



# CAROLINA COLLEGE *of* BIBLICAL STUDIES

"Do your best  
to present yourself to God  
as one approved,  
a workman who  
does not need to be ashamed  
and who correctly handles  
the word of truth."  
*2 Timothy 2:15*



*2014 – 2015*

*Online Academic Catalog*

This catalog sets forth Carolina College of Biblical Studies (CCBS) policies as of the date of publication. CCBS reserves the right to make changes in educational and financial policy. The College will attempt to communicate such changes to all students, faculty, and staff; however, it reserves the right to make necessary changes without further notice.

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Carolina College of Biblical Studies does not discriminate on the basis of race, color, age, nationality, non-disqualifying handicap, or ethnic origin in its admissions and educational policies, services, scholarships or grants.

Students are to be familiar with the contents of this catalog and are to accept appropriate responsibility concerning them.

Questions and comments may be referred to:

Admissions

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Scriptures taken from:

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NEW INTERNATIONAL VERSION®, NIV®

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## Message from the President

Dear Friend,

Your decision to review our catalog reveals that God has stirred something inside you. Are you serious about Christ's statement that He would build His church? Do you want to be more effective in your labors? Do you have a teachable spirit? If so, you have the first of many tools Carolina College of Biblical Studies will provide to guide you toward fulfilling God's purpose for your life.

We educate followers of Christ to be the most effective servants they can be. You may be a layperson desiring a deeper understanding of your Savior or you feel compelled by God to enter vocational ministry. Perhaps you are already immersed in the pastorate. Carolina College of Biblical Studies is able to prepare you for whatever ministry God has called you to.

This catalog will acquaint you with our philosophy of ministry, our beliefs, core values and programs of study. My prayer is that you will discover the passion of your heart being encouraged in these pages.

Seek guidance from God regarding your intent to study at Carolina College of Biblical Studies. I am available to talk with you personally to discuss your goals, the college, and any of the courses we offer.

We look forward to partnering with you in preparing you for further ministry.

In Christ's grace,

Dr. Bill Korver

President

## Carolina College of Biblical Studies Doctrinal Statement

CCBS believes and teaches:

- That the Bible, both Old and New Testament, is verbally inspired by God, is inerrant and infallible, and is the supreme and final authority in all matters of faith and practice (*Psalm 19:7-11; 2 Timothy 3:16-17; 2 Peter 1:20-21*). We further affirm the historicity of Biblical persons.
- That there is one God, eternally existing in three Persons: Father, Son and Holy Spirit (*Matthew 28:19; 2 Corinthians 13:14*).
- That Jesus Christ, begotten of the Holy Spirit and born of the Virgin Mary, is true God and true Man (*Luke 1:30-35; John 1:1, 14; Philippians 2:5-11*).
- That God created the world in six twenty-four hour days, apart from pre-existing materials and any evolutionary process; that man was created in the image of God; that man sinned and thereby incurred both physical and spiritual death—separation from God. Further, all mankind are declared by God to be totally depraved with a sinful nature and have become sinners in conduct (*Genesis 1:1-2, 25; 3:6-19; Romans 3:10, 23; 6:23; Galatians 3:22*).
- That Satan is a personal being, originally the highest ranking angel; that he sinned and fell through pride; that he is the ruler of this present evil world system; and that he shall be eternally punished in the Lake of Fire (*Genesis 3:1-19; Isaiah 14:12-17; Ezekiel 28:11-19; Revelation 20:10*).
- That the Lord Jesus Christ died for our sins and in our place, and that any who believe on Him are eternally saved, justified on the basis of His blood (*Romans 3:24-26; 5:8-10*).
- That the Lord Jesus Christ arose bodily from the dead and ascended into Heaven where He presently ministers at the Father's right hand as our Head, High Priest and Advocate (*Ephesians 1:20-23; Colossians 1:17-19; Hebrews 4:14-16; 7:21-28; 1 John 2:1-2*).
- That this same Jesus will come again personally and bodily to receive the Church unto Himself (*1 Thessalonians 4:13-18*), to execute His judgment on an unrepentant world (*John 5:28-29; 2 Peter 3:7, 10-13*), and to establish His earthly kingdom of peace and righteousness.
- That both believer and unbeliever will be raised bodily in their own order, the saved unto everlasting blessedness in Heaven and the lost unto everlasting and conscious punishment in the Lake of Fire (*1 Corinthians 15:58; Revelation 20:11-15; 21:1-22:15*).
- That Christians are to live daily in the fullness and power of the indwelling Holy Spirit, resulting in a life of service and evangelism to the glory of God (*Galatians 5:16-25; Ephesians 5:19-21; 2 Corinthians 5:15-21*).
- That Christians who believe the Bible to be the inerrant Word of God should not allow their doctrinal distinctives and/or differences to hinder love for and fellowship with other members of the body of Christ (*Psalm 133:1, 1 Corinthians 1:10; 12:13, 24-27; Ephesians 4:11-16; Philippians 1:27; Hebrews 13:1*).

## School History

The vision of local pastor Dr. Bill Owens resulted in the Cape Fear School of Theology in 1973. The expressed purpose was to equip Christians, regardless of denomination, for effective service.

In 1979, the ministry came under the direction of Dr. Ralph Richardson, another local pastor. Land and a building were purchased at 817 South McPherson Church Road, and classes began the fall of 1980 at this current site. It was then that the name was changed to Carolina Bible College. In 1983, a new administration and classroom building opened debt-free. Dr. Phil Rose was hired as the college's first Academic Dean.

