Welcome to Cincinnati Bible Seminary. We trust that your experience with us will be valuable to your personal growth as well as to your Christian service. At the same time you will be making a valuable contribution to this community of faith and learning.

This student handbook has been developed to help you understand and relate to the life and mission of CBS. It outlines the expectations that we have of you as well as the rights and privileges you have as a student. You are expected to familiarize yourself with the policies and procedures that this student handbook contains and to use it as a reference tool during your time here. The faculty and staff of CBS are here to assist you with any questions that you might have.

The Seminary staff,

Dr. Johnny Pressley
Dean of the Seminary

Alex Eddy,
Director of Admissions

Valeri Herrick,
Administrative Assistant to the Dean

Stephanie Shell,
Administrative Assistant to Admissions

Byron Williams,
Indy Site Coordinator
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Lifestyle Policy

The mission and reputation of CBS depend upon the honesty and integrity of each student. Whether in the arena of the classroom or in daily activities, each student must accept individual responsibility for behavior, work, and professional relationships that model Christian principles and the principles of those individuals and churches supporting the school.

Disciplinary procedures may be initiated by CBS for just cause. This shall include, but is not limited to:

- Any sexual activity outside of monogamous heterosexual marriage
- Sexual harassment
- Criminal activity
- Willful failure to abide by the regulations stated in the student handbook
- Willful failure to fulfill the student’s financial obligations to CBS
- Repeated disruptive behavior in class
- Disorderly conduct in and around the school property
- Abusive correspondence or telephone calls
- Conduct that may threaten or place students or school personnel in physical jeopardy
- Unlawful possession, use, or distribution of drugs or alcohol
- The use of alcohol on the campus of CBS or at any Seminary function outside of the campus
- Dishonesty, including but not limited to, plagiarism
- Behavior demonstrating that a student is no longer in sympathy with the purpose and goals of Cincinnati Bible Seminary

Disciplinary Procedures

Disciplinary regulations at CBS are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly, and are not designed to define misconduct in exhaustive terms. CBS reserves, to itself, the right to interpret conduct that is in violation of these regulations. The administration reserves the right to counsel students out of school due to misconduct or negative or disruptive behavior.

The Dean of Students will initiate disciplinary action against students who violate school regulations or who are involved in behavior or moral problems. The Dean reserves the right to refer the incident to the Student Affairs Committee for advice and support.

The Student Affairs Committee

The Student Affairs Committee will consist of the Dean of Students, the Academic Dean of the Seminary, two graduate professors, and a graduate student chosen by the Academic Dean of the Seminary. Each case that appears before the Student Affairs Committee is handled individually. Discipline is based on the severity of the offense and extenuating circumstances.

The Review & Appeals Committee

The Review and Appeals Committee will consist of three Seminary faculty members appointed by the Academic Dean and two members of the Campus Community Representation group who are appointed by the Dean of Student Development. A student has the right to appeal any decision of the Student Affairs Committee to the Review and Appeals Committee. This committee will function to see that all evidence in the case has been fairly and impartially weighed and to determine that the disciplinary action prescribed by the Student Affairs Committee is commensurate with the infraction. If the committee in any way alters
the original disciplinary action prescribed by the Student Affairs Committee, it will then administer the alternate disciplinary action. This committee will automatically review any case in which the Student Affairs Committee has ordered expulsion. Otherwise a written request from the student is required within three business days of the Student Affairs Committee’s decision. This committee will be the final level of appeal for the student.

Other Appeals
Those wishing to appeal a decision made by the Dean of Students may do so via a written request to the Review and Appeals Committee within three business days of the decision.

Cincinnati Bible Seminary reserves the right to change the composition of either the Student Affairs Committee or the Review and Appeals committee if necessary. If a student has been notified in writing of a meeting of either a Student Affairs committee or a Review and Appeals committee and is not present at the stated time, the committee has the right to meet without the student present or to dismiss the appeal. When a student is arrested for any criminal activity, that student is immediately put on disciplinary probation. This freezes the student’s academic progress until the criminal courts have reached a decision. Classes may be completed, but no new classes may be started. At that time a Student Affairs Committee will be convened and the decision of that body will be enforced.

Disciplinary Definitions

Disciplinary Warning - As an early step in handling further misconduct, a letter may be placed in the file of a student indicating that they were placed on disciplinary warning. The letter will be removed from the student’s file at the end of a specified warning period upon satisfactory conduct by the student.

Disciplinary Contract - A written agreement is drawn up between the student and the school containing expected rules of conduct behavior specific to the student. This is arranged when a student has been found guilty of violating one or more rules of student conduct.

Disciplinary Suspension - The Dean of Students or the Student Affairs Committee has the authority to suspend those students from class and/or campus who do not respond to other forms of discipline. Class work missed under suspension cannot be made up.

Disciplinary Probation - This is a second-level Disciplinary Contract that is placed in the student’s file, restricting certain privileges and governing student conduct. The student may petition the Student Affairs Committee to have the contract removed from the file in the final semester of his/her last year upon satisfactory conduct by the student.

Disciplinary Probation restricts a student from participating in any activity in which he/she represents the school. The Student Affairs Committee will determine which activities fall within the category of "representing the school.” A student on Disciplinary Probation is required to file an application for reinstatement to the next semester at least 30 days prior to the end of the current semester. A student may not graduate while on disciplinary probation.

Expulsion - When a student’s behavior and/or attitude seriously violates the standards of CBS, expulsion from the school may be the only option left. When the Student Affairs Committee recommends expulsion, the Review and Appeals Committee will automatically review the case and determine whether expulsion is warranted. The decision of the Review and Appeals Committee is final.

A student who has been expelled may apply for readmission after a period of time determined by his/her disciplinary action. The readmission process requires a letter of recommendation from the student’s home minister and three personal references. Additional information may be requested. A student
applying for readmission will have 30 days from the time of application to submit all readmission material. If readmitted, the student will be on disciplinary probation for a period of not less than one semester. The condition, "one full semester," may be rescinded or renegotiated by the action of the Student Affairs Committee.

**Disciplinary Readmission** - This procedure is handled on an individual basis according to the standards established by the Student Affairs Committee at the time of a student’s expulsion. It is the responsibility of the student to apply for Disciplinary Readmission at least 30 days prior to the end of the current semester.

**Alcohol-Free, Drug-Free & Smoke-Free Workplace Policy**

Federal law requires that all institutions participating in the Title IV student aid programs certify compliance with the laws promoting Drug-Free workplaces and campuses. Therefore, it is the policy of CCU that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, and the use of alcohol or tobacco in any form is prohibited on property owned or operated by CCU. Violation of this policy in any location where the student is representing CCU will result in discipline that may include mandatory evaluations, treatments, counseling, or dismissal. Students in need of assistance in avoiding the use of drugs, alcohol or tobacco products should contact the CCU Counseling Center or an appropriate administrator.

**Sexual Harassment Policy**

Students have the right to be free from sexual harassment. Students are prohibited from engaging in sexually harassing conduct towards any other person. Sexual harassment directed towards students can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of CCU, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s status in a course, program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual, including, but not limited to, grades or academic progress; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or of creating an intimidating, hostile or offensive environment.

Any person who engages in sexual harassment will be subject to disciplinary action ranging from a warning to discharge or permanent suspension, if appropriate. Those who have a complaint regarding sexual harassment should contact the Human Resources Office or the Dean of Students, who will conduct an investigation of the incident.

Persons who have been sexually harassed should immediately report the incident to the Human Resources Office or the Dean of Students. CCU encourages but does not require a person who has been sexually harassed to inform the harasser that his or her conduct is unwelcome and offensive immediately upon its occurrence. Each instance of sexual harassment reported to CCU will be investigated. Failing to report sexual harassment may only perpetuate unacceptable conduct.

**Family Educational Rights and Privacy Act (FERPA)**

CCU is in compliance with the Family Educational Rights and Privacy Act (FERPA). FERPA is designed to protect the privacy of educational records and to establish the right of a student to inspect and review information contained in education records; the right to challenge the contents of their education records; the right to a hearing if the outcome of the challenge is unsatisfactory; the right to submit an explanatory statement for inclusion in the education record if the outcome of the hearing is
unsatisfactory; and the right to prevent disclosure with certain exceptions of personally identifiable information.

