCSP 2011 Christian Service, 3	1u		
MCSP 2011 Christian Service, 4	1u		

MAJOR COURSES (33 hours)	HRS
ORGANIZATIONAL LEADERSHIP	
LSOL 3301 Introduction to Christian Leadership	3
LSOL 3302 Organizations as Strategic Christian Stewardships	3
LSOL 3303 Interpersonal Skills of Leadership	3
LSOL 3304 Team Leadership, Empowerment, Group Dynamics in Organizations	3
LSOL 3305 Organizational Culture & Change Processes	3
LSOL 4301 Human Resource Management	3
LSOL 4302 Financial Management for Organizations	3
LSOL 4303 Principles of Marketing	3
LSOL 4304 Project Planning and Management	3
LSOL 4305 Case Studies in Organizational Leadership & Ethics	3
LSOL 4306 Applied Leadership Research Project	3

<sup>(1)</sup> HIST 2316 Historical Geography of Israel, and HIST 2317 Historical Geography of the New Testament may substitute for a required Western Civilization class.

<sup>(2)</sup> Expository Preaching classes, MSPM 3301-3304, may substitute for ENGL 1311 Fundamentals of Speech.



**MAJOR: ORGANIZATIONAL LEADERSHIP****Suggested Sequence**

Year	Fall	Spring	Summer
1	(MSMN 1301) Bible Study Methods (HIST 2321) Western Civilization 1 (ENGL 1301) English Composition 1 (COSC 1317) Basic Computer Science	(BIBL 1311) Pentateuch (ENGL 1311) Fundamentals of Speech ENGL 1302) English Composition 2 (THEO 1311) Introduction to Theological Method	(MCSP 2011) Christian Service Program (THEO 1312) God, Christ & Holy Spirit (BIBL 1312) Historical Lituratre (ENGL 2312) Research and Writing (HIST 1322) Western Civilization 2
2	(THEO 1313) Man, Sin & Salvation (BIBL 1321) Gospels Language/Culture/Humanities (BIBL 1213) Wisdom Literature	(LSOL 1301) Introduction to Christian Leadership Language/Culture/Humanities, 2 (THEO 1314) Angels, Church & Prophecy (BIBL 1322) Acts & Pauline Liturature	(LSOL 3302) Organizations as Strategic Christian Stewardships (MCSP 2011) Christian Service Program (BIBL 1323) Gen Epistles & Revelation (MATH 1322) Mathematical Principles
3	(LSOL 3303) Interpersonal Skills of Leadership (LSOL 3304) Team Leadership, Empowerment & Groip Dynamics in Organizations (BIBL 1414) Prophets (MSMN 2302) Spiritual Life	(LSOL 3305) Organizational Culture & Change Process (LSOL 4301) Human Resource Management (HIST 2324) Church History (PHIL 2305) Christian Ethics	(LSOL 4302) Financial Management for Organizations (LSOL 4303) Principles of Marketing (BIOL 1322) Basic Nutrition Science (MCSP 2011) Christian Service Program
4	(LSOL 4304) Project Planning & Management (LSOL 4305) Case Studies in Organizational Leadership & Ethics Elective (GOVT 2301) Principles of American Politics	(LSOL 4306) Applied Leadership Research Project Elective Elective (ENGL 2332) Literary Tradition	

Along with the course requirements, students seeking organizational leadership degree must complete:

- A. One (1) outside of classroom workshop per year that is related to the subject of organizational leadership. This workshop must be a minimum of two hours in length. Any workshops provided through the Center for Leader Development fulfill requirement.
- B. One ethics training workshop offered by the Center for Leader Development (CLD ethics course required anytime in the course of the four-year program and must be completed before graduation)

Students are responsible to pay any fees related to participation in these workshops. Students are also responsible for reporting attendance to the workshop to the Department of Leadership Studies office.

## ACCELERATED DEGREE COMPLETION PROGRAM (ADCP)

### INTRODUCTION

The Accelerated Degree Completion Program format is designed to encourage completing a college degree and reducing the time to obtain that degree. The programs were developed primarily to meet the needs of working adults who are at least 24 years old and who have completed 69 college credits. The total credits for program completion are 123 hours of which 54 hours comprise the CBS core curriculum and must be completed in residence.

Transfer students from accredited colleges, universities, schools or Bible institutes receive full and equitable transfer credit for subjects appropriate to the program curricula. The amount of transfer credit is determined upon receipt and evaluation of the official transcript(s) of completed work.

### ADMISSION/PREREQUISITES

The bachelor of science degrees via Accelerated Degree Completion Programs involve 123 hours of curriculum composed of 36 hours of general education courses, 33 hours of general electives, and 54 hours of the CBS resident accelerated degree completion curriculum.

A student must have achieved at least 69 hours of approved college credits (36 hours must be in general education) before beginning the CBS resident degree completion curriculum.

Students who have previously earned an accredited Bachelor's degree, Master's degree, or equivalent must still meet the General Education requirements attendant to admission into the Bachelor's Accelerated Degree Completion Program. Prospective Bachelor students must still meet the other admission requirements, including submission of all college transcripts for all universities, colleges and schools formerly attended.

### STUDENT COMMITMENT

Students must be admitted into the College, and fulfill the requirements for admission into the Bachelor of Science program. To assist in accomplishing maximum academic achievement and monitor academic progress, students must participate in an ongoing sequence of academic advising including development of a degree plan, placement testing, Christian Service Program

participation agreement, etc.

Transfer students desiring admission to the Bachelor of Science Accelerated Degree Completion Program will need to provide:

- 1) Official transcripts from all accredited institutions of higher learning from which they have attended.
- 2) Official Verification for Demonstrated Competency such as:
  - College-Level Examination Program (CLEP)
  - Military Equivalencies
  - Advanced Placement
  - Institutional Credit Examinations

### PROFILE OF ADULT LEARNERS

CBS is dedicated to providing college-level programs of study to adult learners who are:

**Goal-Oriented** – those who like a fast pace; logical order; and personal accomplishment.

**Activity-Oriented** – those who are social; talkative; multi-sensory; and need action.

**Learner-Oriented** – those who prefer to learn for the sake of learning; are outcome-based; and want immediate, direct application.

**Process-Oriented** – those who must know goals and objectives; benefits of and need for the materials; and draw from experience.

### APPLICATION PROCESS FOR DEGREE COMPLETION PROGRAM

The following process is for ADCP students who have achieved 69 approved college credits to enter the final resident curriculum known as the Accelerated Degree Completion Program.

- 1) The applicant must submit a completed Application for Admission and the non-refundable application fee.
- 2) Official college transcripts must be sent to CBS from high school and all universities, and colleges formerly attended. The student must have a cumulative grade point average of 2.0 (on a 4.0 scale) or better in prior academic work.
- 3) The applicant must meet with a CBS Enrollment Advisor in order to receive a degree plan and be enrolled into the

program. The purpose of the meeting with the advisor is to properly identify and define his or her existing and current college-level credentials, as well as enable the student to gain a thorough understanding of the accelerated degree program and its entrance requirements.

- 4) Prior to admission into the program, the student will complete a series of preliminary assessments that include:
  - Student relationships assessment
  - The Bible Knowledge Content Pre-Test
  - Biblical Worldview Profile
  - Comprehensive & Critical Thinking Analysis
  - COMPASS Reading Test if necessary
  - COMPASS Writing Test if necessary

#### **Academic Advising**

In order to provide baccalaureate students with the highest standard of academic support, the advising process at CBS is individualized and ongoing. The process involves:

- A pre-admittance interview with the CBS enrollment advisor
- Comprehensive admissions counseling.
- Provide student with tuition, fees, course and program information
- Personal interactions and networking with faculty, advisors, and other students
- Interviews to discuss student satisfaction and progress
- Ongoing encouragement and student services to address student concerns and needs

In keeping with required advising appointments, all ADCP students must successfully complete the requirements and attend all required meetings with their advisor as described on the table on the following page.

## ACADEMIC ASSESSMENT

WHEN	WHAT	AREA TESTED	SCORE
Pre-Admittance	Personal Interview with Enrollment Advisor	Program understanding	N/A
Admittance	Comprehensive Admission Counseling:		
	Personal Testimony Essay	Writing	N/A
	Student Relationship Assessment	Personal growth	N/A
	Bible Content Pre-test	Bible knowledge	N/A
	Biblical Worldview Profile	Biblical worldview	N/A
	Comprehensive & Critical Thinking	Conceptual reasoning, critical thinking, reading comprehension	70%
	COMPASS Reading Test	Reading (placement)	81
	COMPASS Writing Test	Writing (placement)	59
	Student Orientation	Program understanding/ expectation	N/A
Mid-Term (After completion of Bible portion of ADCP)	Comprehensive Individual Mid-term Progress Report	Christian Service, deficiencies review	
Approaching graduation	Bible Content Post-test	Bible knowledge	
	Biblical Worldview Profile	Biblical worldview	
	Student Relationship Assessment (SRA)	Personal Growth	
	Applied Biblical Research Project	Capstone synthesizing student learning through written and oral application	
	Senior Exit Report	Ministry, vocational	

All students seeking enrollment into the ADCP must be evaluated as to their reading and writing skills by undergoing placement testing. The testing is scheduled through the Enrollment Advisor. All entering students must show proficiency in both reading and writing in order to gain entrance into the program. If development of deficiencies is recommended to the student, concurrent enrollment in developmental courses and the bachelor's program will not be allowed. There are specific requirements regarding testing and developmental education. In addition, students will be evaluated with regard to their Bible knowledge. The testing is scheduled through the Office of Admission and Advising.

Students who meet either of the following conditions may be exempt from taking the reading and writing proficiency placement tests:

1. Students with an earned associate or higher degree from an accredited college or university. Students seeking this exemption must provide an official transcript from all post-secondary schools previously attended including the transcript reflecting the degree.
2. Students whose cumulative grade point average in lower-division English courses is 2.5 or higher. Students seeking this exemption must provide official transcripts reflecting the cumulative GPA.

## ACADEMIC HONORS DESIGNATIONS

Please refer to the Grading section in the Academic Regulations section of the Catalog.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Please refer to the Satisfactory Academic Progress section in the Academic Regulations section of the Catalog.

## DEMONSTRATED COMPETENCIES

New students entering the CBS Baccalaureate Degree Completion Program must be able to document at least 69 hours of college credit (at least 36 credits must be in general education).

CBS recognizes the learning distinctives of adult learners. In addition to transfer credits from other accredited institutions, incoming students can demonstrate competencies and earn credit through:

1. College-level Examination Program (CLEP)
2. Military Equivalencies
3. Advanced Placement
4. Institutional Credit Examination

## GENERAL EDUCATION REQUIREMENTS

Biblical truth and theological knowledge remain in isolation until they are applied to human life and experience. While an emphasis in a Bible College is to provide a biblical and theological knowledge base in developing persons equipped for Christian service and leadership, development of professional skills to that end alone is not sufficient. General studies are needed to enhance that education, training and preparation. Therefore, to ensure breadth of knowledge, promote intellectual inquiry, stimulate the examination and understanding of personal, social and civic values and to ensure proficiency in skills and competencies essential for all college-educated adults, the College of Biblical Studies–Houston has designed a general education program that seeks to engender within its students such competencies as:

- Capabilities in reading, writing, speaking, listening; critical thinking and logical reasoning; information retrieval and independent study.

- Understanding of scientific inquiry, historical perspectives, literary and/or philosophical expression of ideas.
- Development of ethical perspectives, cultural diversity and other value systems.