Rev. Rick Oglesby became Dean in 1996 and was installed as President in June, 1997. Dr. Richardson became Chancellor at that time.

Rev. Phil Stamm became Dean in 1997. Under Rev. Oglesby the school sought and received approval for our Associate's Degree and Bachelor's Degree programs from the Veteran's Administration. Dr. J. Michael Arnett became the Academic Dean in 2000.

In 2000, Phil Stamm became President. In 2000, Carolina Bible College began offering classes online. In December, 2002, Dr. Bill Korver became interim President and in April, 2004, he became the fourth President of Carolina Bible College. In 2010, Dr. Harry Ghee became the college's Academic Dean.

In 2012, the Board of Directors voted to change the name of the college to Carolina College of Biblical Studies.

In 2013, CCBS was granted initial accreditation through the Association for Biblical Higher Education (ABHE).

CCBS began offering Associate's and Bachelor's degrees online in 2013.

## Our Campus

Carolina College of Biblical Studies is located at 817 S. McPherson Church Rd., a main thoroughfare in Fayetteville, NC.

The campus is situated on three acres with one main building housing the classrooms, offices, and library.

The College is approximately two miles from Cross Creek Mall and ten miles west of Interstate 95.

## Mission and Vision

**Mission:** Carolina College of Biblical Studies exists to disciple Christ-followers, through biblical higher education, for a lifetime of effective servant leadership.

**Vision:** Carolina College of Biblical Studies will be a premier institution of biblical higher education whose graduates launch and lead healthy ministries worldwide.



## Core Values

**We value the authority of Scripture.** We believe that the truth is absolute and that it is inerrantly recorded in the Holy Scriptures. The sixty-six books of the Protestant Bible are our authority. We read them at face value and apply them to our lives as individuals and as an institution. The authority of Scripture is our primary value.

**We value the supremacy of Jesus Christ.** Because Jesus is Lord, we are committed to knowing, worshiping, and following Him, our resurrected King, God and Savior. We are equally committed to the supremacy of His purpose to disciple the nations. Our curriculum, policies, and programs of study reflect the supremacy of Jesus Christ.

**We value educational integrity.** Because we are committed to the authority of Scripture, we also are committed to do all things for God's glory. Our classroom behavior, curriculum, organization, and administration reflect an ongoing pursuit of academic integrity and institutional improvement.

**We value multi-ethnicity.** All men are made in God's image. Some from all races will trust Christ. Because this is so, we serve a multi-ethnic community. Faculty, administration, and curriculum reflect our mutual commitments to Biblical integrity and multi-ethnicity.

**We value ministry capability.** The men and women who serve Carolina College of Biblical Studies are proven in the crucible of ministry. Our classes combine both the theory and the practical reality of service so that graduates can effectively disciple others.

## Equipping Saints

Our program provides a foundational Biblical education for lay people who desire greater skills in the Word and for those called to vocational ministry. We emphasize the *how* of ministry as well as the *what*.

Our faculty is professionally trained, experienced in ministry, and committed to the Scripture. With a student-teacher ratio of 15 to 1, the faculty's education, character, and experience make an excellent combination of academics, practicality, flexibility, and affordability.

In the past five years more than 80% of Carolina College of Biblical Studies graduates were employed in local church ministries at the time of their graduation. Approximately 30% continued their education at the graduate school level.

The 2014 graduation rate for the overall students enrolled at Carolina College of Biblical Studies is 13%. This rate reflects the total number of students who entered the College in 2008 and were enrolled as degree-seeking, either the associates or bachelor's degree of which 1 completed their planned degree.

The 2014 graduation rate for students pursuing the bachelor's degree at Carolina College of Biblical Studies is 13%.

As our society ages and vocations change, accessible and affordable education is demanded. Carolina College of Biblical Studies intends to respond as we provide sound education at minimal costs within flexible schedules.

## Institutional Goals

The Institutional Goals of Carolina College of Biblical Studies reflect an emphasis in seven distinct areas of focus.

It is the College's expectation that the following goals will be realized in the lives of each student who matriculates:

### A Biblical Center

- **Biblical Knowledge**—The Bible is our core curriculum. Students are demonstrating growth in their ability to effectively practice sound Bible study principles and the ability to communicate and multiply Scripture in others. (*2 Timothy 2:2; Titus 2; Jude 3-4*)
- **Spiritual Progress**—CCBS encourages a dynamic, progressive relationship with God, the Scripture, and people. Students are demonstrating growth in understanding their position in Christ, in the spiritual disciplines in the practice of evangelism and responsible stewardship of their lives. (*2 Timothy 4:6-8*)

### Church Service

- **Church Leadership**—CCBS Students are demonstrating growth in possessing the tools to develop ministry, vision and strategies to deploy Christ's people to pursue them, and to evaluate ministry according to Biblical norms. (*Ephesians 4; 1 Corinthians 11-14*)
- **Global Participation**—Graduates are demonstrating growth in a world mission's vision for the church by going, sending, praying and giving toward short term and career mission's ministry. (*Matthew 28:16-20; Acts 1:6-11; Romans 16:25-27*)

### Worldview

- **Christian Worldview**—CCBS students are demonstrating growth in their possession of a Christian worldview, understanding what other major world views are and how a world view affects one's thinking and decision making.
- **Knowledge of the World**—CCBS students are demonstrating growth in their knowledge of the world and the times in which they live.