The Registrar’s Office at Cincinnati Bible Seminary has been designated by the institution to coordinate the inspection and review of procedures for student education records, which include admissions, personal, disciplinary and academic records. Students wishing to review their education records must give a written request to the Registrar listing the item or items of interest. Only records covered in the Act are made available within 45 days of the request. Education records do not include health records, employment records, alumni records or records of instructional, administrative and educational personnel that are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute.

While the Registrar’s office is designated to coordinate the inspection of records, not all educational records are housed in the Registrar’s office. The following is a list of officials at CBS responsible for maintenance of records.

- Admissions – Director of Admissions
- Academic – Registrar
- Disciplinary and Academic Integrity Issues – Dean of Students
- Cost and Financial Aid – Student Financial Services

Students may not inspect or review the following as outlined by the Act: financial information submitted by their parents, confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution permits access only to that part of the record which pertains to the inquiring student.

As a rule, CBS will not release a student’s education records to a third party without written consent of the student. If a student wishes to allow parents/guardians or other specified individuals or organizations access to his/her records, a FERPA waiver must be signed. These waivers are available in the Student Financial Services office.

CBS may disclose education records or components thereof without written consent of the student to: personnel within the institution determined by the institution to have legitimate educational interest (School personnel would be considered a person employed by the College and Seminary in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College and Seminary has contracted [such as an attorney, auditor, or collection agent]; a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary committee or assisting another school official in performing his or her tasks); officials of other institutions in which students seek to enroll; to persons or organizations providing students’ financial aid; to organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; to persons in an emergency in order to protect the health and safety of students or other persons; and to parents of a student who have established that student’s status as a dependent according to Internal Revenue Code of 1954, section 152. All these exceptions are permitted under the Act.

The Family Educational Rights and Privacy Act protects the privacy of educational records. However, the following information is considered public or directory information by CBS and may be released to anyone unless you inform the CBS Student Development Office that you do not wish this information released: Student’s name, telephone number(s), campus and home addresses, e-mail address, date and place of birth, participation in officially recognized activities and sports, dates of attendance, major field of studies, classification, degrees and awards received, church affiliation, institutions previously attended, and for
athletes, height and weight. The college also considers photographs to be directory information. As such, release of photographs also is permitted.

If you do not want directory information released and do not want your directory information to appear in any published or electronic Student Directory, you may restrict it by signing and dating a request annually in the CBS Student Development Office by the second Friday of each semester. Should you decide to inform CBS not to release any of this information; any requests for such information from CBS will be refused.

Questions regarding the application of this act should be directed to the CBS Student Development Department or the Registrar’s Office.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by CBS to comply with the requirements of FERPA is to be submitted to the Family Educational Rights and Privacy Act Office of the Department of Education.


Non-Discrimination Policy

The policy of Cincinnati Bible Seminary is not to discriminate on the basis of race, color, national-ethnic origin, or handicap in administration of its admissions policies, educational programs, scholarship and loan programs, employment practices, and other school-administered programs. Inquiries regarding compliance with Title IX of the 1972 Educational Amendment and Section 504 of the Rehabilitation Acts of 1973 may be directed to the Seminary Dean of Students, Title IX Coordinator, 2700 Glenway Avenue, Cincinnati, OH 45204; or the Director of the Office of Civil rights, Department of Health, Education, and Welfare, Washington, D. C.

Solicitation

For the protection of students and employees of CBS, solicitation of any kind by anyone is prohibited on the Seminary campus or property. Personal items may be advertised for sale with the approval of the Dean of Students.

Use of the Institution’s Name

The school name is to be used only by those who are authorized to represent the school. Independently organized groups must obtain permission to use the school name from the Dean of Students.

Children on Campus

Because of insurance liability, CBS students are not permitted to bring their children on campus to attend class with them or for other students to baby-sit the children while they are in class. Children may visit campus if they are under the direct supervision of their parent outside the classroom.
**Student Grievances**

Students have the right to consideration of grievances or complaints by the Seminary Administration.

Grievances concerning academics should be submitted in writing to the Academic Dean of the Seminary. If a student wishes to appeal the decision of the Academic Dean they must submit their appeal in writing to the Admissions and Academic Standards Committee. The decision of this committee will be final.

Grievances concerning student life should be submitted in writing to the Seminary Dean of Student Life. If a student wishes to appeal the decision of the Dean of Student Life they must submit their appeal in writing to the Review and Appeals Committee. The decision of this committee will be final.

The Review and Appeals Committee will consist of three Seminary faculty members appointed by the Academic Dean and two members of the Campus Community Representation group appointed by the Dean of Student Life.

**Student Handbook Limitations**

CBS reserves the right to change or revoke unilaterally any part of this Student Handbook at any time without notice. Students are expected to abide by any of these published changes.
Student Life Policies & Services

Announcements & Information

Bulletin Boards
Bulletin boards throughout campus are available to post announcements bearing an “approved stamp” obtained from the Seminary Reception Desk.

CBS News
The CBS News is a weekly publication containing valuable announcements and news for the student body. A new edition is available every Monday, online and by email. Announcements posted in the CBS News should be emailed (seminary@CCUniversity.edu) or a typed copy can be given to the Administrative Assistant the Seminary Reception Desk.

Campus Ministry – 513-244-8167
The goal of the Campus Ministry is to create a greater atmosphere of worship on campus. Dan Burton, the Campus Minister, keeps regular office hours and is available to meet the pastoral needs of students, staff and faculty. The campus ministry office is located on the upper level of President’s Hall, near the Student Life Offices. Programs under the guidance of the Campus Ministry include Chapel and Discipleship groups. Students can email the Campus Minister at: dan.burton@CCUniversity.edu.

Employment

Ministry Positions
The Alumni office makes available a list of ministry opportunities for both full- and part-time positions. This list can be found on CCU’s website at www.ccuniversity.edu/alumni/careers. Ministry positions will also occasionally be posted in the CBS News and on bulletin boards on campus.

Graduate Assistantships
Each year qualified Seminary students are offered opportunities to be graduate assistants for both College and Seminary faculty. These positions involve working with a faculty member in a variety of academic experiences, ranging from grading to research, for a maximum of 10 hours a week during the semester. Full-time Seminary students (those taking 9 or more hours each semester for both semesters) with a grade point average of 3.0 or above may complete applications for available positions. Applications are first accepted in April for the following academic year, but some openings may still be available in the fall semester. Contact Valeri Herrick at 513-244-8619 or email her at valeri.herrick@CCUniversity.edu.

On-Campus Employment

Students interested in working on campus in the federal work-study financial aid program should contact the Human Resources Office by calling 513-244-8447 or by emailing nancy.hartman@ccuniversity.edu to complete the necessary forms. The Human Resources office is located on the upper level of Presidents Hall, in the hallway of the administrative offices, next to the registrar. This office handles all administrative tasks related to student employment on-campus. The office also issues paychecks and deals with worker’s compensation and sexual harassment issues related to on-campus employment.

Off-Campus Employment
Off-campus employment opportunities are posted in the CBS News as well as on bulletin boards on campus. For jobs in the area, students may also search the CCU website, http://www.ccuniversity.edu/about/employment-opportunities/.

Graduate Lounge

The graduate lounge, located in the Crouch building next to the Conference room and across from Foster Hall, is an area for students to relax, fellowship and eat meals. A fridge, a microwave and utensils are available for students to use for storing and preparing meals. Because this is a common area, we ask that students be responsible for washing their own dishes as well as keeping the counter tops and tables clean.

Graduate Reference Room

The CCU Library maintains a Graduate Reference Study Room. This room houses a collection of approximately 8,000 books, focused primarily in the areas of Biblical studies and theological studies. These books are to be used in the study room and can only be removed from the room with permission from the library staff. The room is locked throughout the day, but graduate students can obtain their own keys by filling out an application and submitting a deposit of $10. Graduate students who are working on a thesis or project can also reserve a study carrel throughout the school year. Please contact the Library, (513) 244-8680, for help with obtaining a key or a study carrel.

Housing

Assistance

CBS offers students assistance in relocating to Cincinnati and finding housing in the city by providing a list of apartment complexes that have been recommended by students and staff of CBS. Students may also look at homefinder.cincinnati.com for a wider variety.

Change in Address or Phone Number

Any address changes as well as changes in a student’s phone number or name should be reported to the Registrar’s office.

Identification Cards – 513-244-8437

Students are required to have an identification card with their photo on it. This card will remain in effect for as long as the student continues at CBS. Cards should be obtained at the beginning of the student’s first semester from the IT Helpdesk on the first floor of Presidents Hall.