College of Biblical Studies–Houston is committed to the proposition that each Bachelor's student should receive a quality formal education. To aid in the accomplishment of this objective and to assure the integrity of the general education foundation, the College has identified several criteria that will characterize baccalaureate programs offered by the College. These criteria represent minimum standards only and the successful completion of course requirements associated with these standards in conjunction with the other requirements of each baccalaureate degree must be fulfilled for a student to be entitled to receive a baccalaureate degree. Students may satisfy the General Education course requirements associated with each baccalaureate degree via transference of appropriate general education credits from approved institutions, CBS subject examinations, or nationally recognized standards tests (CLEP etc). For additional information, please refer to the College's policies on the transfer of credit and prior learning assessment.

These criteria are offered as an assurance to the student that College of Biblical Studies–Houston recognizes the importance of a quality baccalaureate education and is committed to maintaining that quality in every degree program on campus.

The criteria and the associated requirements are stated below:

1. **The student should be able to demonstrate the ability to communicate effectively in spoken and written English and to understand the characteristics of literature as individual and cultural expression.** This criterion will be satisfied with the successful completion of six credit hours in English composition, three credit hours in speech communication, and an additional three credit hours either in literature survey or English grammar.

(TOTAL = 12 hours; Humanities/Fine Arts)

2. **The student should be able to demonstrate the recognition and understanding of quantitative, abstract, logical and symbolic modes of thinking and/or the exercise of logical reasoning.** This criterion will be satisfied with the successful completion of six credit hours from the following choices: three credit hours in college math; three credit hours in computing science; three credit hours in philosophy, economics, logic, apologetics or qualified methodology course(s).

(TOTAL = 6 hours; Natural Science/Math and/or Social/Behavioral Science)

3. **The student should be able to demonstrate an understanding of scientific methods and scientific models of the natural world and an appreciation of issues related to science, technology and/or society.** This criterion will be satisfied with the successful completion of three credit hours of natural science.

(TOTAL = 3 hours; Natural Science/Math)

4. **The student should be able to demonstrate an understanding of the historical and geographical implications on a particular region of the world.** This criterion will be satisfied with the successful completion of nine credit hours from any of the following disciplines: American History, Western Civilization, Political Science, Government, Historical Geography of Israel, Historical Geography of the New Testament, Church

History, or another approved history course(s). However, no more than three credit-hours of Church History may be used to satisfy this criterion.

(TOTAL = 9 hours; Social/Behavioral Science)

5. **The student should be able to demonstrate an understanding of the complexity of the human condition.** This criterion will be satisfied with the successful completion of three credit hours selected from sociology, human development, foreign language or general psychology.

(TOTAL = 3 hours; Social/Behavioral Science)

6. **The student should be able to demonstrate additional understanding of the principles of general education.** This criterion will be satisfied with the successful completion of three credit hours of general education electives. These elective hours may not be those used to satisfy any of the above criteria and must be from Humanities/Fine Arts, Natural Science/Math or Social/Behavioral Science.

(TOTAL = 3 hours Humanities/Fine Arts, Natural Science/Math or Social/Behavioral Science)

## **BACHELOR OF SCIENCE WITH SPLIT MAJORS IN BIBLICAL STUDIES AND BIBLICAL COUNSELING (BSBC) – ACCELERATED DEGREE COMPLETION**

*Program Coordinator: Nicolas Ellen, M.A.C.E., M.A.B.C.*

The purpose of the 123-hour program with split majors in Biblical Studies and Biblical Counseling culminating in a Bachelor of Science degree is to provide a biblical model for biblical counseling. The training will prepare men and women to engage in church, parachurch or private biblical counseling, and provide a base for seminary or other graduate training. The courses offered in the curriculum are not designed to meet academic or other requirements of the State of Texas for licensure as a professional counselor. Upon completion of the program, successful students will:

1. Describe the major characters in the Bible.
2. Categorize the literary forms of biblical books.
3. Distinguish the basic content of each of the biblical books.
4. Categorize the major doctrines of the Bible.
5. Develop a biblical worldview.
6. Demonstrate growth in one's spiritual life.
7. Demonstrate an ability to communicate effectively in spoken and written English.
8. Understand a variety of rhetorical devices, arguments, and genres.
9. Understand historical foundations of the western world.
10. Apply principles of Christian ministry in a variety of settings.
11. Demonstrate an understanding of the biblical framework model for biblical counseling
12. Apply principles of biblical counseling to specific counseling situations.

The student takes only one course at a time in the CBS core curriculum, attending one 4-hour class session, with breakout for small-group collaborative and independent work each week. The courses are accelerated (5-weeks) in length. The program is 24 months of six consecutive semesters, requiring 9 credits each semester from the CBS core curriculum. At the initial enrollment students are given the academic program calendar that their class will follow. Students are members of a continuing class, a

cohort group, among whom an atmosphere of shared learning; personal, family, ministry and career interests develop. Upon successful completion of the program, students receive a Bachelor of Science Degree with split majors in Biblical Studies and Biblical Counseling.

The Bachelor of Science in Biblical Counseling degree completion program is composed of upper division college-level courses totaling 54-credit hours offered in an accelerated form as follows:

1. The 54-hours consist of eighteen courses.
2. Courses meet four hours per week for 5-weeks.
3. Most courses are seminar style, breaking out into small collaborative study groups each week.
4. A student's focus will be on one course at a time.
5. The duration of the program is less than two years, including respites, holidays and breaks.
6. Classes may utilize study groups which work together on class projects, presentations, and assignments.
7. The same group of students will progress through the entire program together.
8. Ideal students will be 24-years of age or older.
9. Entering students must have at least 69-hours of approved college credits, from accredited institutions, 36-hours of which must be general education credits.
10. At graduation, successful students will have cumulative college-level credits as follows:
  - 54-hours CBS baccalaureate core curriculum—all earned at CBS
  - 36-hours general education courses—transferred-in and/or earned at CBS
  - 33-hours general elective courses—transferred-in and/or earned at CBS
11. The CBS Enrollment Advisor will assist program candidates with course deficiencies in identifying and suggesting manageable courses of action (both on-site and at approved outside institutions of higher education) for earning necessary credit hours to qualify for entrance into the program and completion of their degree.

**DEGREE AND GRADUATION  
REQUIREMENTS**

Bachelor students are expected to complete all degree and graduation requirements pursuant to their degree program no later than one year following the successful completion of the research project course. Failure to comply will result in the student being withdrawn from the Bachelor's program and subjected to re-enrollment procedures and fees.

1. 54 credit hours of BSBC curriculum
2. 36 credit hours of approved general education
3. 33 credit hours of approved general electives
4. Cumulative 2.0 grade point average
5. Satisfactory completion of one unit in the Christian Service Program
6. Intent to Graduate Form filed
7. Academic advising sessions including all post testing and measurements.
8. Graduation/Diploma fee
9. No unresolved disciplinary matter, library or financial obligation
10. Completion of exit counseling for students with Stafford or PLUS loans.

## DEGREE PLAN FOR BACHELOR OF SCIENCE IN BIBLICAL COUNSELING

This cohort program is a lockstep program and the classes are designed to be taken in order as shown by this table:

DEGREE PLAN FOR BSBC		
SEQUENCE		COURSE NUMBER AND NAME
Course #1	ENGL 3330	Advanced Research and Writing (3 credits, 5 weeks)
Course #2	THEO 3330	Biblical Foundations for Theology (3 credits, 5 weeks) *
Course #3	BIBL 3301	Advanced Biblical Hermeneutics (3 credits, 5 weeks)
Course #4	BIBL 3311	Special Issues in Old Testament: Historical Literature (3 credits, 5 weeks)
Course #5	BIBL 3312	Special Issues in Old Testament: Poetic & Wisdom Literature (3 credits, 5 weeks)
Course #6	BIBL 3313	Special Issues in Old Testament: Prophetic Literature (3 credits, 5 weeks)
Course #7	BIBL 3321	Special Issues in New Testament: Gospel Literature (3 credits, 5 weeks)
Course #8	BIBL 3322	Special Issues in New Testament: Acts & Pauline Literature (3 credits, 5 weeks)
Course #9	BIBL 3323	Special Issues in New Testament: General Epistolary Lit. & Revelation (3 credits, 5 weeks)
Course #10	THEO 3331	Contemporary Issues in Theology (3 credits, 5 weeks)
Course #11	MSBC 4341	Advanced Concepts in Biblical Counseling: Part 1 (3 credits, 5 weeks)
Course #12	MSBC 4342	Advanced Concepts in Biblical Counseling: Part 2 (3 credits, 5 weeks)
Course #13	MSBC 4343	Applications in Biblical Counseling: Anxiety Disorders (3 credits, 5 weeks)
Course #14	MSBC 4344	Applications in Biblical Counseling: Mood Disorders (3 credits, 5 weeks)
Course #15	MSBC 4345	Applications in Biblical Counseling: Substance Related Disorders (3 credits, 5 weeks)
Course #16	MSBC 4346	Applications in Biblical Counseling: Disorders of Childhood/Youth (3 credits, 5 weeks)
Course #17	MSBC 4347	Applications in Biblical Counseling: Psychotic Disorders (3 credits, 5 weeks)
Course #18	MSBC 4348	Applications in Biblical Counseling: Research Project: (3 credits, 5 weeks)

\* This class was formerly known as *Introduction to Theological Method*

### FINANCIAL INFORMATION

#### Accelerated Degree Completion Program Bachelor of Science in Biblical Studies and Biblical Counseling

Please see the FINANCIAL INFORMATION and ACADEMIC REGULATIONS sections of this catalog.

**BACHELOR OF SCIENCE  
WITH SPLIT MAJORS IN BIBLICAL  
STUDIES AND CHRISTIAN  
LEADERSHIP (BSCL) –  
ACCELERATED DEGREE  
COMPLETION**

*Program Coordinator: Michale R. Ayers, M.Div., Ph.D.*

The purpose of the 123-hour program with split majors in Biblical Studies and Christian Leadership culminating in a Bachelor of Science degree is to provide Christian leaders with biblical and theological education in order to equip them for a life of vocational or lay service as a leader in the church, parachurch and/or business. Upon completion of the program, successful students will:

1. Describe the major characters in the Bible.
2. Categorize the literary forms of biblical books.
3. Distinguish the basic content of each of the biblical books.
4. Categorize the major doctrines of the Bible.
5. Develop a biblical worldview.
6. Demonstrate growth in one's spiritual life.
7. Demonstrate an ability to communicate effectively in spoken and written English.
8. Understand a variety of rhetorical devices, arguments, and genres.
9. Understand the servant leader model for leadership, and recognize the value of that Biblical model organizationally.
10. Evaluate leadership decisions with ethical character, sound judgment and critical thinking skills.
11. Understand the principles of communicating, motivating, and aligning people and teams to accomplish organization objectives.
12. Develop functional frameworks for effective leadership skills.
13. Apply the servant leader model to a specific leadership situation.
14. Apply principles of Christian ministry in a variety of settings.

The student takes only one course at a time in the CBS core curriculum, attending one 4-hour class session, with breakout for small-group collaborative and independent work each week. The courses are

accelerated (5-weeks) in length. The program is 24 months of six consecutive semesters, requiring 9 credits each semester from the CBS core curriculum. At the initial enrollment students are given the academic program calendar that their class will follow. Students are members of a continuing class, a cohort group, among whom an atmosphere of shared learning; personal, family, ministry and career interests develop. Upon successful completion of the program, students receive a Bachelor of Science Degree with major in Biblical Studies and Christian Leadership.