### Multi-Ethnicity

- **Cultural Diversity**—Students are demonstrating growth in being aware of and appreciating cultural differences and in creatively pursuing culturally diverse ministries. (*Acts 13, 17; 1 Corinthians 9:20*)
- **People Skills**—Effective ministry centers on the servant's ability to relate with others. CCBS students are demonstrating growth in mastering the necessary skills to relate to and serve others. (*1 Thessalonians 2*)

### Communication and Learning

- **Communicate and Utilize Information**—CCBS students are learning to communicate effectively through speaking and writing, and accessing and processing information critically and confidently. (*General Education*)
- **Commitment to Lifelong Learning**—Students are preparing to be lifelong learners.

## Student Satisfaction

- **Educational Processes**—Students are satisfied with the conduct of the educational experience, with particular emphasis on instruction.
- **Overall CCBS Experience**—Students and graduates are satisfied with the overall operational effectiveness of the college.
- The Student Senate serves as the voice of the student body.

## Vocational

- **Deployment of Graduates**—CCBS graduates are productively employed in church and marketplace ministries.

## Our Philosophy of Education

Four convictions frame the philosophy of education at Carolina College of Biblical Studies:

- The Bible is God’s complete and inerrant Word and is to be interpreted literally.
- The *new birth*, by grace through faith in Jesus Christ, is needed to personally understand and apply the Bible.
- The local church is Christ’s primary vehicle for ministry.
- A Biblical theology of ministry must drive the servant and his ministry.

Therefore, education at CCBS is a process that occurs in a teaching-learning community of believers in Jesus whose curriculum is the Word of God and the skills needed to serve others, and whose objectives are serving the church.

## Affiliation and Accreditation

Degree programs of study offered by Carolina College of Biblical Studies have been declared by the appropriate state authority exempt from the requirements for licensure under provisions of North Carolina General Statutes Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

Associate’s Degree and Bachelor’s Degree programs are approved for the enrollment of veterans, participants, military, and other eligible persons under provisions of Title 38, United States Code, Section 4676.

Carolina College of Biblical Studies is accredited through the Association for Biblical Higher Education, 5850 T.G. Lee Blvd, Suite #130, Orlando, FL 32822, 407.207.0808. Accreditation is a process by which an institution evaluates its educational activities, in whole or in part, and seeks an independent judgment to confirm that it achieves its mission and goals and is generally equal in quality to comparable institutions or specialized units.

CCBS holds membership with the Evangelical Council for Financial Accountability (ECFA), and the Council for Higher Education Accreditation (CHEA).

## Admissions and Registration

### General Admission

Admission to Carolina College of Biblical Studies is granted to applicants without regard to race, color, national origin, sex, or denominational affiliation. Evidence of a personal relationship to Jesus Christ as Savior is expected, including a serious commitment to God's will.

CCBS does not refuse admission to any student based exclusively upon a fixed academic criteria. Students are not required to have a minimum high school grade point average (GPA) nor rank a minimum ACT/SAT score for admission; however, they may be required to take a placement exam prior to entrance to measure basic skill development in reading, writing and math. Students might, however, be required to take a placement exam for purposes of effectively serving their academic needs.

Admission to CCBS does not guarantee that the student will be able to achieve graduation, only that the student will be allowed a limited amount of time to demonstrate academic performance without prejudice or bias from prior educational experience or aptitude. Many students who would be rejected from selective college overcome their poor academic backgrounds by significant diligence, commitment, further maturity, and effort.

CCBS reserves the right to deny admission to any applicant whose academic abilities or Christian character are an unsuitable fit for the CCBS mission.

### Required Software

All degree-seeking students are required to purchase LOGOS Bible Software which will provide students with immediate access to valuable digital resources and the technology to research them.

### Documents for Admission

Individuals seeking admission to CCBS must provide the following at the time of application:

- A completed application form.
- A non-refundable application fee of \$40.
- An official high school transcript, G.E.D. or equivalent.
- Official college or post-high school transcripts from all previous colleges must be obtained.

### Course Registration

Every student must register for classes no later than the first day of the beginning of each quarter. Tuition and related fees are due at the time of registration. Late registrations will be considered through the second week following the beginning of each semester. Registration in subsequent semesters is contingent upon all prior financial obligations being met.

### Address Changes

Students must notify the Online Registrar of any change of address or phone number.

## Tuition, Fees, and Related Policies

Application fee	\$40
Tuition per credit hour for Associate degree	\$275
Tuition per credit hour for Bachelor degree	\$350
Tuition per credit hour for Military*	\$250
Graduation fee	\$70
Drop fee within semester (per class)	\$30
Fee for transcribing PLA credit beyond HU1000/3000 (per credit hour)	\$60
Additional fee per paper	\$25

\*\$250 tuition per credit hour for military service members, retired veterans, military spouses, and dependents of active and retired military 23 or under.

Students must pay first semester tuition at registration prior to the first class session OR have made arrangements for payment through school loans, grants, etc. A payment plan is available for those students who qualify.

Textbook costs vary from course to course. Online students will have their books purchased for them through the Online Office. The costs of these books will be added to the student financial account.

### Payment Plans

Financial aid will be applied directly to a student's account charges. The student is responsible for paying the remaining portion of his or her bill. The Financial Aid or Business Office will accept the following forms of payment (which can also be found at <http://www.ccbs.edu>)

#### Payment with Credit/Debit Card, Check, Money Order, or Cash

Credit/Debit Card payments, whether one-time or recurring, can be made/arranged via the ABHE student account system.