The identification card is used in the cafeteria, library, at various school activities, and by security personnel. The card may also be used to borrow books from participating libraries in the greater Cincinnati Library Consortium. Students who lose their student I.D. cards must obtain a replacement card from the IT Helpdesk at the cost of $30.00.

Inclement Weather - 513-244-8446
When travel conditions are poor, a decision regarding the cancellation or delay of classes will be made by 6AM or as soon as reasonably possible. This information will be announced on several television stations, including channels 5, 9, 12, 19 and 64, and radio stations including WLW (700AM), WCKY (1530AM), WCNW (1560AM), WKFS/FM, WOFX/FM, WMJQ/FM, WVXU/FM, WAKW/FM, WVMX/FM, WNKR/FM, WGRR/FM, WNLT/FM, WEBN/FM, WIZF/FM, WKRQ/FM, WUBE/FM, WARM/FM and WKID/FM.

In addition to the above public announcements, a voice mail message will be recorded on the CCU Weather Line with the emergency plan for the day, an email will be sent to your CCUniversity email account and the information will be posted on the CCU Home web page (home.CCUniversity.edu). To access the CCU Weather Line from off campus, dial 513-244-8446. Please also access your university email account and the CCU Home web site for current information.

Definitions of Closing Status:

1 hour delay: The school day will begin at 9AM. Report to where you would normally be at 9AM on that day. 8-8:50AM classes are cancelled.

2 hour delay: The school day will begin at 10AM. Report to where you would normally be at 10AM on that day. 8-8:50AM and 9-9:50AM classes are cancelled.

Closed: No classes will be held and offices are closed.

Occasionally, there may be delay reports announcing that the university will open at a time other than the 1 or 2 hour delay. In such cases, simply report to where you would normally be at that time on that day (Example: School opens at noon - report to wherever you would normally be at noon on that day).

It may take time for the television and radio stations to update the information on school delays and closings. **If in doubt, always follow the message on the weather line (513-244-8446) and the information posted on the CCU Home web page.** Be aware that the closing status may change if the weather continues to decline.

**International Student Services**

CBS offers services for International Students based on their unique needs. This includes assistance related to housing, clothing, language, cultural issues, legal issues, employment, visas, finances and other personal matters. There are also organized fellowship events for international students throughout the academic year, which include trips to local attractions and meals at the homes of CCU faculty and staff.

All requests and questions should be directed to the CUGO office.

**Scheduling Events & Rooms**

Shelley Weiss in the CCA Office maintains the official calendar of school events. The official academic calendar is maintained in the office of the Vice President for Academic Affairs. Nearly all requests for events or reservations can be handled immediately. Occasionally requests will need to be discussed with the Executive Leadership Team, the faculty and/or the administration.

In order to schedule a room for a meeting or gathering on campus, a written request must be submitted to Shelley one week in advance. This includes scheduling any classroom, the gym, or Foster Hall. If you have questions about reserving locations on campus, please contact Shelley (8183).
Seminary Student Advocates (SSA)

The Seminary Student Advocates consists of eight students currently enrolled at Cincinnati Bible Seminary as well as a staff representative. These students are to serve as a collective voice of the student body to the administration of the Seminary.

SSA Member Responsibilities

1) Serve as an official voice for the student body to the faculty and administration.
2) Attend monthly meetings to communicate information between students, faculty and administration.
3) Help plan and implement student activities on campus.

The group will meet once a month with a staff representative to fulfill these responsibilities.

Selection Process

SSA members are nominated and chosen by the SSA Nominating Committee at a meeting that is held at the end of the Spring semester. Students who accept the nomination to the SSA must make a commitment of at least one academic year. Once a student has accepted the nomination to the SSA they will remain a member until they choose not to be in the group, they are dismissed by the Nominating Committee, or until they are no longer a current student at CBS. Members will notify the staff representative at the second to last meeting of the SSA in the Spring Semester whether or not they intend to participate in the group the following year.

The Nominating Committee consists of the Dean of Students, a faculty member invited by the Dean of Students, and by the elected President and current Secretary of the SSA. The committee will take into consideration the number of positions open in the SSA while striving to nominate students who represent a cross-section of the student body. This will include diversity in degree programs, age, ethnic background and gender. The committee will also take into consideration the students’ time commitments, involvement in the student body, and leadership ability. After students have been nominated by the Nominating Committee, the staff representative will contact them.

Dismissal

Members of the SSA can be dismissed from the group for infrequent attendance of SSA meetings, a lack of participation in the group, a violation of the CBS Lifestyle Policy, or for poor academic performance. The Dean of Students will investigate complaints made against members of the SSA, and will report his findings to the Nominating Committee. If a complaint against a SSA member is serious enough, the Nominating Committee will reconvene to decide whether the SSA member should be dismissed. If a SSA member is dismissed from CBS for any reason, they will automatically be dismissed from the SSA group.

President

The President is elected for the upcoming academic year by the members of the SSA at the final meeting of the Spring Semester. The President must have already served as a SSA member the previous year. Members of the SSA will nominate and elect a president by consensus. Members of the Seminary administration will not be present during the election of the President. The term of presidency is limited to one year, but the person can continue to serve as a regular SSA member after their year as president. The President’s responsibilities include:

1) To be present and participate in all SSA meetings.
2) To assume responsibility for the leadership of the SSA group.
3) To assist the Dean of Students in organizing and conducting SSA meetings.
4) To be present and assist at 1 hour.
5) To participate in the Nominating Committee at the beginning of their year of service.

Secretary
The Secretary is nominated and elected by the SSA for the current academic year at the first meeting of the SSA in the Fall Semester. The Secretary must be a current member of the SSA, but does not have to have served on the SSA the previous year. This person will be nominated and elected by consensus. Members of the Seminary administration will not be present during the election of the Secretary. There is no limit on the number of years a person can fulfill the role of Secretary.

The Secretary’s responsibilities include:
1) To be present and participate in all SSA meetings.
2) To record and distribute the minutes of SSA meetings.
3) To be present and assist at 1 hour.
4) To participate in the Nominating Committee at the end of their year of service.

Student Forums

Student forums are designed to allow students to interact with professors and peers in their field of study outside of the classroom. These forums are able to meet at any time that is conducive to the schedules of faculty and students, but they generally meet on Tuesdays from 11 AM to 12:30 PM. Faculty, staff or students interested in starting a student forum should submit a written request to the Dean of Student Development one month before the forum’s intended implementation.

Dates and times for student forums are posted in the CBS News or on the bulletin boards.

Current student forums:

1 hour
“1 hour” is a time of fellowship and dialogue that is specifically designed for Seminary students and based on Ephesians 4:1-6. Students have the opportunity to interact with each other and with faculty to consider current topics in Ministry. It is held on the 5th Tuesdays at 11 AM. Actual dates for 1 hour will be posted in the CBS News and on bulletin boards. This forum is open to all students and guests.

Pastoral Leadership Forums (PLF)
PLF is designed for Pastoral Leadership majors to discuss and critique current topics in their field of study. It is organized and led by the professors of the Pastoral Leadership department. PLF is strongly encouraged for all Pastoral Leadership majors and is open to all students. PLF meets on the first Tuesday of the month at 11 AM.

American Association of Christian Counselors (AACC)
This is the student chapter of a national affiliation. The AACC is open to all students. The AACC meets on the second Tuesday of the month at 11 AM.

Biblical Studies Forum (BSF)
BSF is designed for Biblical Studies majors to discuss and critique current topics in their field of study. It is organized and led by the professors of the Biblical Studies department. BSF is strongly encouraged for all Biblical Studies majors and is open to all students. BSF meets on the third Tuesday of the month at 11 AM.

Theological Studies Forum (TSF)
TSF is designed for Theological Studies majors to discuss and critique current topics in their field of study. It is organized and led by the head of the Theological Studies department. TSF is strongly encouraged for all Theological Studies majors and is open to all students. TSF meets on the fourth Tuesday of the month at 11 AM.
Vehicle Operation Policy

The purpose of the vehicle operation policy is to ensure a fair and safe environment for drivers as well as pedestrians and property on the campus. In order to accomplish this, it is important that everyone cooperates to benefit the campus as a whole.

The operation and parking of any vehicle on campus should be considered a privilege that can be revoked if misused or abused. All drivers are expected to comply with all aspects of the policy without exception. In addition, all state and local vehicle laws and regulations will apply. Acceptance of a parking permit indicates the understanding of the vehicle operations policy. Any questions on the policy should be directed to the Campus Safety & Security office at 513-244-8437 or by email (security@CCUniversity.edu).