The Bachelor of Science in Christian Leadership degree is composed of upper division college-level courses totaling 54-credit hours offered in an accelerated form as follows:

1. The 54-hours consist of seventeen courses.
2. Courses meet five times in class—four hours a week for 5-weeks.
3. Most courses are seminar style, breaking out into small collaborative study groups each week.
4. A student's focus will be on one course at a time.
5. The duration of the program is less than two years, including respites, holidays and breaks.
6. Classes may utilize study groups which work together on class projects, presentations, and assignments.
7. The same group of students will progress through the entire program together.
8. Ideal students will be 24-years of age or older.
9. Entering students must have at least 69-hours of approved college credits, from accredited institutions, 36-hours of which must be general education credits.
10. At graduation, successful students will have cumulative college-level credits as follows:
  - 54-hours CBS baccalaureate core curriculum—all earned at CBS
  - 36-hours general education courses—transferred-in and/or earned at CBS
  - 33-hours general elective courses—transferred-in and/or earned at CBS
11. The CBS Enrollment Advisor will assist program candidates with course deficiencies in identifying and suggesting manageable

courses of action (both on-site and at approved outside institutions of higher education) for earning necessary credit hours to qualify for entrance into the program and completion of their degree.

## **DEGREE & GRADUATION REQUIREMENTS**

Students are expected to complete all degree and graduation requirements pursuant to their degree program no later than eight years following the date of program matriculation. Failure to comply will result in the student being withdrawn from the Bachelor's program and subjected to re-enrollment procedures and fees.

1. 54 credit hours of BSCL curriculum
2. 36 credit hours of approved general education
3. 33 credit hours of approved general electives
4. Cumulative 2.0 grade point average
5. Satisfactory completion of one unit in the Christian Service Program
6. Intent to Graduate Form filed
7. Academic advising sessions including all post testing and measurements
8. Graduation/Diploma fee
9. No unresolved disciplinary matter, library or financial obligation
10. Completion of exit counseling for students with Stafford or PLUS loans.



**DEGREE PLAN FOR BACHELOR OF SCIENCE IN CHRISTIAN LEADERSHIP**

This cohort program is a lockstep program and the classes are designed to be taken in order as shown by this table:

**DEGREE PLAN FOR BSCL**

SEQUENCE		COURSE NUMBER AND NAME
Course #1	ENGL 3330	Advanced Research and Writing
Course #2	THEO 3330	Biblical Foundations for Theology (3 credits, 5 weeks) **
Course #3	BIBL 3301	Advanced Biblical Hermeneutics (3 credits, 5 weeks)
Course #4	BIBL 3311	Special Issues in Old Testament: Historical Literature (3 credits, 5 weeks)
Course #5	BIBL 3312	Special Issues in Old Testament: Poetic & Wisdom Literature (3 credits, 5 weeks)
Course #6	BIBL 3313	Special Issues in Old Testament: Prophetic Literature (3 credits, 5 weeks)
Course #7	BIBL 3321	Special Issues in New Testament: Gospel Literature (3 credits, 5 weeks)
Course #8	BIBL 3322	Special Issues in New Testament: Acts & Pauline Literature (3 credits, 5 weeks)
Course #9	BIBL 3323	Special Issues in New Testament: General Epistolary Lit. & Revelation (3 credits, 5 weeks)
Course #10	THEO 3331	Contemporary Issues in Theology (3 credits, 5 weeks)
Course #11	LSCL* 4340	Introduction to Christian Leadership and Leader Development (3 credits, 5 weeks)
Course #12	LSCL* 4341	Personal Pilgrimage and Character in Leadership (3 credits, 5 weeks)
Course #13	LSCL* 4342	Relationships and Visioneering in Leadership (3 credits, 5 weeks)
Course #14	LSCL* 4343	Interpersonal Skills for Leadership (3 credits, 5 weeks)
Course #15	LSCL* 4344	Organizational Skills for Leadership (3 credits, 5 weeks)
Course #16	LSCL* 4345	Case Studies in Leadership and Ethics (3 credits, 5 weeks)
Course #17	LSCL* 4346	Leadership Project: Part 1 (3 credits, 5 weeks)
Course #18	LSCL* 4347	Leadership Project: Part 2 (3 credits, 5 weeks)

\*Formerly MSCL

\*\* This class was formerly known as *Introduction to Theological Method*

**FINANCIAL INFORMATION**

**Accelerated Degree Completion Program  
Bachelor of Science in Biblical Studies and Christian Leadership**

Please see the FINANCIAL INFORMATION and ACADEMIC REGULATIONS sections of this catalog.



**BACHELOR OF SCIENCE  
WITH SPLIT MAJORS IN BIBLICAL  
STUDIES, CHRISTIAN LEADERSHIP,  
AND BIBLICAL COUNSELING  
(BSCLBC) –  
ACCELERATED DEGREE  
COMPLETION**

*Program Coordinator: Steven P. Sullivan, Th.M.,<sup>o</sup>  
D. Min., Dallas Theological Seminary*

This 147-hour program with split majors in Biblical Studies, Christian Leadership, and Biblical Counseling culminates in a Bachelor of Science degree. The purpose of this training is to prepare men and women to engage in church, parachurch or private biblical counseling, provide a base for seminary or other graduate training, and equip Christian leaders for a life of vocational or lay service as a leader in the church, parachurch and/or business. The courses offered in the curriculum are not designed to meet academic or other requirements of the State of Texas for licensure as a professional counselor. Upon completion of the program, successful students will:

1. Describe the major characters in the Bible.
2. Categorize the literary forms of biblical books.
3. Distinguish the basic content of each of the biblical books.
4. Categorize the major doctrines of the Bible.
5. Develop a biblical worldview.
6. Demonstrate growth in one's spiritual life.
7. Demonstrate an ability to communicate effectively in spoken and written English.
8. Understand a variety of rhetorical devices, arguments, and genres.
9. Demonstrate an understanding of the biblical-framework model for biblical counseling.
10. Demonstrate an understanding of the servant leader model for leadership.
11. Apply principles of biblical counseling to specific counseling situations.
12. Apply principles of the servant leader model to a variety of leadership situations.

The student takes only one course at a time in the CBS core curriculum, attending one 4-hour class

session, with breakout for small-group collaborative and independent work each week. The courses are accelerated (5-weeks) in length. The program is 34 months of nine consecutive semesters, requiring 9 credits each semester from the CBS core curriculum. At the initial enrollment students are given the academic program calendar that their class will follow. Students are members of a continuing class, a cohort group, among whom an atmosphere of shared learning; personal, family, ministry and career interests develop. Upon successful completion of the program, students receive a Bachelor of Science Degree with majors in Biblical Studies, Christian Leadership, and Biblical Counseling.

The Bachelor of Science in Biblical Studies, Christian Leadership, and Biblical Counseling degree completion program is composed of upper division college-level courses totaling 78-credit hours offered in an accelerated form as follows:

1. The 78-hours consist of 26 courses.
2. Courses meet four hours per week for 5-weeks.
3. Most courses are seminar style, breaking out into small collaborative study groups each week.
4. A student's focus will be on one course at a time.
5. The duration of the program is less than three years, including respites, holidays and breaks.
6. Classes may utilize study groups which work together on class projects, presentations, and assignments.
7. Ideal students will be 24-years of age or older.
8. Entering students must have at least 69-hours of approved college credits, from accredited institutions, 36-hours of which must be general education credits.

9. At graduation, successful students will have cumulative college-level credits as follows:
  - 78-hours CBS baccalaureate core curriculum—all earned at CBS
  - 36-hours general education courses—transferred-in and/or earned at CBS
  - 33-hours general elective courses—transferred-in and/or earned at CBS
10. The CBS Enrollment Advisor will assist program candidates with course deficiencies in identifying and suggesting manageable courses of action (both on-site and at approved outside institutions of higher education) for earning necessary credit hours to qualify for entrance into the program and completion of their degree.

### **DEGREE & GRADUATION REQUIREMENTS**

Bachelor students are expected to complete all degree and graduation requirements pursuant to their degree program no later than one year following the successful completion of the research project course. Failure to comply will result in the student being withdrawn from the Bachelor's program and subjected to re-enrollment procedures and fees.

1. 78 credit hours of BSCLBC curriculum
2. 36 credit hours of approved general education
3. 33 credit hours of approved general electives
4. Cumulative 2.0 grade point average
5. Satisfactory completion of one unit in the Christian Service Program
6. Intent to Graduate Form filed
7. Academic advising sessions including all post testing and measurements.
8. Graduation/Diploma fee
9. No unresolved disciplinary matter, library or financial obligation
10. Completion of exit counseling for students with Stafford or PLUS loans.

## DEGREE PLAN FOR BACHELOR OF SCIENCE IN CHRISTIAN LEADERSHIP AND BIBLICAL COUNSELING

This cohort program is a lockstep program and the classes are designed to be taken in order as shown by this table:

DEGREE PLAN FOR BSCLBC		
SEQUENCE	COURSE NUMBER AND NAME	
Course #1	ENGL 3330	Advanced Research and Writing (3 credit hours, 5 weeks)
Course #2	THEO 3330	Biblical Foundations for Theology (3 credits, 5 weeks) **
Course #3	BIBL 3301	Advanced Biblical Hermeneutics (3 credits, 5 weeks)
Course #4	BIBL 3311	Special Issues in Old Testament: Historical Literature (3 credits, 5 weeks)
Course #5	BIBL 3312	Special Issues in Old Testament: Poetic & Wisdom Literature (3 credits, 5 weeks)
Course #6	BIBL 3313	Special Issues in Old Testament: Prophetic Literature (3 credits, 5 weeks)
Course #7	BIBL 3321	Special Issues in New Testament: Gospel Literature (3 credits, 5 weeks)
Course #8	BIBL 3322	Special Issues in New Testament: Acts & Pauline Literature (3 credits, 5 weeks)
Course #9	BIBL 3323	Special Issues in New Testament: General Epistolary Lit. & Revelation (3 credits, 5 weeks)
Course #10	THEO 3331	Contemporary Issues in Theology (3 credits, 5 weeks)
Course #11	LSCL* 4340	Introduction to Christian Leadership and Leader Development (3 credits, 5 weeks)
Course #12	LSCL* 4341	Personal Pilgrimage and Character in Leadership (3 credits, 5 weeks)
Course #13	LSCL* 4342	Relationships and Visioning in Leadership (3 credits, 5 weeks)
Course #14	LSCL* 4343	Interpersonal Skills for Leadership (3 credits, 5 weeks)
Course #15	LSCL* 4344	Organizational Skills for Leadership (3 credits, 5 weeks)
Course #16	LSCL* 4345	Case Studies in Leadership and Ethics (3 credits, 5 weeks)
Course #17	LSCL* 4346	Leadership Project: Part 1 (3 credits, 5 weeks)
Course #18	LSCL* 4347	Leadership Project: Part 2 (3 credits, 5 weeks)
Course #19	MSBC 4341	Advanced Concepts in Biblical Counseling: Part 1 (3 credits, 5 weeks)
Course #20	MSBC 4342	Advanced Concepts in Biblical Counseling: Part 2 (3 credits, 5 weeks)
Course #21	MSBC 4343	Applications in Biblical Counseling: Anxiety Disorders (3 credits, 5 weeks)
Course #22	MSBC 4344	Applications in Biblical Counseling: Mood Disorders (3 credits, 5 weeks)
Course #23	MSBC 4345	Applications in Biblical Counseling: Substance Related Disorders (3 credits, 5 weeks)
Course #24	MSBC 4346	Applications in Biblical Counseling: Disorders of Childhood/Youth (3 credits, 5 weeks)
Course #25	MSBC 4347	Applications in Biblical Counseling: Psychotic Disorders (3 credits, 5 weeks)
Course #26	MSBC 4348	Applications in Biblical Counseling: Research Project: (3 credits, 5 weeks)

\*Formerly MSCL

\*\* This class was formerly known as *Introduction to Theological Method*

### FINANCIAL INFORMATION

#### Accelerated Degree Completion Program Bachelor of Science in Biblical Studies and Christian Leadership

Please see the FINANCIAL INFORMATION and ACADEMIC REGULATIONS sections of this catalog.