Checks/Money Orders can be made out to the College, and delivered/mailed to the College's Business or Financial Aid office.

Cash payments can be made in person to the College's Business or Financial Aid office.

#### Employer Reimbursement

Students must provide the name of the employer, information verifying eligibility to receive reimbursement, and requirements for reimbursement. The student is ultimately responsible to CCBS for payment. Any issues between the student and their employer do not, in any way, alter this responsibility. Should a student fail to successfully make payments, the Financial Aid

department will place a hold on the student's account until payment is made in full. No grades, transcripts, or diploma will be released until payment is made in full.

### Third Party Payment

Students who receive a scholarship from a third party, such as a church or scholarship fund, or payment by an agency, such as vocational rehabilitation or the military, must provide official documentation from the third party verifying the amount of the scholarship/payment per quarter. This documentation should list any restrictions or additional requirements.

### Tuition Deferment

Tuition Deferment can be used to complement the Employer Reimbursement payment option. To use this option, the Payment Plan Agreement must be completed and submitted to the College's Financial Aid office prior to course registration.

## Refund Policy

Students who have requested withdrawal will be eligible for the following:

- 1) If a student withdraws before the course starts, 100% of the tuition will be refunded;
- 2) If a student withdraws within the 1<sup>st</sup> week, 75% of the tuition will be refunded;
- 3) If a student withdraws within the 2<sup>nd</sup> week, 50% of the tuition will be refunded;
- 4) If a student withdraws after the end of the 2<sup>nd</sup> week, 0% of the tuition will be refunded.

Refunds will be made for textbooks on the following conditions:

- 1) The student has officially withdrawn from the course that uses the textbook(s) for which a refund is being requested, and
- 2) The textbook(s) is returned to CCBS within two weeks from the course start date, and
- 3) The textbook has not been written in, marked in, or damaged in any way.
- 4) No opened software or LOGOS software will be refunded.
- 5) No refunds on shipping and handling.

## Financial Aid

Any student planning to use financial aid to cover school costs must first complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA must have The College's school code – 041542 – in order for the results to be received by the Financial Aid Office. Once the FAFSA is successfully submitted online, the student must visit the Virtual Financial Aid Office to complete the registration process and to get estimates of eligibility at <http://ccbs.vfao.com>. Upon completion of the interview session at this site, students will receive e-mail noting their eligibility and awards from VFAO. The FAFSA must be renewed, along with the interview at VFAO, prior to each school year.

## Grants

### Federal Pell Grant

A Federal Pell Grant does not have to be repaid. This need-based grant is awarded to undergraduate students who have not earned a bachelor's degree. The amount of the award is based on FAFSA results and enrollment status. Pell Grant funds will be credited directly to the student's account.

## Military Benefits

The College accepts educational benefits through the military (e.g., GI Bill, North Carolina National Guard Scholarship Program, Army Reserves, etc.). To begin the process of determining any applicable benefits, the student should contact the respective educational liaison within the appropriate military organization. Once that action has been taken, the student may contact the Financial Aid Office to proceed with any other applicable processes.

## Loans

### Federal Direct Loans

Direct Loans are federal loans available to students who are attending college at least half-time. The amount a student may borrow is based on year in school, dependency status, and enrollment status.

### Federal PLUS Loan (Parent Loan)

A parent may borrow a PLUS Loan to help pay the expenses of a child who is a dependent undergraduate student enrolled at least half-time. The parent must pass a credit check to be eligible to receive a PLUS Loan. In the event the parent is denied the PLUS Loan due to adverse credit, the student generally becomes eligible to borrow an additional amount in an Unsubsidized Federal Stafford Loan.

### Private Student Loans

A student may also obtain private loans to cover education-related expenses.

## Satisfactory Academic Progress Requirements for Financial Aid

Students must make Satisfactory Academic Progress (SAP) towards earning a degree to receive financial aid at CCBS from all federal and state student aid grants, and loan programs. Some additional grants and scholarships may also use part or all of the SAP standards as minimum criteria for funding eligibility.

Financial Aid SAP will be measured annually. Students previously in good standing will be placed on Financial Aid probation if the minimum SAP standards are not met. The student will retain eligibility for aid during the probationary period. Students not meeting the minimum SAP standards by the end of the semester the student was placed on Financial Aid probation will be placed on Financial Aid suspension. Aid eligibility will resume when the student raises his or her cumulative academic measurements to the required levels or has a Financial Aid appeal approved. Financial Aid suspension may be appealed if unusual and/or mitigating circumstances affected their academic progress. Such circumstances may include a severe illness or injury to the student or an immediate family member, the death of a student's relative, student activation into military service or other circumstances as deemed appropriate for consideration by the Financial Aid Appeals Committee. Transfer students with no grade history at CCBS will enter on Financial Aid good standing. A Financial Aid SAP calculation, including transfer hours applicable to the current degree pursuit and CCBS hours earned, will be run at the next scheduled increment.