General Rules and Regulations

The scope of the Vehicle Operation Policy covers the CCU campus, all property owned or operated by CCU, or any property hosting a function sponsored by CCU in any way.

All motor vehicles must display a valid CCU parking permit.

1. The permit must be visible.
2. A new permit must be obtained every Fall Semester
3. Each off-campus student (Commuter student) having more than one motor vehicle may obtain an additional permit at no extra charge.
4. Lost permits may be replaced for a fee of $15.00.
5. Students who will be using a motor vehicle for a period of two weeks or less may obtain a temporary permit, free of charge, from Campus Security or the IT Helpdesk. It must be obtained the first day the student’s car is on campus. It must be displayed at all times while on CCU property.
6. Special temporary permits may be obtained for students who are injured or otherwise disabled, also free of charge, from Campus Security. This permit allows the disabled student to park in designated handicap spaces.

All vehicles must be insured for at least the minimum coverage required by the state of Ohio.

Speed limits on campus are 15 MPH, except in front of the dorms, which is 10 MPH.

Students should note other parking and traffic rules such as no parking, reserved parking, guest parking, parallel parking and one-way traffic signs. Motor vehicles are to be parked only in designated, unreserved parking areas. White painted lines on the paved parking lot service designate these spaces. Vehicles parked in unauthorized areas are subject to citation and towing.

1. The parking lots are numbered in relationship to the map that is located in this handbook.
2. There will be NO student parking in Lot 3, east of Presidents Hall.
3. Residents of Phyllis Rine Residence Hall and Alumni Hall and commuting students (undergraduate and graduate) must park ONLY in Lot 2 (west of Presidents Hall) or in Lot 2b, the North lot by the soccer field.
4. Residents of Restoration Hall must park ONLY in Lot 2c behind Restoration Hall; or in Lot 2b, the North lot by the soccer field.
5. Parking in the fire lane or reserved spaces is prohibited.
6. Temporary parking for loading and unloading purposes is permitted in front of residence halls. Motor vehicles must have their warning flashers on. The allowable time for loading or unloading is limited to the amount of time it actually takes to move the item(s) from the vehicle to the dorm lobby or vice versa and is not to exceed 5 minutes. An individual should be present who can move the vehicle in an emergency situation. Non-compliance with the above stated rule may result in a citation being issued and the vehicle being towed at the owner’s expense.
7. Parking regulations are in effect 24 hours per day 7 days a week.
8. No students are allowed to park east of Presidents Hall, Monday – Friday, 8:00AM - 5:00PM.
9. No student is to be parked behind the Worship and Ministry Center, Monday – Friday, 8:00AM - 5:00PM

Citations and Fines

- Safety & Security issues citations.
- Fines are $35.00 each.
- All fines are to be paid in the Student Financial Services Office.
- Anyone receiving three parking tickets in one semester will lose his/her driving privileges on campus for the remainder of that semester.
- Any suspended vehicles found on campus will be towed at the owner’s expense.

Towing Your Vehicle

It is possible for your vehicle to be towed at your expense from the CCU campus and stored at your expense at the towing company’s lot. Once the tow company has been called to move your vehicle you will be charged whether they hook up or not if the following occur:

- Your vehicle has been stationary for some time.
- At the discretion of the Director of Safety & Security.
- Any suspended vehicles found on campus.

Accidents

If a student should damage another vehicle on campus accidentally and is unable to locate the owner of the vehicle, he/she may report the matter to Safety & Security or the IT Helpdesk.

Safety & Security Services

- If you need an escort across campus or from CCU operated housing, you may contact the Safety & Security office by calling 244-8437 or 819-0072 (pager).
- If your vehicle battery needs a jump, Safety & Security will help you out, call 244-8437 or 819-0072 (pager).
- If you accidentally lock your keys in your vehicle, contact Safety and Security at 244-8437 or 819-0072 (pager).

Cincinnati Christian University will not be responsible for any personal or public liability as a result of the student’s use or possession of a motor vehicle on or off campus. CCU assumes no responsibility for any fire, theft, loss or damage of any kind to any vehicle or contents thereof while on campus property. The college administration expects cooperation of students in the use of motor vehicles.

Vehicle Registration Permit

Questions regarding parking regulations and vehicle registration should be directed to the Safety & Security Department. Permits are issued annually. Each student who will be operating a motor vehicle on campus at any time must have and properly display a parking permit. Improperly displayed permits are invalid and will be charged a $35.00 fine. All previous CCU permits must be removed from the vehicle. Vehicles must display a permit within the first two-weeks of classes. Permit owners are responsible for all violations charged to their permit. Permits must be updated as student status changes (i.e. marriage, change in residence, change of license plate number, etc.)
Academic Policies and Procedures

These policies apply to ALL students regardless of the catalog they are under unless specifically noted. Please contact the Director of Enrollment for questions regarding academic policies.

Academic Advising

Cincinnati Bible Seminary assigns an academic advisor for all degree-seeking students upon acceptance. However, the final responsibility for meeting all program and degree requirements and being informed of all Seminary regulations and procedures rests with the student.

Academic Integrity

Cincinnati Bible Seminary students are expected to be honest. Any student found guilty of academic dishonesty will be disciplined by the professor of that class in conjunction with the Student Development Office.

Examples and Definitions of Academic Dishonesty

Academic dishonesty includes, but is not limited to the following:

Plagiarism - Submitting any paper or portion of a paper, project or other academic assignment as your own work, when it is not. It is stealing the ideas or words of another, whether another student, a published source, or an Internet source - without documentation, and presenting them as your own.

Cheating - a) Reporting an assignment as fully completed when it is only partially completed, b) Group production of an assignment, unless specifically permitted by the professor, c) Giving or receiving confidential information on an assignment or test, or d) Turning in a single assignment for two courses without the permission of the instructors of both courses.

Illegal Use or Removal of Library Materials - a) Taking materials from the library without checking them out properly, b) Destroying or defacing library materials, or c) Illegally reproducing copyrighted materials from the library, such as software or videotapes.

Penalties
All professors in all classes will enforce the following standard penalties:

Penalties for Plagiarism & Cheating:
- First Offense at CCU: Automatic failure of the assignment and/or failure of the course at the professor's discretion. In the case of dishonesty in attendance, the student will be counted absent and charged with a first offense.
- Second Offense at CCU: Automatic failure of the course(s).
- Third Offense at CCU: Automatic expulsion and loss of all academic credit for that semester.

Penalties for Illegal Use or Removal of Library Materials:
- The student will make restitution for any damaged or lost materials plus any usual fees.
- Illegal removal of materials in conjunction with a class assignment will result in automatic failure of the assignment.
- Illegal reproduction of copyrighted library materials (such as copying videotapes or pirating software) will result in the confiscation of the material, failure in the assignment for which the materials were used, and possible civil litigation by the owner of the copyright.
Disciplinary Procedures for Academic Dishonesty

1) The professor/library representative who suspects academic dishonesty will collect evidence of the wrongdoing.

2) The professor/library representative will submit this evidence to the Committee on Academic Integrity (CAI). The CAI is made up of the Vice President for Academic Affairs, the Academic Dean, the Dean of Students, and a Seminary faculty member chosen by the Academic Dean. The CAI reviews the evidence and determines the viability of the case.

   a) If the CAI agrees that the evidence is sufficient, it meets with the professor/library representative and the suspected student(s) to hear the case, determine innocence or guilt, and administer penalties where applicable.

   b) If the CAI does not agree that the evidence is sufficient, it meets with the professor/library representative to explain its reasoning.

3) The student may appeal the decision of the CAI to the Review and Appeals Committee, whose decision is final. The Review and Appeals Committee is made up of three faculty members and two Campus Community Representation group members selected by the Dean of Students.

4) Students who confess academic dishonesty to a professor will sign a statement of confession, which will be placed in the student’s file. The offense will be noted (first, second, etc.), and the appropriate penalty will be administered. In such cases the CAI will not need to meet.

Academic Standards

Full-time Student Status

Students taking nine or more hours of credit in any given academic semester are considered full-time students. Early Fall hours are counted toward the Fall semester total; Early Spring hours, toward the Spring semester total. Summer Session is considered a stand alone term and, therefore, Summer Session hours cannot be used to establish full-time status in the Spring Semester or Fall Semester.