# COURSE DESCRIPTIONS



## TRADITIONAL BACHELORS COURSES

### Bible/Theology Courses

#### **BIBL 1311 Old Testament Literature Survey: Pentateuch** – 3 credit hours

(Suggested Prerequisite: BIBL 1301) An exposition of the Pentateuch (Genesis-Deuteronomy). Special emphasis will be placed on the documentary hypothesis (JEDP theory) and theories regarding the origin of the universe.

#### **BIBL 1312 Old Testament Literature Survey: Historical Literature** – 3 credit hours

(Suggested Prerequisite: BIBL 1301) An exposition of the Old Testament historical literature (Joshua-Esther). Special emphasis will be placed on the historical, social, and cultural backgrounds of the Old Testament period.

#### **BIBL 1213 Old Testament Literature Survey: Poetry and Wisdom Literature**

– 2 credit hours

(Suggested Prerequisite: BIBL 1301) An exposition of the Old Testament poetic and wisdom literature (Job-Song of Solomon). Special emphasis will be placed on the relationship between Israelite poetry and that of the Ancient Near East.

#### **BIBL 1414 Old Testament Literature Survey: Prophets** – 4 credit hours

(Suggested Prerequisite: BIBL 1301) An exposition of the Old Testament prophetic literature (Isaiah-Malachi). Special emphasis will be placed on the chronology of the prophetic period.

#### **BIBL 1321 New Testament Literature Survey: Gospels** – 3 credit hours

(Suggested Prerequisite: BIBL 1301) An exposition of the Gospels (Matthew-John). Special emphasis will be placed on the intertestamental period and the synoptic problem. (This class was formerly BI 201.)

#### **BIBL 1322 New Testament Literature Survey: Acts & Pauline Epistles** – 3 credit hours

(Suggested Prerequisite: BIBL 1301) An exposition of Acts and Paul's letters (Romans-Philemon). Special emphasis will be placed on the chronology of Paul's life. (This class was formerly BI 202.)

#### **BIBL 1323 New Testament Literature Survey: General Epistles & Revelation** – 3 credit hours

(Suggested Prerequisite: BIBL 1301) An exposition of the New Testament general epistles (Hebrews-Jude) and Revelation. Special emphasis will be placed on the authorship of Hebrews, the canonicity

of 2 Peter, and the dating of Revelation. (This class was formerly BI 203.)

#### **BIBL 3311 Old Testament Introduction**

– 3 credit hours

A survey of the geographical, cultural, historical, and literary backgrounds of the Old Testament period.

#### **BIBL 3221 New Testament Introduction**

– 2 credit hours

A survey of the geographical, cultural, historical, and literary backgrounds of the New Testament period.

#### **BIBL 4331 Advanced Hermeneutics**

– 3 credit hours

(Suggested Prerequisite: BIBL 1301) An in-depth study of the field of biblical hermeneutics with special emphasis on the interpretation of difficult passages in a variety of genres.

#### **THEO 1311 Introduction to Theological Method**

– 3 credit hours

A systematic presentation of prolegomena, theological method, and Bibliology (the inspiration, inerrancy, and canonicity of the biblical books).

#### **THEO 1312 Theology: God, Christ, Holy Spirit**

– 3 credit hours

(Suggested Prerequisite: THEO 1311) A systematic presentation of the major teachings of biblical theology in the areas of theology proper (the existence, names, and attributes of God), Christology (the person and work of Christ), and pneumatology (the gifts and work of the Holy Spirit). (This class was formerly TH 301.)

#### **THEO 1313 Theology: Man, Sin, Salvation**

– 3 credit hours

(Suggested Prerequisite: THEO 1311) A systematic presentation of the major teachings of biblical theology in the areas of anthropology (the nature and fall of man), hamartiology (the origin and effects of sin), and soteriology (the method, extent, and benefits of salvation). (This class was formerly TH 302.)

#### **THEO 1314 Theology: Angels, Church, Prophecy** – 3 credit hours

(Suggested Prerequisite: THEO 1311) A systematic presentation of the major teachings of biblical theology in the areas of angelology (the nature and work of angels), ecclesiology (the function, leaders, and ordinances of the Church), and eschatology (the events surrounding Christ's return and the eternal state). (This class was formerly TH 303.)

#### **THEO 3211 History of Doctrine**

– 2 credit hours

(Suggested Prerequisite: THEO 1311) A study of the historical development of selected doctrines from the church fathers to the present day.



**THEO 3341 Apologetics** – 3 credit hours

This survey course of apologetics is designed to present the major fields of apologetics with the purpose of equipping students to better defend their faith, present truth, and give honest answers to honest questions for personal and corporate evangelism and edification.

**THEO 4212 Dispensationalism** – 2 credit hours

(Suggested Prerequisite: THEO 1311) An in-depth study of dispensationalism with special attention on the eschatological implications of the view.

**Ministry Skills Courses****MSMN 1301 Bible Study Methods** – 3 credit hours

An in-depth-study of the basic foundational principles and practice of the inductive approach to studying the Bible by using the principles of observation, interpretation, and application. (This class was formerly MS 401.)

**MSMN 1302 Principles of Teaching**

– 3 credit hours

(Required Prerequisite: MSMN 1301) A basic philosophy of effective teaching and a practical step-by-step process to present effective, logical, illustrative and practical lessons from the Bible to different audiences. (This class was formerly MS 402.)

**MSMN 1103 Principles of Teaching Lab**

– 1 credit hour

(Required Prerequisite: MSMN 1302) A practicum to apply Bible Study Methods and Principles of Teaching by presenting three prepared lessons in class with help and constructive evaluation from the instructor. Each student will teach one lesson from both the Old and New Testaments and a biographical lesson from a man or woman of the Bible. *Due to the importance of class participation in every session of this course, late registration is not permitted in this class.* (This class was formerly MS 403.)

**MSMN 2301 Ministry, Evangelism, and Discipleship**

– 3 credit hours

A survey of the basic biblical philosophy of ministry with an examination of the biblical principles and practices of evangelism and discipleship for Christian service. (This class was formerly MS 404.)

**MSMN 2302 Foundations of Spiritual Life**

– 3 credit hours

A systematic presentation of the doctrines and practices vital to the understanding and edification of the student's spiritual life which is also the necessary basis for one's ministry and service. (This

class was formerly MS 406.)

**MSCE 3301 Introduction to Christian Education** – 3 credit hours

An introduction to investigate and establish principles and practices of Christian education in a church or para-church. Emphasis will be made on the goal of Christian Education which involves not just information but transformation of people's lives to Christ-likeness.

**MSCE 3302 Ministry Planning & Program Design** – 3 credit hours

(Suggested Prerequisite: MSCE 3301) A study that explores and trains Christian educators in a process of conceiving, implementing and evaluating a comprehensive plan supported by programs for each appropriate age-level ministry in the Church.

**MSCE 3311 Principles of Youth Ministry**

– 3 credit hours

(Suggested Prerequisite: MSCE 3301) An overview of the biblical principles which are involved in the ministry of youth (ages 12-17 years). Special emphasis will be given to effective ministry, insight in relating to youth, basic program components, evangelizing and discipling youth, and traditional and contemporary youth problems. (This class was formerly MS 488.)

**MSCE 3312 Developing Relevant Youth Curriculum** – 3 credit hours

(Suggested Prerequisite: MSCE 3301, MSCE 3311) An assessment that helps to develop and design curriculum that integrates doctrinal principles with biblical practices which addresses today's issues among youth. (This class was formerly MS 483.)

**MSCE 3313 Understanding Youth Culture**

– 3 credit hours

(Suggested Prerequisite: MSCE 3301, MSCE 3311) An investigation and analysis of the present day issues and idols of youth culture and a development of a biblical plan to help youth to live transformed lives in the midst of their culture.

**MSCE 3314 Biblical View of Sex** – 3 credit hours

(Suggested Prerequisite: MSCE 3301) A study designed to help youth ministers and workers deal biblically with the vital topic of sex in today's youth culture. (This class was formerly MS 482.)

**MSCE 3321 The Role of Women in Life and Ministry** – 3 credit hours

(Suggested Prerequisite: MSCE 3301) A study of biblical womanhood emphasizing the role and ministry of women in the local church or para-church ministry. Special interest will be given to the examination of the impact of feminist theology

on women's ministry, current trends in women's ministries and concepts of egalitarianism and complementarianism theology.

**MSCE 3322 Women's Ministry Planning and Program Design – 3 credit hours**

(Suggested Prerequisite: MSCE 3301; Required Prerequisite: MSCE 3321) A study that develops and trains women educators in a process of conceiving, implementing and evaluating a comprehensive plan supported by programs for each appropriate age-level in women's ministry. Special emphasis will be given to vision casting, building leadership, discipleship (including the concepts of Titus 2:3-5), building good library resource material, implementation of a comprehensive plan for women's ministry and learning to evaluate your ministry.

**MSCE 4301 Age Level Ministries – 3 credit hours**

(Suggested Prerequisite: MSCE 3301) An integrational assessment designed to implement the process of Christian education at each distinct age-appropriate grouping in the church. Special emphasis will be on the biblical principles for Christian education at each age level and on establishing appropriate age level teaching techniques to develop each believer at the various age levels.

**MSCE 4302 Group Dynamics – 3 credit hours**

(Suggested Prerequisite: MSCE 3301) A practicum designed to assist Christian educators in understanding the value of various personalities and abilities inside the church or para-church and utilizing them effectively for the enhancement and equipping of the church. Special emphasis will also utilize complementary skills and abilities to maximize edification in the church or para/church.

**MSCE 4311 Youth Ministry Administration**

– 3 credit hours

(Suggested Prerequisite: MSCE 3301) A practical study designed to assist youth ministers or workers in establishing administrative skills and practices. Special emphasis will be given to organizational structure, budget practices, event planning, teaching calendar and vision casting.

**MSCE 4312 Youth Ministry Practicum**

– 3 credit hours

(Suggested Prerequisite: MSCE 3301, MSCE 3311, MSCE 3312, MSCE 3313) A practicum designed to provide experience and opportunity to develop skills in areas like teaching, discipleship, leadership and administration in youth ministry. (This class was formerly MS 489.)

**MSCE 4321 The Role of Women in Church Administration and Leadership – 3 credit hours**

(Suggested Prerequisite: MSCE 3301; Required Prerequisite: MSCE 3321) An assessment of women's church and para-church ministries to establish wise procedures of administration which will best facilitate the educational process and to study biblical principles which will develop leaders in women's ministries. Special emphasis will be given to the evaluation of one's personal leadership and potential leadership in others and understand essential administrative skills to lead meetings, develop budgets, use time wisely, make wise decisions, delegate work and work biblically as a team with staff and leadership.