To appeal, the student must submit a legible letter, a completed Financial Aid Appeal Form, and supporting documentation to the CCBS Financial Aid Office. These must explain in detail why the student failed to meet the minimum academic standards, what unusual and/or mitigating circumstance contributed to the failure, and how the situation has changed to allow the student to meet Financial Aid

SAP requirements by the next calculation. Appeals must be received by the Financial Aid office no later than 15 business days before the end of the term for which reinstatement is desired. Early appeal submission is strongly encouraged. A committee will review the appeal and will notify the student in writing of their decision. If an appeal is approved, the student will temporarily regain financial aid eligibility. Continuation of eligibility will be contingent upon the student demonstrating improved academic merit achievement as outlined by the Financial Aid appeals committee through their Academic Plan.

## Schedule Changes

### Leave of Absence

Some students may need to leave school for a period of time. If a student wishes to take a leave of absence they may begin the process by contacting the Online Registrar at [onlineregistrar@ccbs.edu](mailto:onlineregistrar@ccbs.edu).

### Withdrawals

Students wishing to withdraw from a course must complete a Withdrawal Form and submit it to the Online Registrar's Office. A drop fee of \$30 will be charged to their student account. Students that do not submit a formal withdrawal form will not be refunded. Students will receive a Withdraw Passing (WP) or Withdraw Failing (WF) depending on their grade at the time of their withdrawal.

Students who need to withdraw from a course or program should always make an official contact via email with the Online Dean ([onlinedean@ccbs.edu](mailto:onlinedean@ccbs.edu)).

A withdrawal from a course or program often requires adjustments to financial aid, per U.S. Department of Education and/or State of North Carolina regulations. The Financial Aid office makes that determination and any necessary adjustments upon receiving documentation of the course or program withdrawal. The student is responsible for any outstanding balance incurred as a result of this process.

When dropping a course, a student must inform the Financial Aid office of his/her continued enrollment intention within 45 days of his/her last date of attendance, in order to keep his/her financial aid in good standing.

Withdrawals affect the student's completion rate.

### Withdrawals From Individual Courses

Students who do not attend any sessions of a course for which they have registered should contact the Online Registrar to be withdrawn from the course, and their account will be credited for the tuition and be charged a drop fee.

### Course Changes

Students withdrawing from a course after the semester begins will be charged a \$30 drop fee and their tuition adjusted to reflect the number of credits carried for that semester. Please contact the Financial Aid office, as dropping a class from the semester may change aid eligibility.

The addition of a class may add to the student's account and exceed their financial aid limits. Please contact the Financial Aid office prior to adding a class to the semester.



## Student Services Policies

### Behavioral Standards

The College requires that Online Students maintain professional standards of behavior. We expect all members of the online community to behave in a civil and respectful manner appropriate to a Christian environment. As such, the following behavioral expectations are based on the standards of civil and Christian behavior and common professional codes of conduct and apply to all students while they are on the College premises, including the virtual campus, or representing the CCBS Online program in any capacity.

### Harassment

The College will not tolerate harassment or abuse of any member of the College community against any other. Students who are deemed a serious risk of imminent harm to themselves or others may be dismissed immediately. A student should report any incident via telephone or email to the Online Dean. Contact the Online Dean for details of the College policy at [onlinedean@ccbs.edu](mailto:onlinedean@ccbs.edu).

### Theft/Unlawful Entry

Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property is strictly prohibited. Violators may be prosecuted. Unauthorized or improper use of any College property, equipment, facilities, or resources, including unauthorized entry into any College room, building, or premises is strictly prohibited.

### Tobacco & Controlled Substances

The possession and use of alcoholic beverages of any description, nonmedical narcotics or hallucinogenic drugs, including marijuana, is completely and strictly prohibited on the campus and college. Tobacco use in all forms is prohibited on the College Campus and denominational grounds at all times. Students should adhere to the policy at additional College sites.

## Violation of Behavioral Standards

### Disciplinary Process

The Online program seeks to utilize disciplinary actions that are reconciling and educative.

The following behavior expectations and policies (generally) apply only while Online program students are at any College sites or in the virtual classroom environment. The College reserves the right, however, to discipline students for conduct off the College premises if such conduct is detrimental to the reputation of the College or its mission.

All offenses will be handled on an individual basis. Any and all disciplinary sanctions may be applied. Some offenses may be considered minor in nature and others are of greater concern and will result in action that is reflective of that. Penalties will increase if offenses accumulate or if more than one offense is involved in any incident. Every violation and decision will be discussed with the student.

Students should be aware that all federal, state, and local laws apply as well. Enrollment in no way negates coverage from civil law. Penalty from civil law does not exempt students from further discipline by the College.

## Discipline Sanctions

All disciplinary infractions will be considered cumulative across the entire period of a student's enrollment with The College.

Potential actions in the event of irresponsible behavior include:

*Written Warning:* Student receives a letter from the College informing them that they have engaged in behavior that is in violation of The College Community Covenant. If they should continue to engage in this behavior or any other behavioral that is in violation of the College Community Covenant, more serious actions may be taken by the College. Written warnings may take the form of email or regular mail and will be clearly marked such.

*Request for Voluntary Withdrawal:* A student may be asked to withdraw for their best interest.

*Suspension:* Temporary immediate removal from academic status and other privileges for a designated period for the purpose of concentrated institutional and personal assessment of the student's ability to benefit from an educational experience. During this assessment period, the student is not allowed on campus nor to access the College virtual campus. Participation in any College sponsored events is prohibited.

*Expulsion:* Permanent removal from school and immediate cessation of participation in the College's programs and services. Enrollment will be terminated with immediate departure from campus or inaccessibility to the College virtual campus. The student will not be allowed to return to any The College location nor to participate in any College-sponsored events.