Part-time Student Status

Students must take at least five hours to be considered half-time for financial aid purposes. For part-time students, an increment of nine hours is considered the equivalent of a semester. For part-time students, evaluations will be made at the completion of each nine hours.

Dean’s List

The Dean’s List recognizes full-time students with a semester GPA of 3.67 or higher.

Good Standing

A student is in good standing with a minimum cumulative GPA of 2.67.

Academic Warning

Any student who’s cumulative or semester GPA falls below 2.67 will be placed on Academic Warning. Academic Warning is an official reminder that an overall cumulative GPA of 2.67 and an average of 3.00 in the major field are required for graduation.
**Academic Probation**
Students will be placed on Academic Probation when: Their cumulative GPA is below 2.33 OR Their semester GPA is below 1.67 OR They earn “Fs” in one half or more of the hours taken during any semester.

Students placed on Academic Probation may not enroll in more than 9 hours during the next semester. They are not eligible to enroll in any Directed Study course or Extra Curricular Learning Experiences until they regain Good Standing.

**Academic Suspension**
Students who do not regain Good Standing after one semester of Academic Probation will be placed on Academic Suspension, which prohibits enrollment in any classes for credit for one semester. After one semester they may re-enroll in classes for credit. Students should consult with their advisor to develop a plan for correcting past academic difficulties. CBS reserves the right to mandate coursework upon re-enrollment.

Students returning from Academic Suspension who fail to regain Good Standing (or make significant progress toward Good Standing, i.e., semester GPA of 2.67 or better) at the end of 9 hours will be placed on a Year Long Suspension. Students placed on Year Long Suspension must make a formal written appeal to the Admissions and Academic Standards Committee for reinstatement. The student should contact the Registrar’s Office for details on applying for reinstatement. The reinstatement process should begin 60 days before the beginning of the semester in which the student desires to return.

<table>
<thead>
<tr>
<th>Status Summary</th>
<th>Semester</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s List (full-time)</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>Good Standing</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>Academic Warning</td>
<td>2.33</td>
<td>Below 2.66</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>1.67</td>
<td>Below 2.33</td>
</tr>
</tbody>
</table>

**Adding/Dropping Courses**

Classes cannot be added for credit after the second week of the semester.
Classes cannot be dropped or changed to audit during the last four weeks of the semester.

To add a class or to withdraw from a class, a student must submit a Change in Schedule form to the Registrar’s Office. Change in Schedule Forms are available from the Registrar’s Office. The official date of addition or withdrawal will be the date the form is received in the Registrar’s Office.

Failure to attend class(es) is not sufficient notice to qualify for a refund and will result in the grade of “FA” (Failure due to absences) in the course(s). For students who withdraw from part of their class load, refunds will be made from the official date of withdrawal according to the following schedule:

**Regular Semester Refund**
Before or during the first week of class: 100%
During the second week of class: 75%
During the third week of class: 50%
After the third week of class: 0%

**Early Fall, Early Spring, Summer, 2-2-2 or 3-3**
Before or during the first day of class: 100%
During the second day of class: 75%
During the third day of class: 50%
After the third day of class: 0%

Students receiving Federal Aid who withdraw from all their classes may be eligible for a different refund. Students should consult the Financial Policies and Procedures section for details of this policy.

After the first day of the semester there is no refund of tuition or fees for performing groups, charges for applied music instruction or audit.

After the refund period, there is a fee to withdraw from courses.

**Appeals and Special Requests**

Any student wishing to appeal an academic decision or deadline or wishing to submit a special academic request should address a formal letter to the Academic Dean’s Office. If a student wishes to appeal a decision made by the Academic Dean’s office they may do so by submitting a formal letter of appeal to the Seminary Admissions & Academic Standards Committee. The decision of this committee will be final.

**Class Attendance Policy**

Students are expected to attend every class session. Students absent from a class session should contact the professor to discover the implications of missing the class. The professor may assign additional work to make up for the class session missed or adjust the student’s grade accordingly.

A professor will present his or her particular attendance policy in the course syllabus. If a student has excessive absences in a course, the professor may suggest that the student withdraw from the class. In the case of excessive absences the professor has the right to assign the grade “FA” (failure due to absences).

**Course Load Policy**

A maximum of 12 credit hours may be taken prior to acceptance into CBS. Any applicant whose application is denied forfeits the 12 hours that may be taken prior to acceptance.

PMN 502 Spiritual Formation must be taken within the first 12 hours of enrollment.

A maximum of 15 credit hours may be taken in any given semester. "Semester” means any combination of Early Semester, Semester, 2-2-2, Spring Break and 3-3 classes. Approval from the Academic Dean must be granted to enroll for more than 15 credit hours. Registration forms submitted to the Registrar's Office with more than 15 credit hours without the signature of the Academic Dean will be returned to the student.

A student should enroll in a minimum of four semesters (two academic years) to complete an MAR; six semesters (three academic years) for the MDiv.

**Degree Declaration**

During enrollment at CBS, it may become necessary to pursue a different degree program or to be under the guidelines of a newer catalog than at the time of application. This happens if:
1. The student submits a completed Declaration of Degree form to the Academic Dean’s office and the Declaration of Degree is approved; a new academic advisor will be assigned.
2. The student takes a two consecutive academic year break from enrollment. At this time the student must reapply to the Seminary and will be under the catalog in use at the time of reapplication.

Declarations of Degree may be restricted due to admissions requirements of individual programs. The student must submit any application components not yet included in the file, whether required by the basic requirements or the additional program requirements.

Students who have been accepted into a concentration as a MMin student and who want to declare into the current catalog as an MAR student may do so without completing the additional program requirements (i.e.- a Biblical Studies MMin student may declare into the MAR Biblical Studies without additional requirements.). Students may not change concentration areas without adding additional requirements.

Once a Declaration of Degree form that indicates the desire to be under the guidelines of a newer catalog is submitted to the Academic Dean’s office and the change is approved, the student may not declare back into any previous version of the catalog.

Degree Progress

Students should complete the following steps in progress toward a degree:

1. Gain acceptance to Cincinnati Bible Seminary. Students may enroll for no more than 12 hours before being fully accepted into the Seminary. Any applicant whose application is denied forfeits the 12 hours that may be taken prior to acceptance.
2. Contact the academic advisor assigned by the Academic Dean’s Office to develop a preliminary program of study based on the degree declared at the time of application.
3. Any changes in the degree goal should be discussed with the student’s advisor and reported to the Academic Dean’s Office.
4. Take PMN 502 Spiritual Formation during the first registration. These courses must be taken as part of the first 12 hours of graduate study.
5. Complete all credit hours required in the degree program. Only courses in which a C- or above has been earned will apply toward degree completion.
7. Submit the Intent to Graduate form by September 30 of the academic year in which the degree is to be granted. Applications are available in, and must be submitted to, the Registrar’s Office.
8. By November 1 of the academic year in which the degree is to be granted, students should meet with their advisor to make sure the program is in order.

Degree Time Limitations

Each student has a maximum period of time in which to fulfill all degree requirements. This maximum period includes the writing of a thesis, completing a research project, or taking the oral exam. The maximum time to complete a 54-hour degree is eight years; a 75-hour degree, nine years; a 90-hour degree, ten years.

At the point a students reaches the maximum period allowed to complete a degree, or reaches five years to complete a thesis, must petition the faculty for an extension of time. The petition may be:
• Granted with no penalty.
• Granted with conditions, such as the stipulation that the student must apply for readmission into his or her program. If readmission is granted, the student will be subject to the current catalog and may expect to take additional coursework.
• Denied.

Students who have taken a number of courses in the past but have not completed their degree will have their credit hours evaluated by the following guidelines:

• The student must reapply for admission.
• The student’s course of study must meet the requirements of the catalog that is in use at the time of readmission.
• The student must meet all course work and research requirements for the new degree.
• The student must meet the time requirements for completing the degree.
• Previous courses will be evaluated as transfer credit if they are more than 10 years old (See “Transfer of Credit”).
• Courses taken within the 10 years prior to being readmitted to a new degree program may be used toward the degree requirements if they meet a requirement for the new degree.
• Students enrolling under these circumstances must develop with their advisor at the time of their first enrollment a plan to complete their degree in a timely manner. The proposal must be approved by (1) the student’s advisor, the department chair, or the field chair and (2) the academic dean.