**MSCE 4322 Women to Women Relationship in Ministry – 3 credit hours**

(Suggested Prerequisite: MSCE 3301; Required Prerequisite: MSCE 3321) A study designed to examine the biblical boundaries which are necessary to relate between persons in groups and interactions among groups in women's ministries. Special emphasis will be given to biblical integrity, wise communication skills, biblical principles in conflict and reconciliation, personality styles and practical applications in relationships.

**MSBC 3301 Introduction to Biblical Counseling – 3 credit hours**

(Suggested Prerequisite: THEO 1313) An introduction of the Biblical Framework for living the Christian life with the goal of understanding and counseling common personal, marital, and family problems as well as mental disorders. (This class was formerly MS 405.)

**MSBC 3302 Theological Foundations of Biblical Counseling – 3 credit hours**

(Suggested Prerequisites: THEO 1313) An in-depth exploration of the scriptural bases for biblical counseling, with an emphasis on the sufficiency of Scripture, the nature of man, the inner workings of the human heart, man's conscience, and his emotions.

**MSBC 3303 Analysis of Common Counseling Problems – 3 credit hours**

(Prerequisite: MSBC 3301) A survey of the common counseling problems encountered by pastors, leaders and counselors with the biblical solutions to those problems.

**MSBC 4301 Advanced Biblical Counseling I**

– 3 credit hours

(Required Prerequisites: MSBC 3301, MSBC 3302) An in-depth study from the Biblical Framework that diagnoses the defining features of Anxiety, Mood, Childhood, Dissociative, Personality, Sexual, and Somatoform Disorders and demonstrates that their

root cause is most effectively addressed by the Word of God.

**MSBC 4302 Advanced Biblical Counseling 2**

– 3 credit hours

(Required Prerequisites: MSBC 3301, MSBC 3302)  
An in-depth study from the Biblical Framework that diagnoses the defining features of Eating, Sleep, Impulse-Control, Adjustment, Substance-Related, and Psychotic Disorders and demonstrates that their root cause is most effectively addressed by the Word of God.

**MSBC 4303 Counseling Process – 3 credit hours**

(Required Prerequisites: MSBC 3301, MSBC 3302)  
An analysis and training of the counseling session methodology with case studies which help to view the process.

**MSBC 3304 Marriage and Family – 3 credit hours**

A study of the purpose and practice of the biblical foundation of marriage and family. Some of the topics will included the biblical roles of husband and wife, communication, conflict resolution and common problems in marriage and family. (This class was formerly MS 449.)

**MSPM 3301 Expository Preaching I: Narrative Literature**

– 3 credit hours

A foundational and functional analysis of the “Big Idea Expository Preaching” in biblical narrative literature and to provide a practicum for the student to develop, deliver and evaluate sermons with a view toward personal life transformation to the glory of God. This course will substitute for a required Fundamentals of Speech class (ENGL 1311) in the Associate of Biblical Studies and the Bachelors Programs. (This was formerly GE 510.) *(It is CBS’ conviction from the Scriptures that women are not assigned the responsibility of preaching the Word of God authoritatively in a local church context. Therefore, we ask female students to respect CBS’ conviction and select any of the following courses to continue to sharpen their speaking skills: ENGL 1311 Speech or MSMN 1302 Principles of Teaching/MSMN 1103 POT Lab.)*

**MSPM 3302 Expository Preaching II: Epistolary Literature – 3 credit hours**

A foundational and functional analysis of the “Big Idea Expository Preaching” in biblical epistolary literature and to provide a practicum for the student to develop, deliver and evaluate sermons with a view toward personal life transformation to the glory of God. This course will substitute for a required Fundamentals of Speech class (ENGL 1311) in the Associate of Biblical Studies and the Bachelors Programs. (This was formerly GE 511.) *(It*

*is CBS’ conviction from the Scriptures that women are not assigned the responsibility of preaching the Word of God authoritatively in a local church context. Therefore, we ask female students to respect CBS’ conviction and select any of the following courses to continue to sharpen their speaking skills: ENGL 1311 Speech or MSMN 1302 Principles of Teaching/MSMN 1103 POT Lab.)*

**MSPM 3303 Expository Preaching III: Poetic Literature – 3 credit hours**

A foundational and functional analysis of the “Big Idea Expository Preaching” in Proverbial and Psalmic literature and to provide a practicum for the student to develop, deliver and evaluate sermons with a view toward personal life transformation to the glory of God. This course will substitute for a required Fundamentals of Speech class (ENGL 1311) in the Associate of Biblical Studies and the Bachelors Programs. (This was formerly GE 512.) *(It is CBS’ conviction from the Scriptures that women are not assigned the responsibility of preaching the Word of God authoritatively in a local church context. Therefore, we ask female students to respect CBS’ conviction and select any of the following courses to continue to sharpen their speaking skills: ENGL 1311 Speech or MSMN 1302 Principles of Teaching/MSMN 1103 POT Lab.)*

**MSPM 3304 Expository Preaching IV: Biographical Literature – 3 credit hours**

A foundational and functional analysis of preaching the life of Bible personalities and to provide a practicum for the student to develop, deliver and evaluate sermons with a view toward personal life transformation to the glory of God. This course will substitute for a required Fundamentals of Speech class (ENGL 1311) in the Associate of Biblical Studies and the Bachelors Programs. (This was formerly GE 513.) *(It is CBS’ conviction from the Scriptures that women are not assigned the responsibility of preaching the Word of God authoritatively in a local church context. Therefore, we ask female students to respect CBS’ conviction and select any of the following courses to continue to sharpen their speaking skills: ENGL 1311 Speech or MSMN 1302 Principles of Teaching/MSMN 1103 POT Lab.)*

**MSPM 3311 Expository Preaching in Spanish**

– 3 credit hours

This course is designed to give the student a comprehensive understanding of the theory of expository preaching, and to provide a framework and atmosphere where the student can observe and participate in actual expository sermon delivery. The goal of the course is for the student to expand their ability to express the truth of God’s Word clearly and competently. This course will substitute for a

required Public Speaking in Spanish class (SPAN 3307) in the Associate of Biblical Studies Program. *(It is CBS' conviction from the Scriptures that women are not assigned the responsibility of preaching the Word of God authoritatively in a local church context. Therefore, we ask female students to respect CBS' conviction and select any of the following courses to continue to sharpen their speaking skills: ENGL 1311 Speech or MSMN 1302 Principles of Teaching/MSMN 1103 POT Lab.)*

**MSPM 4301 Pastoral Ministry – 3 credit hours**

A survey of the qualifications and practices of pastoral ministry. Emphasis will be stressed on the principles and responsibilities of shepherding different individuals, families and the church.

**MSPM 4302 Church Administration and Organization – 3 credit hours**

(Suggested Prerequisite: MSPM 4301) An assessment of church and para-church ministries to establish procedures of administration for pastors, leaders and Christian educators which will best facilitate the educational process. It also investigates processes and best practices that create an environment conducive for spiritual growth.

**MSPM 4303 Role of the Associate Minister – 3 credit hours**

(Suggested Prerequisite: MSPM 4301) A study designed to teach pastors, ministers, leaders and Christian educators the role of the Associate Pastor (Minister) by surveying key Biblical relationships like Paul, Timothy and Titus. Special emphasis will be discussed on the variety of responsibilities the Associate Pastor (Minister) may oversee.

**MSPM 4311 Church Planting – 3 credit hours**

This class will provide the student with an introduction to the major start-up issues the planter faces in the first year of starting a new church. This course will cover practical issues in the areas of personal preparation, strategic planning, core group development, and public launching.

**Leadership Courses**

**LSOL 3301 Introduction to Christian Leadership – 3 credit hours**

A thorough introduction to the subject of Christian leadership, as well as a systematic study of the biblical philosophy of leadership. Contemporary theories of leadership are evaluated through the Bible as students form a personal philosophy of leadership.

**LSOL 3302 Organizations as Strategic Christian Stewardships – 3 credit hours**

Leads students through a visioning process that integrates the tenants of faith, ethics, and the

practice of leadership. This course defines vision and explores its power within organizations, affirms the business and organizational objectives necessary for success, and challenges students to see organizations as strategic stewardships of Christian ministry.

**LSOL 3303 Interpersonal Skills of Leadership – 3 credit hours**

(Suggested Prerequisite: Introduction to Christian Leadership.) An in-depth examination of the interpersonal leadership skills required for effective organizational leadership. These include time management; communication skills; conflict resolution; management principles; and leadership development through mentoring.

**LSOL 3304 Team Leadership, Empowerment, and Group Dynamics in Organizations – 3 credit hours**

(Suggested Prerequisite: LSOL 3301) An introduction to the theories and practices of group dynamics, the characteristics of effective teams, and the skills necessary to develop high-performing group collaboration as well as intervention strategies to solve group problems that accompany team development. Special emphasis is upon the values of empowerment, participative leadership, and collaboration in the organizational setting.

**LSOL 3305 Organizational Culture and Change Processes – 3 credit hours**

(Suggested Prerequisite: LSOL 3301) A thorough examination of the structure, values, and culture of organizations as well as an analysis and implementation of the leadership skills required for the change process, strategic, tactical, and operational planning, organizational behavior and change.

**LSOL 4301 Human Resource Management – 3 credit hours**

(Suggested Prerequisites: COSC 1317, LSOL 3301) An overview of the role of the HR department in an organization. The course provides practical instruction on how to comply with the various benefit, labor, and anti-discrimination laws, manage a compensation program, how to increase employee satisfaction, accurately keep and maintain personnel files, and properly discipline and terminate employees.

**LSOL 4302 Financial Management for Organizations – 3 credit hours**

(Suggested Prerequisites: MATH 1332, COSC 1317, LSOL 3301) Assists students in acquiring the skills necessary for the interpretation and analysis of organizational financial reports and plans, as



well as financial practices necessary in the for-profit and not-for-profit settings. Students will learn the principles for reading and analyzing the most common financial reports prepared by most corporations, the budgeting process, and how organizations forecast revenues and resource needs through financial analysis.

**LSOL 4303 Principles of Marketing** – 3 credit hours  
(Suggested Prerequisites: MATH 1332, COSC 1317, LSOL 3301) An overview of the major concepts, principles, and theories of marketing (product, price, placement, promotion), E-commerce, and ethical behavior in marketing (truthful advertising, non-harmful products). Students apply fundamental marketing concepts to case studies and real marketplace situations to formulate and write a marketing strategy.

**LSOL 4304 Project Planning and Management** – 3 credit hours  
(Suggested Prerequisites: MATH 1332, COSC 1317, LSOL 3301) An overview to project management that explains the role of the project manager, project communications, and project leadership. The course introduces the Project Cycle including the planning process, the work breakdown structure, scheduling, and success criteria.

**LSOL 4305 Case Studies in Organizational Leadership & Ethics** – 3 credit hours

(Suggested Prerequisites: LSOL 3301, 3302) The opportunity for students to conduct a critical review of various real-life challenges that organizations face today. Following the analysis, students will state the leadership strengths and weaknesses in the individuals and organizations cited, articulate suggested remedies for these specific leadership dilemmas, and develop an approach for effectively dealing with ethical issues based upon biblical principles.