## Appeal Procedure

Students are provided the opportunity to appeal any disciplinary decision by submitting their appeal in writing to [onlinedean@ccbs.edu](mailto:onlinedean@ccbs.edu) within three days of receiving notification of the disciplinary action taken.

## Request for Readmission

If a student is suspended from the College and desires to return, he/she must submit a written request to [onlinedean@ccbs.edu](mailto:onlinedean@ccbs.edu) for readmission. The student is to provide a thorough account of the actions that led to his/her dismissal and the student's strategy for successfully continuing studies at the College. An approval for readmission will be subject to any stipulations made by the Director of Student Services and/or Online Dean of CCBS Online.

## Accommodations Policy

The College is committed to its entire student body, including those who need accommodation for disabilities. The 504 Compliance Officer is responsible for coordinating efforts in complying with applicable Federal and State laws and regulations, including the College's duty to address any inquiries or complaints regarding discrimination or denial of equal access.

Additionally, questions or comments may be directed to:

Carolina College of Biblical Studies  
817 S. McPherson Church Road  
Fayetteville NC 28303  
910-323-5614  
Fax 910-323-0425  
Email: [onlinedean@ccbs.edu](mailto:onlinedean@ccbs.edu)

## Student Record Information Changes

### Name Change Procedure

The College requires students requesting a name change to provide official documentation to the Online Registrar's Office. The official documentation must include their new last name and either their social security number or date of birth. A copy of the new driver's license, social security card, a scanned image of their marriage certificate, or dissolution/divorce decree are documentation, approved for the name change to become effective.

### Address and Telephone Number Change Procedure

Students are responsible to update any address or telephone number information in the CampusSIS program.

## Academic Policies

The College has developed its online studies to meet the needs of busy adult students. These students are typically employed full time and interested in completing their degree online, while continuing to work. The opportunity is provided to begin classes at different times of the year asynchronously online on a year-round basis, thus allowing quicker completion of the degree than through traditional means when attending part-time.

### Online Courses

To increase access to education and meet the flexibility needs of busy adult learners, all courses and programs are offered through online delivery.

In online courses, students complete their weekly learning activities (reading, discussions, assignments) in an asynchronous way (i.e., not necessarily at the same time as others). Each course contains a complete syllabus and learning activities for each week.

Within the Learning Management System (LMS), the navigation provides easy maneuvering through courses. Communication is available in a variety of methods, including instant chat, email, and the threaded discussion experience similarly found in social media. Students must use Microsoft Word for activities requiring a submission. Microsoft Excel and Microsoft PowerPoint are also required for some courses. Communities are also provided for specialty areas, cohorts, and all of the online student body to have continuous resources made available.

### Faculty

Faculty are key to accomplishing program objectives successfully and thus fulfilling the College's mission. Faculty are academically and experientially qualified, spiritually mature, and strongly committed to the mission and purposes of CCBS. Additionally, they are expected to facilitate adult learning by allowing non-traditional students to learn from peers and resources as well as from the instructor.

To facilitate non-traditional programs at multiple sites and online, the College partners with excellent faculty at several levels: administrative, full-time instructional, full-time affiliate, adjuncts, and mentees. Faculty in all categories are fully qualified in academics and experience, desire to teach adults effectively, and have a committed relationship with Jesus Christ.

### Library

The Library exists to support the curricular needs of students and faculty. The Library is continuing to expand its resources to support the curricula and promote student academic success. Library hours are posted on the College's Web site. CCBS is a full member of Proquest (email [librarian@ccbs.edu](mailto:librarian@ccbs.edu) to get username and password), which gives students online access to multiple electronic materials such as articles, journals, newspapers, theses/dissertations, and even books.

### Internet Access

Students access CampusSIS for grades and statements of student accounts. All students are expected to use their assigned school email (\_\_@ccbs.edu). Online students access learning materials through the

LMS. Some courses require students to have access to the Internet for weekly homework and assignments. It is the student's responsibility to secure access for those courses that require it.

CCBS encourages students to use technological advances to enhance their personal educational experience. Students are assigned passwords upon their enrollment and may email [admissions@ccbs.edu](mailto:admissions@ccbs.edu) for access information and other inquiries.

### Program Benefits

Students in the CCBS Online Studies Program will be able to:

- Complete an associate or bachelor in as little as two years (bachelor programs are in a degree completion format and require two years of previous college work).
- Convert significant prior learning into undergraduate credits by documenting past training, work-related experience, and prior learning.
- Attend class asynchronously online, and minimize interference with work schedules and family responsibilities.
- Improve written, oral, and computer skills, and strengthen their abilities to maximize ministry responsibilities and/or leadership skills.
- Meet in a collaborative format and benefit from the varied experiences and ideas of classmates.
- Obtain a degree that opens a wide range of opportunities, including pursuing graduate or post-graduate studies.
- Attend small classes with the same students, developing team-work skills and mutual support.
- Receive individualized instruction and specific attention to problem areas.
- Gain satisfaction by fulfilling an educational goal.

### The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA), a Federal law (section 9528), gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. With certain exceptions FERPA requires CCBS to obtain written consent prior to the disclosure of personally identifiable information from education records.

### Directory Information

Directory information is generally not considered harmful or an invasion of privacy if released. However, if a student does not want CCBS to disclose directory information from education records without prior written consent, he/she must notify the College in writing by the first day that classes begin in each quarter.

The freedom to publish directory information allows CCBS to include students in publications such as the yearbook, honor roll lists, and graduation programs. If a student places a hold on directory information, he/she will have to sign a consent form each time information is released.