Earning Additional Degrees

To earn a Master of Arts degree (with a concentration in Biblical Studies, Theological Studies or Church History) as a second degree, a student must complete a minimum of 15 additional credit hours in the new area of concentration, meet all the requirements for the additional concentration, and write a thesis (6 hours). If a thesis was written for the first MAR, the student may complete an additional 21 credit hours and complete the non-thesis option.

To earn a Master of Arts degree with a concentration in Pastoral Leadership as a second degree, a student must complete a minimum of 21 additional credit hours in the new area of concentration and meet all the requirements for the additional concentration.

A maximum of one half of the credit hours for the first degree may be applied to the second degree.

Extension and Off-Campus Courses

Students may earn up to 50% of coursework toward a degree through extension or off-campus coursework. The 50% maximum may not be exceeded by any combination of extension, Internet, independent study and transfer credit.

Library and bookstore resources are available to extension students via the CBS website. Contact the library and bookstore for details.

The same academic and financial policies apply to extension students and on-site students.
Extensions for Coursework

Faculty members have the discretion to accept late work or to grant extensions for work that is incomplete at the end of the semester. Extensions are to be granted only under exceptional conditions. Request for extension forms are available in the Registrar’s Office. The student should present the form to the faculty member by the day of the final exam.

A $30 fee is charged for each extension form. The extension is not official until the form is submitted and the fee has been paid in the Student Financial Services.

The faculty member may grant an “E” grade for a maximum of eight weeks. Should the student fail to complete the work by the specified time, the alternate grade indicated on the form will automatically become the permanent grade.

The “E” is calculated as an “F” in the cumulative GPA, in Academic Progress, and in calculations for Financial Aid Satisfactory Progress Calculations (see Financial Policies).

If a student fails to apply for an extension, the instructor may choose one of these options as a final grade:

- “F”
- “IF”
- Enter 0 for the incomplete work and calculate the final grade accordingly.

A student may officially withdraw from a course up to four weeks before the end of the semester without receiving a failing grade. There is a fee for withdrawal from a course.

Extra Curricular Learning Experience

Graduate credit may be earned by participating in an Extra Curricular Learning Experience (Conventions, Seminars, Conferences, etc.). Guidelines to receive graduate credit for extra curricular activities at Cincinnati Bible Seminary include the following:

1. Arrangements for graduate credit through the practical ministries department are to be made prior to participation in the program.
2. A faculty supervisor will be appointed to work with the student to:
   a. Determine the number of credits to be accepted.
   b. Assign any supplementary readings, projects, or reports that should be completed.
   c. Establish criteria for evidence of accomplishment.
3. A fee equal to 50% of the normal credit tuition rate will be charged for faculty supervision, processing, and recording credit.

Grading Scale

The grading scale of CBS is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>92-94</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>89-91</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>86-88</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>83-85</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>80-82</td>
<td>2.33</td>
</tr>
</tbody>
</table>
Professors have the right to establish their own grading scale for their classes.

**Graduate Assistantships**

Each year qualified Seminary students are offered opportunities to be graduate assistants for both College and Seminary faculty. These positions involve working with a faculty member in a variety of academic experiences, ranging from grading to research, for a maximum of 10 hours a week during the semester. Full-time Seminary students (those taking 9 or more hours each semester for both semesters) with a grade point average of 3.0 or above may complete applications for available positions. Applications are first accepted in April for the following academic year, but some openings may still be available in the Fall semester. Contact the Assistant to the Vice President of Academic Affairs for an application.

**Graduation Procedures**

To graduate, the student must successfully complete all required work and maintain an overall grade point average of 2.67, with an average of 3.00 in the major field.

The student must submit an Intent to Graduate form by September 30 of the academic year in which the degree is to be granted. Applications are available in, and must be submitted to, the Registrar’s Office.

By November 1 of the academic year in which the degree is to be granted, students should meet with their advisor to make sure the program is in order.

Participation in the graduation ceremony is mandatory. Exemption from participation is rarely granted, but students with extenuating circumstances may write a letter of appeal and submit it to the Academic Dean’s Office by January 15. Requests submitted after this date will be assessed a $25 late fee if granted.

**Independent Study**

Students may complete coursework through Independent Study under the following conditions:

1. The student has completed 18 hours of coursework at CBS.
2. The reason for requesting permission for a Directed Study is one of the following:
   a. Irreconcilable schedule conflict (i.e. a student plans to graduate and a required course is not available prior to graduation)
   b. The student desires to study a specific topic of interest and or career value (other than one offered as a normal course),
   c. The student needs an additional hour in a subject or area, or
   d. When a required course is cancelled.
3. Consent has been granted by the prospective professor.
4. Permission has been granted by the Academic Dean (The students must complete an Independent Study Request form and return it to the Academic Dean’s Office).
Online & Hybrid Courses

CBS offers a limited number of online and hybrid courses. Available courses are listed in each semester’s course schedule.

Registration

Students should register online via My.CCU whenever possible. Log in information for registration is provided in the acceptance email sent to new students. Students are encouraged to register early in the scheduled registration period but are permitted to register up until the first day of class. However, for off-campus, Summer, Early Fall, Early Spring, Spring Break, “2-2-2” or “3-3” classes, students should register at least three weeks prior to the first class session. This becomes important when class viability is determined; also, assignments are often required on the first day of these time-intensive classes.

Course Syllabi

Course syllabi, when provided by faculty, are available online at http://internal.cuniversity.edu/exweb/catalog/index.asp, with a quick link available from the My.CCU site. Syllabi will not be mailed. Students should secure a course syllabus for each class in which they are enrolled to allow time to complete any work required prior to the first class. Course syllabi revised after registration begins will be sent to students who have enrolled for the course. Students who have downloaded a syllabus for course selection purposes should check My.CCU for the most recent syllabus.

Capstone Requirements

Comprehensive Examinations

All MDiv programs require a Comprehensive Examination. To fulfill a Comprehensive Exam, follow the steps outlined in the Comprehensive Examination Procedures Packet available online.

Research Requirement

The 3-hour Research Requirement for the Master of Arts can be completed by one of the three methods.

Masters Thesis
To complete the Masters Thesis, the student should follow the steps in the Masters Thesis Procedures packet available online. This option is required for Church History degrees.

Course Embedded Research project
To complete the CERP, the student must register for a 3 credit hour course. One of the courses should be completed following the steps outlined in the CERP Procedures packet available online.

Field Research Project
The Field Research Project is open only to the Pastoral Leadership Concentrations. The student should follow the steps in the Field Research Project packet available online.

Internship
The Internship is required for Pastoral Counseling (MDiv and MAR) and MAC students. The student should consult with the counseling department to complete this requirement.
**Supervised Leadership Experience (MAR) / Supervised Ministry Experience (MDiv)**

To complete the SLE/SME requirement, the student should follow the steps in the SLE/SME Information Packet available in the office of the Director of Service Learning, also available online.

**Scholastic Standards**

To graduate, the student must successfully complete all required work and maintain an overall grade point average of 2.67, with an average of 3.00 in the major field.

Grades of D-, D, and D+ are not accepted as credit toward degree requirements. The grade will still count toward the student’s cumulative GPA. Students who receive a grade of F, D-, D or D+ in a required course must retake the course to meet the requirement. Substitutions will not be made unless approved by the Seminary Academic Dean.

Guidelines for grade computation are as follows: As grades are submitted by the professor, they can be accessed via Campus Web. Grades are not sent via mail.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
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<td>A-</td>
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<td>D+</td>
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<tr>
<td>D</td>
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<td>D-</td>
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<tr>
<td>F</td>
<td>0.00</td>
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<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>IF</td>
<td>0.00 Failure due to incomplete work</td>
</tr>
<tr>
<td>FA</td>
<td>0.00 Failure due to absences</td>
</tr>
<tr>
<td>E</td>
<td>0.00 Grade Extension</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal without grade</td>
</tr>
</tbody>
</table>

**Transfer of Credit**

Graduate credits may be transferred into the degree programs at CBS as follows: up to 45 hours toward the MDiv degree, 25 hours for the MAC and 12 hours for the MAR degree. Of the total hours transferred, one-third of the hours in the concentration in the MAR and MAC can be transferred; one-half for the MDiv. Guidelines for transferring credits are as follows:

- Credits must be earned at institutions holding accreditation equivalent to regional accreditation or holding membership with ATS.
- Credits must have a grade of C (2.0 on a 4.0 scale) or above.
- Courses must be in the areas of the Seminary’s offerings.
Graduate credits that are earned at another institution during enrollment at CBS must be pre-approved for transfer. Transfer of credit is not guaranteed and should be approved in writing prior to enrollment in coursework at other institutions.