**LSOL 4306 Applied Leadership Practicum** – 3 credit hours

(Required Prerequisites: LSOL 3301, 3302, 3303, 3304, 3305, 4301, 4302, 4303, 4304, 4305) Capstone for the BSOL program. Students survey the applicable literature, conduct original research, and develop an individual research project involving investigation of a leadership or organizational issue approved by the instructor in one of these core competencies: Team Leadership, Project Planning, Marketing, or Human Resources. Each student writes a report suitable for publication, presentation to a potential employer, or submission with an application to a graduate school. The Applied Leadership Practicum is an opportunity for students

to synthesize the competencies they have acquired from the curriculum with field research, observation and/or their own work experience.

### General Education Courses

**BIOL 1322 Basic Nutrition Science** – 3 credit hours  
Introduction to human nutrition and diet with an emphasis on disease prevention, and supplementation of diet with vitamins and antioxidants. The course is offered as an independent study with the final goal of each student developing his or her own personal nutrition program. (This class was formerly GE 599.)

**COSC 1317 Basic Computer Science** – 3 credit hours

An overview of computer concepts and their applications, information needs in business, and information systems. Microcomputer hardware and software will be examined, with instruction on the use of the operating system, text processing, spread sheets, and database management software. (This class was formerly GE 504.)

**ENGL 1301 English Composition 1** – 3 credit hours  
This course prepares the student to organize and discuss basic biblical truths in written discourse. The student will apply principles for developing the single paragraph and the basic essay. (This class was formerly GE 501.)

**ENGL 1302 English Composition 2** – 3 credit hours  
(Prerequisite: ENGL 1301) This course equips the student to communicate biblical truths in essays of expository, descriptive, persuasive and argumentative rhetorical modes. Principles and practices for scholarly research will guide the collection of data for each written assignment. (This class was formerly GE 502.)

**ENGL 1311 Fundamentals of Speech** – 3 credit hours

A course designed to teach basics of effective oral communication in public. The student prepares and presents a variety of public speaking activities; also includes some communication theory and development of listening skills. (This class was formerly GE 503.)

**ENGL 2312 Research and Writing** – 3 credit hours  
(Pre-requisites: ENGL 1301 & ENGL 1302.) This course will teach students how to use tools available for biblical research so that they will be able to teach and preach with more depth and accuracy. This course is designed to strengthen exegetical writing techniques.

**ENGL 2332 Literary Tradition – 3 credit hours**

This course is designed to study the major modes of writing including epic, tragedy, comedy, and novel. This course will pay special attention to the African American experience.

**GOVT 2301 Principles of American Politics**

– 3 credit hours

This course traces the American historical foundation from the American Revolution to the civil rights movement. This class specifically covers the history of American government, constitution, federalism, democracy, congress, the presidency, the judiciary, and civil rights. This class focuses on reading from: the Declaration of Independence, the United States Constitution, the Federalist Papers, and selected speeches. Moreover, this course defines the term “government,” and identifies the institutions and processes of the American civil government in the United States and Texas. The course helps students to understand how these institutions were established and how they affect the lives they govern. (This class was formerly GE 560.)

**GOVT 2311 Introduction to Public Policy**

– 3 credit hours

This course is an introduction to public policy in the United States. A central part of this course will involve developing an understanding of the policy process and examining how policies are translated into the delivery and accomplishment of intended policy goals. We will consider the actions of our national, state, and local governments; that is, what they choose to do or not do, and the consequences, both positive and negative, on our lives. We will further explore why some problems reach the public agenda, why some solutions are adopted and others rejected, and why some policies succeed while others fail. This course will provide you with an understanding of public policy, the policy process, and the tools that are used to comprehend and analyze policy. (Note: This course will substitute for the GOVT 2301 Principles of American Politics course in the traditional bachelors programs or will count as a social sciences elective for the A.B.S. and ADCP.)

**GREE 2311 Greek 1 – 3 credit hours**

An introduction to basic Greek forms, syntax, pronunciation and accents. Emphasis is placed on the conjugation of regular verbs, and various nouns, pronouns and adjectives.

**GREE 2312 Greek 2 – 3 credit hours**

(Pre-requisite: GREE 2311) A continuation of Greek 1 reviewing many of the principles gained in Greek 1. This course places special emphasis on verbals and irregular verbs.

**GREE 3311 Greek 3 – 3 credit hours**

(Pre-requisite: GREE 2311 & 2312) A continuation of Greek grammar 2 and an introductory reading course focusing on the study of Greek syntax and grammar, including the reading of continuous texts from the Greek New Testament.

**GREE 3312 Greek 4 – 3 credit hours**

(Pre-requisite: GREE 2311, 2312, 3311, & 3312) A continuation of Greek 3. This course is designed to take an intermediate approach to the study of the function or syntax of Greek grammar, including the reading of continuous texts from the Greek New Testament and an introductory approach to textual criticism.

**GREE 4311 Greek 5 – 3 credit hours**

(Pre-requisite: GREE 2311, 2312, 3311, & 3312) This course is designed to impart proper hermeneutic principles for exegetical analysis of the Greek New Testament. One or more New Testament books will be translated and used for exegetical study.

**HIST 2316 Historical Geography of Israel**

– 3 credit hours

This course will survey the history and geography of Israel from the time of Abraham until the close of the Old Testament canon (ca. 2150-400B.C.). Additional emphasis will be placed on those nations that impact the history of the Jews during this period, including Egypt, Assyria, Babylonia, and Persia. The course will conclude with a discussion of the modern state of Israel. *Note: This course will substitute for a required Western Civilization class in the Associate of Biblical Studies and the Bachelors Programs.* (This class was formerly GE 591.)

**HIST 2317 History and Geography of the New Testament – 3 credit hours**

An examination of the historical, cultural, geographical, and literary backgrounds of Israel in the Early Roman Empire (ca. 100 B.C. to ca. A.D. 200). (This class was formerly GE 501.)

**HIST 2321 History of Western Civilization 1**

– 3 credit hours

This course is a survey of the Western Civilization through the fourteenth century. This class places special emphasis on the ancient Near East, the societal movement that arose around the Mediterranean, and how it affects the regions of Europe. This class covers history both historically and thematically covering: geography, economy, religion, the rise and fall of empires, feudalism and the emergence of national monarchies. (This class was formerly GE 505.)

**HIST 2322 History of Western Civilization 2***– 3 credit hours*

This course is a survey of the Western Civilization from the fifteenth century, reviewing the Medieval and Renaissance worldview. This class places special emphasis on the reformation, the societal movement that arose out of Western Europe, and how it affects both America and Eastern Europe. This class covers history both historically and thematically covering: geography, economy, religion, the rise and fall of monarchies, feudalism and the emergence of modern world. (This class was formerly GE 506.)

**HIST 2323 History of Christianity: 1st Century through the 16th Century Reformation***– 3 credit hours*

This course will concentrate on the major people and events from the time of the birth of the Church through the Reformation. Concentrations will include the pre-Constantine Church, development of the Roman Catholic Church, the split of the Western and the Eastern Church, and the rise and development of the Protestant Reformation. (This class was formerly GE 525.)

**HIST 2324 History of Christianity: 16th Century Counter-Reformation to the 20th Century***– 3 credit hours*

In this course we will study the history of Christianity since the time of the Reformation. Concentrations will include the era of rationalism and revivalism, the development of modern denominations, the modern missionary movement and the development of the modern ideologies. (This class was formerly GE 526.)

**HIST 2399 Church History 3 – 3 credit hours**

In this course we will study seven key leaders or movements from the Protestant Reformation period: Wycliffe, Hus, Luther, Zwingli, Calvin, the Anabaptists, and Tyndale. We will concentrate on how these major figures from the 14th through the 16th centuries impacted and shaped modern Christianity.

**HUMN 1301 Humanities I – 3 credit hours**

This course traces the foundations of law and conflicts in the West. This course recounts major battles of the ancient world by tracing foundations of democracy in Greece, discussing Aristotle and the Cardinal Virtues, seeking to identify a just man from Aristotle's writings.

**HUMN 1302 Humanities II – 3 credit hours**

This course outlines the founding of Rome and the foundations of the Roman Republic (509 B.C.-27 B.C.). This course traces the rise and falls of the Roman Empire (27 B.C.-476), and describes

the structure of Roman government. This course will give special attention to the twelve Caesars, practice biblical interpretation from Augustine's hermeneutics in *On Christian Doctrine* and will recount Creeds and Councils of the early church.

**HUMN 2303 Humanities III – 3 credit hours**

This course traces the foundations and formulations of Canon Law and will recount the history of Gregorian chants and explain the difference between the music of the spheres in the Medieval world and the modern era. Special emphasis will be placed on the Carolingian Renaissance and how it shaped the Western mind. Moreover, this class will trace the Norman Invasion of culture and language to the culmination in the Magna Carta, outline the major events in the seven Crusades and understand the consequences of the Lay Investiture controversy. This class will also discuss Thomas's influence on the West, articulate Dante's influence on the Christian imagination and recount the history of the Tudors and the Reformation.

**HUMN 2304 Humanities IV – 3 credit hours**

This class will read the *Canterbury Tales* as Catechesis, recount major works of 17th century lyric, and articulate the Scopic revolution of DaVinci's work. This course also outlines major events in Renaissance history from the Renaissance man to Shakespeare's identification of what is true, moral and right. This course will also discuss the history and consequences of the Reformation the Copernican Revolution and the emergence of the new science.

**MATH 1332 Mathematical Principles***– 3 credit hours*

Study of mathematical concepts through an applied approach. Topics include: problem solving and critical thinking skills, sequences, consumer mathematics and financial management, measurement, geometry, counting methods and probability theory, and statistics.

**PHIL 2305 Christian Ethics – 3 credit hours**

This course is designed to investigate a biblical foundation for a system of ethics and its application to specific situations in our contemporary culture. The course surveys the main models of Christian ethics, consider its foremost alternatives, and reflect upon real life case studies. Students develop an informed biblical ethical system by which to operate by applying biblical precepts, principles, and examples to a variety of ethical dilemmas as they consider some of the most troubling and difficult ethical issues and choices facing the church and society today. (This class was formerly TH 315.)

**PHIL 3304A Biblical Worldview** – 3 credit hours  
(Pre-requisites: THEO 1311, THEO 1312 and THEO 1313) An introduction to the nature, definition, importance, and content of the Christian worldview in general, contrasting other worldview systems and their implications in particular (e.g., deism, naturalism, pantheism, postmodernism). This course will highlight the critical importance of “worldview thinking” by giving special attention to the role of biblical, philosophical, psychological reasoning. (This class was formerly MS 407.)

## BACHELOR OF SCIENCE VIA ADCP WITH SPLIT MAJORS IN BIBLICAL STUDIES AND BIBLICAL COUNSELING

**ENGL 3330 Advanced Research and Writing**  
– 3 credit hours

This advanced research and writing course equips students to quickly access and use research tools in order to write summaries, expositions, arguments and literary analyses efficiently and accurately. Moreover, this class focuses on the principles and practices for scholarly research.

### Bible/Theology Courses

**BIBL 3301 Advanced Biblical Hermeneutics**  
– 3 credit hours

A directed study of the principles of the literal-grammatical-historical system of biblical interpretation, with guided practice in using those principles in interpreting representative passages.

**BIBL 3311 Special Issues in Old Testament  
Historical Literature** – 3 credit hours

A directed study of special issues found in the historical books of the Old Testament (Genesis through Esther) with emphasis on the unfolding of God’s redemptive plan through the nation and people of Israel. Includes analysis and synthesis of each book, discovering the biblical theology of each document, in-depth discussion of several key theological motifs as well as study of the cultural, social, political, historical, archaeological and geographical backgrounds of the period.