In accordance with FERPA guidelines, CCBS has designated the following items as directory information:

- Name
- Current enrollment
- Local address as a student

- Permanent address as a student
- Local telephone number
- E-mail addresses
- Dates of attendance
- Class standing (e.g., sophomore)
- Schedule of classes
- Previous institution(s) attended
- Field(s) of study
- Awards and honors
- Degree(s) and date(s) conferred
- Full-time or part-time status
- Photographic or videotaped image
- Past and present participation in officially recognized sports and activities, and physical factors of athletes (e.g., height, weight).
- In very limited circumstances, a student ID number, user ID, or other unique personal identifier may be used to communicate in secured ways. (A student's SSN, in whole or in part, may not be used for this purpose.)

### Other Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords certain other rights with respect to education records. These rights are:

The right to inspect and review education records within 45 days of the day the college receives a request for access. You may submit to the Online Registrar a written request identifying the record(s) you wish to inspect. The Online Registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Online Registrar, the Online Registrar will advise you of the correct official to whom the request should be addressed.

The right to request the amendment of education records that you believe to be inaccurate or misleading. You may request that the College amend a record you believe is inaccurate or misleading. You should write the official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as you requested, you will be notified of the decision and advised of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when you are notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows disclosure without consent to school officials with legitimate educational interests in the information. A school official is a person employed by the College in an administrative, supervisory, academic, or support staff position (including security and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate

educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College also is permitted to disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The complete regulations and full definitions of terminology are at the FERPA page on the U.S. Department of Education website. If you have other questions about FERPA, you may visit the website of the Family Policy Compliance Office or you may write to them:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

### Grade Appeal

A final grade appeal involves only those situations in which a student believes that an instructor (a) has not followed fair grading practice, or (b) has not followed published grading policy. A student who wishes to appeal a final grade based on one or both of these reasons must follow these procedures:

1. The student must first contact the instructor for full explanation of the grade given and the basis for assigning the grade.
2. If there is no resolution, then the student may file a grade appeal request form, and any supporting documents to [onlinedean@ccbs.edu](mailto:onlinedean@ccbs.edu). If a properly completed grade appeal request form is not received by the College within 6 weeks of the end date of the course indicated in CampusSIS, then the student will forfeit any further right to appeal.
3. After the College receives the grade appeal request form, it will be forwarded to the instructor for response.
4. The Academic Appeals Committee will meet to review the form and submitted documents. The decision of the committee will be final and binding upon all parties.

### Academics Policy Grievance

An academic policy grievance involves those situations in which a student believes that the College has not followed published academic policies (which are contained in the CCBS Catalog) regarding an academic decision. A student who wishes to file an academic policy grievance must follow these procedures:

1. It is recommended that the student first contact the person who has made the decision for a full explanation of the policy and how the policy was followed.
2. If a properly completed written request is not received by the College within 30 calendar days of the date on which the event that gave rise or the complaint occurs, then the student will forfeit any further right to appeal.
3. The student may appeal the Dean's decision to the Academic Appeals Committee by submission of a written request to [onlinedean@ccbs.edu](mailto:onlinedean@ccbs.edu). If the College does not receive a properly completed written request within 15 calendar days of the date on which the notice in step 2 was

sent, then the student will forfeit any further right to appeal. The decision of the Academic Appeals Committee will be final and binding upon all parties.

### Academic Honesty Policy

Students are expected to be honest in all their academic work and are responsible for their own work for course requirements. Scholastic dishonesty is a violation of both academic standards and biblical teachings, and is an affront to other students and the faculty. Academic dishonesty includes the following:

- Cheating on assignments and tests.
- Plagiarism. The student is responsible for knowing the legitimate and illegitimate use of source material in written work. (See Plagiarism Policy.)
- Submitting a paper or project in which part or the entirety was done by someone else. (This does not include designated group assignments in which the student participates.)
- Submitting the same (or essentially the same) paper or project in more than one course without prior consent of the instructors involved.
- Any act that violates the rights of other students from completing their academic assignments (e.g., deliberate withholding of necessary academic material, willful harm to another student's work).

Students found involved in academic dishonesty will be penalized by the instructor. The penalty may include reduced credit or no credit on the assignment or test, additional assignments, or other measures deemed appropriate by the instructor. All instances of academic dishonesty must be reported to the Assistant Vice President and Dean. A student who feels that the charge is unjust or that the penalty is unfair may appeal through the Academics Policy Grievance process.

### Plagiarism Policy

All instances of plagiarism must be reported to the Online Dean for recording in the student's permanent file. For a student's first offense, he/she will earn a zero grade on the assignment that was plagiarized. Many times failing a final assignment would result in a failure of the entire course. For the second offense, the student will fail the course. For the third offense, the student will fail the course and be suspended from CCBS. A student who has been suspended for academic reasons may petition for readmission after six months.

Faculty are expected to be aware of and make decisions on instances of plagiarism. As a general guideline, plagiarism is defined by Lucas (2010) as "presenting another person's language or ideas as one's own." There are three types of plagiarism:

1. *Global plagiarism*: "stealing a paper or speech entirely from a single source and passing it off as one's own."
2. *Patchwork plagiarism*: "stealing ideas or language from two or three sources and passing them off as one's own."
3. *Incremental plagiarism*: "failing to give credit for particular parts of a paper or speech that are borrowed from other people." The Art of Public Speaking, 2010, by Stephen E. Lucas, McGraw-Hill, pp. 36-39.