To have graduate credits considered for transfer, the student must request an official transcript from the other institution and complete a Transfer of Credit Request form available at the Seminary reception area.

Financial Policies & Procedures
Finances, Financial Aid & Student Accounts

Student Financial Services

The Student Financial Services staff provides information and assistance to students regarding all areas of student finances, including student accounts and financial aid.

The Student Financial Services Office is open from 8:30 a.m. until 4:30 p.m. Monday through Friday. During the school year, office hours are extended to 6:30 p.m. on Monday, Tuesday and Thursday. Students who are unable to come to the office during these hours should call to make special arrangements. Student Financial Services is located in the upper level of Presidents Hall.

Student Financial Services Personnel:

Julie Baumgardner, Sharon Knisley  
Linda Waugh  
Marcella Farmer

Student Financial Services Representatives  
Manager of Student Accounts  
Associate Director of Financial Aid

Important Forms for all Students:

Family Education Rights & Privacy Act of 1974 (FERPA)

The Family Education Rights and Privacy Act of 1974 is a Federal law that protects the privacy of student education records. When a student reaches the age of 18 or attends a school beyond the high school level, FERPA provides student confidentiality of information, such as grades, financial records, and disciplinary action.

Employees of Cincinnati Christian University will not divulge information from a student record to any individual, including a parent, without written permission from the student. However, FERPA does allow schools to disclose educational records, without consent, to school officials with legitimate educational interest and to appropriate parties in connection with financial aid.

FERPA WAIVER: The FERPA Waiver is the document that a student uses to indicate the individuals to whom CCU may release information and the type of information to be released. The completed waiver is kept on file in the Student Financial Services office.

Title IV Authorization

Students give CCU permission to act as the custodian of excess federal funds credited to their student accounts. By signing the Title IV Authorization Form, you indicate that CCU may hold and apply the excess funds to future charges to be incurred during the academic year. You may submit a written, signed
request for the excess funds to be refunded to you at any time. Any remaining credit balance resulting from Title IV funds will automatically be refunded to you at the end of the academic year.

**Student Accounts**

A late payment fee of $100 is assessed to all students who do not complete payment arrangements by the due date. Interest charges are applied to unpaid balances at the rate of 1.25% per month (15% APR).

Upon registering for classes, housing or meals at CCU, a student incurs a financial obligation for the cost of these services and all related charges. This financial obligation can only be adjusted if a student adds or drops credit hours or officially withdraws from CCU in accordance with established policies. Failure to attend does not withdraw you from classes.

**Payment Options:**

**OPTION 1:**
Payment in Full – Available to all students. No interest is charged if the balance is paid in full by the due date. Payment can be comprised of the following components:
- Awarded financial aid
- Scholarships awarded by CCU
- Online payment at [www.Afford.com/CCUniversity](http://www.Afford.com/CCUniversity)
- Credit cards accepted online include Discover, MasterCard, American Express. Convenience fees will be charged for credit card payments made online.
- Payment can be made directly from a checking or savings account. No convenience fee is charged for this ACH payment.
- Payment by mail – check payable to CCU
- Payment in person – Cash, check or credit card. Credit cards accepted in our office include Discover, MasterCard and Visa.

**OPTION 2:**
Extended Payment Plan through Tuition Management Systems – Available to all students. This option allows monthly payments to be extended through the semester. There is an enrollment fee of $70/year (or $55 for a single semester). Enrollment can be completed directly with Tuition Management Systems (TMS) at [www.Afford.com](http://www.Afford.com) or by calling 1-800-356-8329.

**OPTION 3:**
Third-Party Payment – Students whose accounts will be paid by a third party must provide official documentation of this payment to CCU. Documentation should verify the amount of the scholarship/payment per semester and list any restrictions or additional requirements. Third-party payments include:
- Scholarship from a church or other organization
- Assistance through vocational rehabilitation
- Military tuition assistance

**Financial Aid - Getting Started:**

**FAFSA (Free Application for Federal Student Aid)**
- This is a standardized form used to determine your eligibility for need-based financial aid by collecting data about your family’s income and monetary assets. The results of the FAFSA
determine your eligibility for federal and state aid (including Federal Work-Study and Federal Stafford Loans).

- The FAFSA is a government form that is available via the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Links are provided from the CCU website. The forms are available January 1 of each year. Students may submit the FAFSA electronically and sign it using a PIN. Parents of dependent students will need to sign with a PIN, too.

- When completing your FAFSA, be sure to list Cincinnati Christian University and the school code, 003029. This will enable CCU to access your information electronically as soon as it is processed.

- The best time to file the FAFSA for maximum, timely consideration is between January 1 and March 1. You must reapply for financial aid by completing a FAFSA or Renewal FAFSA each year. It is not automatically renewed.

- Keep good records. Make sure your carefully fill out all forms and keep copies for your records. Keep federal tax returns available as they may be needed to verify information on the FAFSA.

- After receiving your FAFSA, the Financial Aid Office may contact you for additional information to complete your financial aid file. It will take approximately two weeks for your award packet will be sent after your file is complete.

I really don’t think I qualify for anything, should I still apply?

Financial aid for graduate students includes federal student loans. You cannot obtain a student loan unless you have completed the Free Application for Federal Student Aid. Even if you do not plan to take out a loan, sometimes unforeseen situations arise. By completing your financial aid file now, you can be better prepared if an emergency situation comes up in the future.

When will we know the results of the financial aid package?

The Financial Aid staff will begin mailing out award packets in April. The award packet will contain information regarding your financial aid eligibility for the school year. The eligibility will be based on the results of your FAFSA. Review your award and contact Student Financial Services with any questions. If you wish to decline any aid, make the appropriate designation on your Award letter and submit the letter to Student Financial Services.

What types of financial aid are available?

- Scholarships – awards that do not have to be repaid. CCU offers a variety of institutional scholarships to new students each year. The scholarship application may be downloaded from the CCU website at [http://www.ccuniversity.edu/seminary/scholarships.htm](http://www.ccuniversity.edu/seminary/scholarships.htm). In order to be considered by these scholarships, the Admissions Office must receive the application form and any other required documents by March 1 for prospective students starting in the Fall Semester or October 1 for prospective students starting in the Spring Semester. Please read the application for additional details.

- CCU Spouse Discount – CCU offers a 25% discount off eligible tuition hours to married couples when both students attend CCU. Each student must be officially accepted to CCU. The application for the Spouse Discount may be downloaded from the CCU website and must be submitted each semester. See application for additional restrictions.

- Federal Stafford Loans – available at low-interest rates to be repaid after graduation.

- Alternative Loans – private loans provided to students. They are an alternative to the federal student loans and offer a wide variety of loan limits, interest rates, repayment terms, and co-signer requirements.

Facts about Federal loans:

The government has set limits as to how much a student may borrow each school year based on the number of credit hours earned toward his or her degree. The Federal Stafford Loan borrowing limit for
graduate students is $20,500. You may be charged up to 1.5% in processing fees for your Federal Stafford Loan. The fees will be deducted from the loan before it is disbursed to your student account.

Cincinnati Christian University works with a list of Preferred Lenders through which federal loans are certified electronically, but you are free to borrow from the financial institution of your choosing. Most loan funds are sent directly to CCU via electronic funds transfer (EFT).

It is a Federal requirement that all first-time student borrowers complete Loan Entrance Counseling, making them aware of their rights and responsibilities in regard to Federal Stafford Loans. The loan counseling must be completed before any loan money will be released to your student account. You may access the online counseling by going to www.CCUniversity.edu/financialaid/formslinks.htm and clicking “Entrance Counseling.”

**How do I obtain a Federal Stafford Loan?**

- You must complete the FAFSA to begin the Federal Stafford Loan process. The FAFSA results enable our office to determine loan eligibility.
- You will receive an Award Letter detailing your federal loan eligibility and the exact procedure for obtaining a Federal Stafford Loan.

**Where can I look for more scholarships?**

- *Community organizations* often have scholarship funds available. Check with area civic groups, professional and social organizations.
- *Churches* often are willing to support students attending Bible college. We have many students who receive some financial support from their home churches.
- *The internet* has several scholarship websites. A FREE scholarship search is available at www.fastweb.com. It will take you approximately forty-five minutes to set up a user profile.
- Your profile will be cross-referenced with a database of over 400,000 scholarships, and you will receive information regarding how to apply for scholarships that match your profile. Be wary of any company, which charges you money to help you find additional funding.