**BIBL 3312 Special Issues in Old Testament Poetic  
and Wisdom Literature** – 3 credit hours

A directed study examining the special issues found in Old Testament wisdom literature (Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon) with emphasis on wisdom issues. Includes analysis and

synthesis of each book, identification of unique characteristics of each book, discussion of various keys to interpretation, discovery of the biblical theology of each document and insight as to how the practical wisdom found in each book can be applied to life.

**BIBL 3313 Special Issues in Old Testament  
Prophetic Literature** – 3 credit hours

A directed study examining the special issues found in Old Testament prophetic literature with emphasis on the unique role of the prophets in the progression of revelation. Includes analysis and synthesis of each book, discovery of the biblical theology of each document, in-depth discussion of several key theological motifs, analysis of the religious, social and political messages delivered by the prophets as well as study of the cultural, social, political, historical, archaeological and geographical backgrounds of the period.

**BIBL 3321 Special Issues in New Testament  
Gospel Literature** – 3 credit hours

A directed study examining the special issues found in New Testament gospel literature (Matthew, Mark, Luke, John) with emphasis on synoptic and harmonization issues and problems. Includes analysis and synthesis of each book, discovery of the biblical theology of each document, in-depth discussion of several key theological motifs as well as study of the cultural, social, political, historical, archaeological and geographical background of the period.

**BIBL 3322 Special Issues in New Testament:  
Acts and Pauline Literature** – 3 credit hours

A directed study examining the special issues found in the book of Acts and the Pauline epistles with emphasis on the birth and spread of Christianity and the foundational nature of the book of Romans. Includes analysis and synthesis of each book, discovery of the biblical theology of each document, in-depth discussion of several key theological motifs as well as study of the cultural, social, political, historical, archaeological and geographical background of the period.

**BIBL 3323 Special Issues in New Testament  
General Epistolary Literature and Revelation**  
– 3 credit hours

A directed study examining the special issues found in the General Epistles with emphasis on historically problematic passages in each document. Includes analysis and synthesis of each book, discovery of the biblical theology of each document, in-depth discussion of several key theological motifs as well as study of the cultural, social, political, historical, archaeological and geographical background of the



period.

**THEO 3330 Biblical Foundations for Theology**  
– 3 credit hours

An introductory course designed to familiarize students with theological method. Includes definition of theological terms and an overview of the ten major theological categories. Particular attention will be given to the process of theological development, including a summary of various theological systems and an evaluation of their methodology. Special emphasis will be placed on the dispensational theological system, including an introduction to the literal-grammatical-historical method of biblical interpretation and an explanation of the importance of the biblical covenants. (This class was formerly known as Introduction to Theological Method.)

**THEO 3331 Contemporary Issues in Theology**  
– 3 credit hours

This is an in-depth analysis of current issues in theology with emphasis on matters about which sincere Christians differ theologically. Includes discussion and provision of a framework to develop theological discernment and skills necessary for in-depth evaluation of a theological argument.

**Ministry Skills Courses in Biblical Counseling**

**MSBC 4341 Advanced Concepts in Biblical Counseling I** – 3 credit hours

A study in advanced concepts of biblical counseling which emphasizes a scriptural understanding of the nature of man, the sufficiency of the Word of God in counseling man's inner problems, and application of a Biblical Framework for diagnosing and treating the root cause of the immaterially-induced human problems and their physiological concomitants. In this context, the student will begin to gain experience in counseling others.

**MSBC 4342 Advanced Concepts in Biblical Counseling II** – 3 credit hours

A study in advanced concepts of biblical counseling which emphasizes a scriptural understanding of the four basic kinds of human relationships, the God-given roles in the family, how to diagnose the root cause of problems in the family, and what kind of practical homework can be given to address problems. In this context, the student will continue to gain experience in counseling others.

**MSBC 4343 Applications in Biblical Counseling: Anxiety Disorders** – 3 credit hours

A study in advanced applications of biblical counseling which emphasizes a scriptural understanding of the immaterially caused defining features of, the

root cause of, and the basic biblical solution for human anxiety disorders, somatoform disorders, dissociative disorders, and common counseling problems. In this context, the student will continue to gain experience in counseling others.

**MSBC 4344 Applications in Biblical Counseling: Mood Disorders** – 3 credit hours

A study in advanced applications of biblical counseling which emphasizes a scriptural understanding of the immaterially caused defining features of, the root cause of, and the basic biblical solution for human mood disorders, sexual disorders, common counseling problems, and poor self-image. In this context, the student will continue to gain experience in counseling others.

**MSBC 4345 Applications in Biblical Counseling: Substance Related Disorders** – 3 credit hours

A study in advanced applications of biblical counseling which emphasizes a scriptural understanding of the immaterially caused defining features of, the root cause of, and basic biblical solution for human substance-related disorders, personality disorders, and common counseling problems. In this context, the student will continue to gain experience in counseling others.

**MSBC 4346 Applications in Biblical Counseling: Disorders of Childhood and Youth** – 3 credit hours

A study in advanced applications of biblical counseling which emphasizes a scriptural understanding of the immaterially caused defining features of, the root cause of, and the basic biblical solution for disorders usually first diagnosed in infancy, childhood, or adolescence, eating disorders, sleep disorders, impulse-control disorders, and common counseling problems. In this context, the student will continue to gain experience in counseling others.

**MSBC 4347 Applications in Biblical Counseling: Psychotic Disorders** – 3 credit hours

A study in advanced applications of biblical counseling which emphasizes a scriptural understanding of the immaterially caused defining features of, the root cause of, and the basic biblical solution for psychotic disorders, culture-bound syndromes, and common counseling problems. In this context, the student will continue to gain experience in counseling others.

**MSBC 4348 Applied Counseling Research Project**  
– 3 credit hours

Designed to enhance the skills necessary to research and develop a major research paper/case study and accompanying oral presentation that demonstrates the student's ability to identify a ministry-related theme and apply research methods to that theme. The selected topic should be of value to the student

in their field of interest and submitted in accurate, written professional form that demonstrates the adequate attainment of biblical principles, knowledge and understanding.

## **BACHELOR OF SCIENCE VIA ADCP WITH SPLIT MAJORS IN BIBLICAL STUDIES AND CHRISTIAN LEADERSHIP**

### **ENGL 3330 Advanced Research and Writing** – 3 credit hours

This advanced research and writing course equips students to quickly access and use research tools in order to write summaries, expositions, arguments and literary analyses efficiently and accurately. Moreover, this class focuses on the principles and practices for scholarly research.

### **Bible/Theology Courses**

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A directed study of the principles of the literal-grammatical-historical system of biblical interpretation, with guided practice in using those principles in interpreting representative passages.

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A directed study examining the special issues found in Old Testament wisdom literature (Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon) with emphasis on wisdom issues. Includes analysis and synthesis of each book, identification of unique characteristics of each book, discussion of various keys to interpretation, discovery of the biblical theology of each document and insight as to how the practical wisdom found in each book can be applied to life.

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A directed study examining the special issues found in Old Testament prophetic literature with emphasis on the unique role of the prophets in the progression of revelation. Includes analysis and synthesis of each book, discovery of the biblical theology of each document, in-depth discussion of several key theological motifs, analysis of the religious, social and political messages delivered by the prophets as well as study of the cultural, social, political, historical, archaeological and geographical backgrounds of the period.

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– 3 credit hours

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theological categories. Particular attention will be given to the process of theological development, including a summary of various theological systems and an evaluation of their methodology. Special emphasis will be placed on the dispensational theological system, including an introduction to the literal-grammatical-historical method of biblical interpretation and an explanation of the importance of the biblical covenants. (This class was formerly known as Introduction to Theological Method.)

**THEO 3331 Contemporary Issues in Theology**

– 3 credit hours

This is an in-depth analysis of current issues in theology with emphasis on matters about which sincere Christians differ theologically. Includes discussion and provision of a framework to develop theological discernment and skills necessary for in-depth evaluation of a theological argument.

**Leadership Skills Courses in Christian Leadership**

**LSCL 4340** (formerly MSCL 4340)

**Introduction to Christian Leadership and Leader Development** – 3 credit hours

A thorough introduction to the subject of Christian leadership as well as a systematic study of the biblical philosophy of leadership; an in-depth analysis of each student's pilgrimage including discussion and discovery of one's identity, integrity, and intimacy characteristics; and an in-depth analysis of the qualifications of Christ-like character. This course provides technical and specific investigation of these subjects as well as opportunity for personal development in these areas.

**LSCL 4341** (formerly MSCL 4341)

**Personal Pilgrimage and Character in Leadership**

– 3 credit hours

A continued introduction to the subject of Christian leadership as well as a systematic study of the biblical philosophy of leadership; an in-depth analysis of each student's pilgrimage including discussion and discovery of one's identity, integrity, and intimacy characteristics; and an in-depth analysis of the qualifications of Christ-like character. This course provides technical and specific investigation of these subjects as well as opportunity for personal development in these areas.

**LSCL 4342** (formerly MSCL 4342)

**Relationships and Visioning in Leadership**

– 3 credit hours

A thorough introduction to the subject of the Christian leader's relationships as well as a systematic study of the relationships and roles in the leader's

family, church, and workplace; the development of vision for life and ministry; and principles for communicating vision. This course provides technical and specific investigation of these subjects as well as opportunity for personal development in these areas.

**LSCL 4343** (formerly MSCL 4343)

**Interpersonal Skills for Leadership**

– 3 credit hours

A thorough examination of the purpose, organization, and culture of the church and organizations as well as an analysis and implementation of the leadership skills required for the planning process; strategic, tactical, and operational planning; effective communication; conflict resolution; time management; decision-making; problem-solving; delegation, responsibility, and accountability; organizational behavior and change; management theory; computer awareness and more. This course provides technical and specific investigation of these subjects as well as opportunity for personal development in these areas.

**LSCL 4344** (formerly MSCL 4344)

**Organizational Skills for Leadership**

– 3 credit hours

A thorough examination of the purpose, organization, and culture of the church and organizations as well as an analysis and implementation of the leadership skills required for the planning process; strategic, tactical, and operational planning; effective communication; conflict resolution; time management; decision-making; problem-solving; delegation, responsibility, and accountability; organizational behavior and change; management theory; computer awareness and more. This course provides technical and specific investigation of these subjects as well as opportunity for personal development in these areas.

**LSCL 4345** (formerly MSCL 4345)

**Case Studies in Leadership and Ethics**

– 3 credit hours

Students have opportunities to practice their understanding of leadership theory, concepts, contexts, and competencies via written and video case study. Through engagement, analysis, reflection, and the creation of their own case studies, students should gain further understanding of the moral and ethical responsibilities of leadership and become better prepared to exercise servant leadership. The course is intended to help students learn to use their biblical and theoretical insight to interpret people and situations from multiple perspectives, to envision multiple possibilities for a given situation,

and to synthesize ideas into meaningful concepts and theories.

**LSCL 4346** (*formerly MSCL 4346*)

**Leadership Project: Part 1** – 3 credit hours

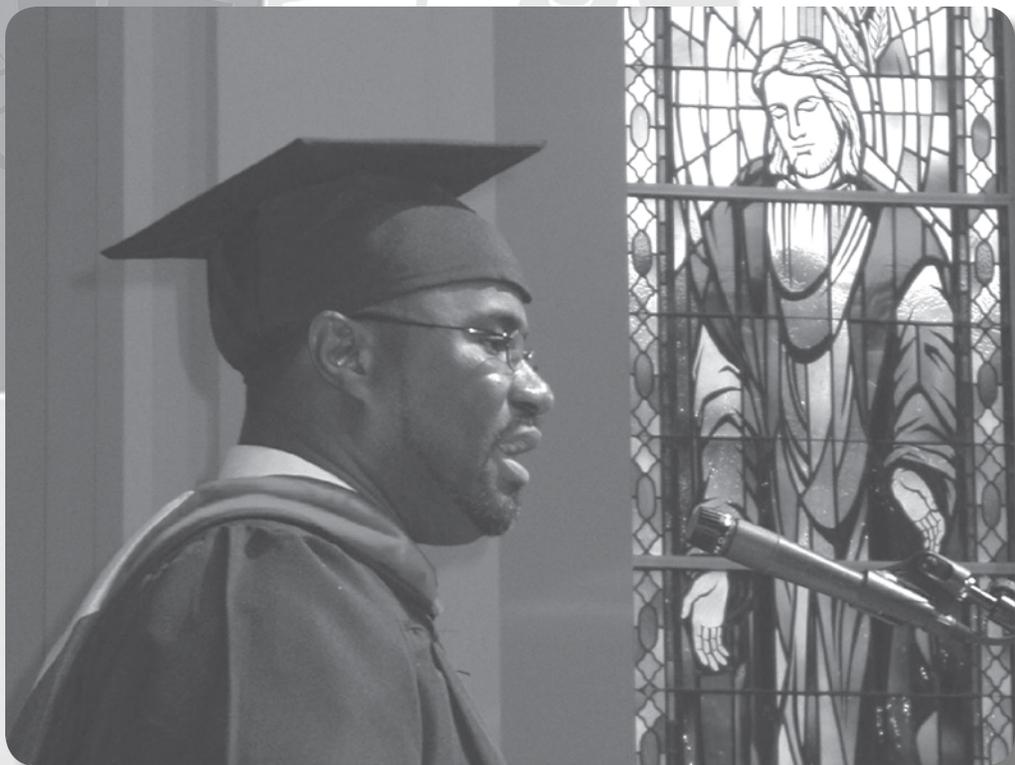
Designed to enhance the skills necessary to research and develop a major research paper/case study and accompanying oral presentation that demonstrates the student's ability to identify a ministry-related theme and apply research methods to that theme. The topic should be of value to the student in their field of interest and submitted in accurate, written professional form that demonstrates the adequate attainment of biblical principles, knowledge and understanding.

**LSCL 4347** (*formerly MSCL 4347*)

**Leadership Project: Part 2** – 3 credit hours

Continuing to enhance the skills necessary to research and develop a major research paper/case study and accompanying oral presentation that demonstrates the student's ability to identify a ministry-related theme and apply research methods to that theme. The topic should be of value to the student in their field of interest and submitted in accurate, written professional form that demonstrates the adequate attainment of biblical principles, knowledge and understanding.

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President; Professor  
B.S., Washington State University; J.D., University of Idaho College of Law (Law;) Th.M., Dallas Theological Seminary (Bible Exposition;) Ph.D., Dallas Theological Seminary (Bible Exposition)

**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****Robert (Buck) G. Anderson, Jr.**

Adjunct Professor  
B.B.A., Stephen F. Austin State University; Th.M., Dallas Theological Seminary (Old Testament;) Ed.D., University of Houston (Administration and Supervision)

**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)

**Jorge H. Cárdenas**

Adjunct Instructor  
B.A., University of Illinois; B.A., University of Houston; M.Ed., Houston Baptist University (Bilingual Education)

**Dilton F. DeAbreu**

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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)

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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)

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

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**Alexander Jackson**

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B.S., Rose-Hulman Institute of Technology; Th.M., Dallas Theological Seminary; Doctoral Studies, Dallas Theological Seminary

**James J. Klubnik**

Adjunct Professor

B.S., University of California Los Angeles; Th.M., (New Testament Literature and Exegesis); D.Min., Dallas Theological Seminary (Dallas Theological Seminary)

**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**

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**Marvin R. McNeese**

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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)

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

**Bob Rowley**

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**Rich A. Thomson**

Adjunct Instructor

B.A., University of Redlands; M.Div., Talbot Theological Seminary (English Bible)

**Kurt T. Wise**

Adjunct Instructor

B.A., Stephen F. Austin State University; M.A., Southern Evangelical Seminary (Apologetics)





# ACADEMIC CALENDAR



## FALL 2009 ACADEMIC CALENDAR

July	1	Registration BEGINS	On-line Only *
	23	New Financial Aid Students FAFSA Completion DEADLINE	Fall 2009
	30	New Financial Aid Students program admission and all additional paperwork DEADLINE	Fall 2009
August	7	Deadline for faculty to turn in books to bookstore	For Instructors
	15	DEADLINE: To file Intent to Graduate Form for a Fall 2009 degree conferral with the Office of the Registrar **	
	18	Last Day to resolve grades of INCOMPLETE from Spring 2009	For Instructors
	18	DEADLINE: To submit syllabus and post them to SONISWEB for Fall 2009 semester	For Instructors
	27	Registration Cancellation for Non-payment for all registered as of August 26	Payment or payment arrangements must be met immediately for all registrations after August 26
	29	New Student Orientation	
	31	New Student Orientation	
	31	ADCP – FIRST DAY OF CLASS	
	31	LATE Registration Begins	On-line Only *
	31	Intersession Classes START	
September	4	Intersession Classes END	
	7	LABOR DAY (HOLIDAY – NO SCHEDULED CLASSES)	
	8	FIRST DAY OF CLASSES	
	8–14	LATE Add/ Drop (100% tuition reimbursement)	
	14	Late Registration ENDS	
	24	Last day to Drop a course without a “W” appearing on transcript	
	24	Last Day to change from ‘audit’ to ‘credit’ course	
October	15	DEADLINE: To file Intent to Graduate Form for a Spring 2010 degree conferral with the Office of the Registrar **	
	15	Fire Drill [ 10:45 am & 8:00 pm]	
November	1	Registration Begins for SPRING 2010	On-line Only *
	9–14	Student Appreciation Week	
	16	New Financial Aid Students FAFSA Completion DEADLINE	(SPRING 2010)
	19	Last Day to change from ‘credit’ to ‘audit’ course	
	23	New Financial Aid Students program admission and all additional paperwork DEADLINE	(SPRING 2010)
	26–28	THANKSGIVING (HOLIDAY – NO SCHEDULED CLASSES)	
December	9	Deadline for faculty to turn in books to bookstore	For Instructors
	9	DEADLINE: To submit syllabus and post them to SonisWeb for Spring Semester	For Instructors
	15	Last Day to resolve grades of INCOMPLETE from Summer 2009	For Instructors
	19	LAST DAY OF CLASSES – Fall Semester	
	19	Official FALL Degree Conferral Date	
January	4-8	Intersession Classes	
	5	DEADLINE: Final grades submission for Fall 2009	For Instructors

\* Exceptions when noted

\*\* Eligible to participate in 2010 Commencement Ceremony

## SPRING 2010 ACADEMIC CALENDAR

December	9	Deadline for faculty to turn in books to bookstore	For Instructors
	19	New Student Orientation	
	23	DEADLINE: To submit syllabus and post them to SONISWEB for Spring Semester	For Instructors
January	1	LATE Registration Begins	On-line Only *
	4–8	Intersession Classes	
	4	Registration Cancellation for Non-payment for all registered as of January 3rd	Payment or payment arrangements must be met immediately for all registrations after January 3rd
	4	ADCP – FIRST DAY OF CLASSES	
	4–14	REGISTRATION	On-line Only *
	5	DEADLINE: To submit final grades for Fall 2009	For Instructors
	7	New Student Orientation	
	9	FIRST DAY OF CLASSES	
	14	LATE Registration ENDS	
	16–21	LATE Add/Drop (100% tuition reimbursement)	
	18	MLK, Jr (HOLIDAY – NO SCHEDULED CLASSES)	
	21	Last day to Drop a course without a “W” appearing on transcript	
	21	Last Day to change from ‘audit’ to ‘credit’ course	
February	9	Fire Drill [10:00 am & 7:30 pm]	
	1	Deadline for faculty to turn in books to bookstore for Summer 2010 semester	For Instructors
March	1	Registration Begins for Summer 2010	On-line Only *
	15–20	Student Appreciation Week	
	18	Last Day to change from ‘credit’ to ‘audit’ course	
	18	Last Day to drop courses	(Summer 2010)
	22	New Financial Aid Students FAFSA Completion DEADLINE	(Summer 2010)
	29	New Financial Aid Students program admission and all additional paperwork DEADLINE	
April	3	EASTER (HOLIDAY – NO SCHEDULED CLASSES)	
	15	DEADLINE: To file Intent to Graduate Form for a Summer 2010 degree conferral with the Office of the Registrar **	
	19	Last day to resolve grades of INCOMPLETE from Fall 2009	For Instructors
	19	LAST DAY OF CLASSES – Spring Semester	
	19	DEADLINE: To submit syllabus and post them to SONISWEB for Summer Semester	For Instructors
	29	Spanish Commencement Ceremony	For Instructors
	30	DEADLINE: Final Grades submission for Spring 2010	For Instructors
May 1	1	CBS Commencement Ceremony	

\* Exceptions when noted

\*\* Eligible to participate in 2010 Commencement Ceremony

## SUMMER 2010 ACADEMIC CALENDAR

April	2	Deadline for faculty to turn in books to bookstore	For Instructors
	19	DEADLINE: To submit syllabus and post them to Sonisweb for Summer Semester	For Instructors
	24	New Student Orientation	
	26	New Student Orientation	
	26	Registration Cancellation for Non-payment for all registered as of April 25	Payment or payment arrangements must be met immediately for all registrations after April 25
	26–30	Intersession Classes	
	30	DEADLINE: Final Grades submission for Spring 2010	For Instructors
May	1	CBS Commencement Ceremony	
	1	LATE Registration Begins	On-line Only *
	3	FIRST DAY OF CLASSES	
	6	LATE Registration ENDS	
	10–15	LATE Add/Drop (100% tuition reimbursement)	
	15	Last day to Drop a course without a “W” appearing on transcript	
	15	Last Day to change from ‘audit’ to ‘credit’ course	
	24	Continuing Financial Aid Students FAFSA completion DEADLINE	(Fall 2010)
	31	MEMORIAL DAY (HOLIDAY – NO SCHEDULED CLASSES)	
June	7	Continuing Financial Aid Students submission of all additional paperwork DEADLINE	(Fall 2010)
	10	Fire Drill [ 10:00 am & 7:30 pm]	
July	1	Registration BEGINS for fall 2010	On-line Only *
	12–17	Student Appreciation Week	
	15	Last Day to change from ‘credit’ to ‘audit’ course	
	15	Last Day to change from ‘credit’ to ‘audit’ course	
	19	New Financial Aid Students FAFSA Completion DEADLINE	(Fall 2010)
	26	New Financial Aid Students submission of all additional paperwork DEADLINE	(Fall 2010)
August	12	DEADLINE: To file Intent to Graduate Form for a Fall 2010 degree conferral with the Office of the Registrar	
	16	LAST DAY OF CLASSES – Summer Semester	
	19	Last Day to resolve grades of INCOMPLETE from Spring 2010	For Instructors
	19	DEADLINE: To submit syllabus and post them to Sonisweb for Fall 2010 semester	For Instructors
	20	DEADLINE: To submit syllabus and post them to Sonisweb for Fall 2010 semester	For Instructors

\* Exceptions when noted

\*\* Eligible to participate in 2011 Commencement Ceremony