**When will the financial aid be applied to my student account?**

Financial aid will be applied at various times after the first day of each semester, following verification of enrollment status and upon receipt of funding from Department of Education, State or other agency.

Aid applied within the first month of the semester generally includes:
- **Federal Stafford Loans** *(pending receipt of signed Master Promissory Note (MPN) and completion of Loan Counseling)*
- **Alternative Loans**
- **Institutional Scholarships** *(Heritage, Academic, Leadership, International, Endowments, Bible College Staff/Campus Minister)*
- **Spouse Discount**

**How does Federal Work-Study (FWS) work?**

Federal Work-Study (FWS) is an award of work eligibility and does not guarantee that a student will be offered a job. A student who is awarded FWS may receive a Student Worker Job Skills and Interest Form in his or her Financial Aid Award Packet. The Human Resources Office will screen the applications that are submitted and direct them to departments based on interests and experience. You may check for available positions online at home.ccuniversity.edu. Federal Work-Study earnings will be paid directly to you based on the number of hours you work. The money may be used at your discretion.

**Important things to remember about Financial Aid:**
• Please contact Student Financial Services if you have ANY questions. We are glad to assist you through this process. Feel free to e-mail, call or schedule an appointment to discuss your situation.
• Maintain open communication with Student Financial Services during the semester. We want to help with any problems that arise, but we can help only when we are aware of your situation.
• If your financial circumstances change after you submit your FAFSA or after you receive your award packet, contact our office regarding possible adjustments. The Special Circumstances Appeal Form can be downloaded at http://www.ccuniversity.edu/financialaid/formslinks.
• Respond promptly to all requests for information. A delay in your response could mean a delay in the processing of your financial aid.
• Keep track of your financial aid progress. We recommend that you make a file to keep track of all the information you receive regarding fees, payment schedules, anticipated financial aid, etc.
• Please keep us informed about outside or church scholarships that are awarded to you. Outside grants and scholarships may affect your financial aid eligibility.
• Manage debt wisely. We recommend that borrowing be limited to necessary educational expenses.

Additional Services Available from Student Financial Services:
• Get information about student account balances, answers about charges, and make student account payments
• Request refunds from student accounts
• Get change for laundry or vending.
• Commuter students may purchase a Commuter Meal Plan. This plan is sold in increments of $75. With each purchase of $75, an additional credit of $15 will be applied to the meal plan account for a total value of $90. The Commuter Meal Plan may be used for any meal served in the Dining Hall, as well as in the Hill Top Coffee Shop.
• All students have the option of setting up a Bookstore Debit Account (BDA). Money can be applied directly to the debit account with cash, check, credit card, or by transferring a credit balance from a student account. The BDA is accessed with a valid Student ID card when making purchases in the CCU Bookstore. Purchase amounts are restricted to the available balance in the account. Any unused balance remaining in the Bookstore Debit Account at the end of the Fall Semester will carry forward to the Spring Semester. At the end of the Spring Semester, the remaining BDA balance will be refunded directly to the student account.

An insufficient fund check returned to Cincinnati Christian University by the bank will result in a $25.00 service charge against the account of the student on which the check was presented.

Contact Student Financial Services at 513-244-8130
studentaccounts@CCUniversity.edu or financialaid@CCUniversity.edu

Refund Calculations

Federal Refund Policy
The Financial Aid Office recalculates the financial aid eligibility for students who withdraw, are dismissed, or drop out prior to completing 60% of the semester. A copy of the worksheet used for this calculation can be requested from the CCU Financial Aid Office.
In cases where a student receives the credit balance existing on his student account to use for living expenses after all institutional charges have been paid and then withdraws from all classes, a repayment calculation will be performed. These living expenses are prorated based on the number of days the student completes during the semester. The student would have to repay the student aid programs for living expenses received for the weeks after his withdrawal date.

Tuition for performing groups, charges for applied music instructions, audit charges and all other fees are non-refundable.

A letter detailing the student's refund will be sent to the student's home address following withdrawal. When aid is returned, a debit balance may be owed to Cincinnati Bible Seminary. The student should contact the Student Financial Services Office to make arrangements to pay the balance.

**Institutional Refund Policy**

Students who withdraw from classes will have their tuition refunded according to the following schedule:

**Regular Semester**
- 1st week of classes (or before): 100%
- 2nd week of classes: 75%
- 3rd week of classes: 50%
- After 3rd week of classes: 0%

**Early Fall, Early Spring, Spring Break, Summer, 2-2-2 or 3-3**
- 1st day of class (or before): 100%
- 2nd day of class: 75%
- 3rd day of class: 50%
- After 3rd day of class: 0%

Tuition for performing groups, charges for applied music instruction, audit charges, and all other fees are non-refundable.

**Refund Policies**

Students who officially withdraw from CCU or drop class(es) may be eligible for a refund of their tuition based on the date of withdrawal. Check with the Registrar’s Office for specific dates of refund rates.

A student who withdraws from all classes and is receiving financial aid will receive a refund according to Federal refund policy. Students should contact Financial Aid for more details. Students MUST officially withdraw through the Registrar’s Office to be eligible for an Institutional refund. A request for cash refund must be made in writing to the Student Financial Services Office.

Students must complete the Change of Schedule Form in the Registrar's office when withdrawing from any of their classes. This form will initiate the refund calculation process in Student Financial Services and/or Financial Aid Office. The official withdrawal date will be the date the student returns the completed form to the Registrar’s Office or the student's last recorded date of attendance. This date will be used to determine the amount of the refund. Refunds for students who are asked to withdraw will be computed using the same refund formula as a student who withdraws voluntarily. Unofficial withdrawal from all classes by students receiving financial aid will result in a federal refund (see “Refund Calculations”) based on the college's determination of the student's last date of class attendance.
If a student is receiving Financial Aid and withdraws from all classes during the refund period, the refund will be returned to aid accounts in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Other Federal Aid
- State, Private, or Institutional Aid
- Student Scholarships

Scholarships and Financial Aid

Church Scholarships

Students receiving scholarship aid from a local church must have a letter from the church stating the amount of aid for each semester. Church scholarships cannot be considered confirmed aid at registration without the church letter. Written proof of the grant must be provided 10 days prior to the start of classes. The original letter should be turned into the Student Financial Services and a copy of the letter given to the Financial Aid Office.

Endowment Scholarships

The school has a limited amount of funds available in the form of Endowment Scholarships, Alumni Scholarships, and gifts from churches wanting to assist needy students. Information concerning the unique specifications and specific guidelines of each scholarship will be published as scholarships become available. For more information, contact the Financial Aid Office.

Graduate Student Financial Aid

Full- or part-time Seminary students taking a minimum of five hours with at least one class meeting a minimum of once a week throughout the semester (2-2-2, 3-3, and one-week sessions excluded) may be eligible for a Federal Stafford Loan (subsidized or unsubsidized).

Seminary students taking less than five hours or taking classes only in the concentrated format (2-2-2, 3-3, and one-week sessions) may be considered for a consumer-based alternative loan. For more information, contact the Financial Aid Office.

Standards of Satisfactory Academic Progress

CCU has established standards of satisfactory academic progress to encourage students to complete courses for which financial aid is received.

Good Standing

Seminary students must complete 67% of the hours attempted and earn a cumulative grade point average of 2.67.

Financial Aid Probation

Any student whose cumulative grade point average and/or completion rate falls below this standard will be placed on one semester of financial aid probation.
Financial Aid Suspension

Failure to bring the grade point average and/or completion rate up to the required minimum following the semester of Financial Aid Probation will result in Financial Aid Suspension. Students on Financial Aid Suspension must bring their cumulative grade point average and or completion rate up to the required minimum before having their financial aid reinstated. Seminary students may repeat a course *one time only* and maintain financial aid eligibility for that course. This regulation pertains to withdrawn, failed, or passed courses. Any Seminary student who feels he or she has circumstances which warrant an exemption to this policy should submit a Satisfactory Academic Progress Appeal to the Financial Aid Office. If the appeal is successful, financial aid will be reinstated. The Financial Aid Appeals Committee will decide all appeals for financial aid reinstatement. This committee consists of the Academic Dean of Cincinnati Bible Seminary, the Academic Dean of Cincinnati Bible College, the Seminary Dean of Students, the Director of Enrollment, the Registrar, the Chief Financial Officer, and the Financial Aid Coordinator.