## Identity Fraud

Enrolled students must complete their own assignments and exams. Any enrolled student who retains a third party to complete assignments and/or exams on the enrolled student's behalf has committed identity fraud. Identity fraud will result in immediate dismissal.

## Late Policy

In the Online Program, courses begin on Tuesday and end on the following Monday. All assignments are due the last day of each school week; for example, a Tuesday to Monday school week requires all assignments to be submitted by midnight Eastern time each Monday.

Late Penalty:

- Up to 1 day late = 10% deduction
- 2 days late = 20% deduction
- 3-6 days late = 50% deduction
- On or after the 7<sup>th</sup> day will not be graded and will earn zero

## Independent Study

A student wishing to study a subject matter that is relevant to his/her degree program, but not listed in the catalog, may request an independent study of that subject. The two major criteria are (1) relevance and (2) lack of subject availability through any other course in the catalog. No course listed in the current catalog may be taken as an independent study. Students on any kind of academic restriction will not be considered for an independent study. Students are charged an independent study fee per credit hour in addition to regular tuition charges.

## Attendance Policy

Student attendance is determined based on the following three criteria:

- 1) Course Expectation Checklist (CEC) – Students are expected to login and complete the CEC no later than midnight of Thursday of the first week of each course. Failure to complete the CEC on-time will result in the student being automatically dropped from the course. The CEC is the equivalent of showing up to the first day of class, getting the syllabus, and marking yourself present in the course.
- 2) Attendance – Students are expected to login and interact within the Learning Management System (LMS) a minimum of 3 days every week. Attendance is marked by a paper submission, discussion board thread/reply, etc.
- 3) Participation – Students who do not log into the LMS for 7 consecutive days are subject to failure of the course. For students with a known, foreseen absence (mission trip, pregnancy, etc.), this information must be presented beforehand to the Instructor. For students with medical emergencies, a doctor's note will be required.

## Undergraduate Studies

CCBS offers Associates and Bachelor of Arts degree in Leadership and Ministry. These programs are designed to bring a new level of effectiveness to those desiring to make a difference in their world.

### Application Process

Students may start courses before the admissions process is completed but must have all application file requirements submitted within 10 weeks.

Pieces which must be included in the file before being considered for admission are:

Students seeking to complete an associate's degree or having less than 12 semester credits of college work must submit an official copy of a high school transcript, or GED as proof of high school equivalency.

Students seeking to complete a degree must submit official transcripts of prior college work from all institutions previously attended. Official transcripts must be sent to CCBS from the sending institution or by mail from the sending institution in a sealed envelope.

- Completed and signed application and application fee paid (non-refundable).
- Transcript review of prior college credit (if applicable).
- Reference Form

### Associate of Arts Programs

- Official high school transcript, or GED as proof of high school equivalency.
- Application form and payment of Application Fee.
- Any applicant not meeting the above-stated requirements may petition for consideration.

### Bachelor of Arts Programs

- A minimum of 36 semester credits from an institution of higher learning accredited regionally or by ABHE.
- Official transcript directly from all institutions previously attended.
- GPA of 2.0 or better (on a 4.0 scale) on all prior work.
- Application form and payment of Application Fee.

Any applicant not meeting the above-stated requirements may petition for consideration.

### Probationary Admission

Students applying for admission with less than the required cumulative GPA in completed college work may be admitted on GPA Requirements probation until they complete the first semester, after which their status will be re-examined.

### Undergraduate Transfer Student Policy

CCBS welcomes students to apply transfer credits from other institutions. The following provisions govern transferring credits to CCBS:

- The student seeking enrollment by transfer from another college will complete the regular admission process as outlined on page 9 with the addition of a transcript review supplied by CCBS.
- All academic courses in which at least a “C-” grade or its equivalent has been earned are eligible for transfer, subject to discretion of the CCBS Online, providing the courses were taken at a regionally or ABHE accredited college/College.
- Courses must be for college credit (i.e., not development).
- Each applicant for transfer admission will be notified of the specific course credits or equivalents to be granted by CCBS.

CCBS uses semester hours. One quarter hour is worth 0.67 of a semester hour.

### Advanced Standing

A student bringing transfer credit may be granted advanced standing to replace required courses.

In undergraduate programs, a student may transfer in up to 4 classes or 12 semester hours (whichever is more advantageous for the student) for advanced standing. (See Undergraduate Transfer Student Policy, p. 24.) The course(s) must be equivalent in content and equal in credit weight to be considered. Students requesting advanced standing for more than 12 credits must petition in writing, outlining why they should be granted additional advanced standing, up to 6 credits, through email to [onlineteam@ccbs.edu](mailto:onlineteam@ccbs.edu).

Students requesting advanced standing should understand that hours granted in advanced standing must be made-up with other hours to meet the graduation requirements (60 hours for associate and 120 hours for bachelor). Advanced standing is normally established at the transcript review. If a student requests additional advanced standing, that request must be made prior to the semester in which the course in question occurs.

### Credit By Examination

The College accepts credit for knowledge demonstrated by CLEP exams. College Level Examination Program (CLEP) is a national set of exams on selected topics, offered on a regular schedule. For more information consult the web page at <http://www.collegeboard.org/clep/>. The College also accepts DANTES or DSST credits. Please see <http://www.getcollegecredit.com/> for more information.

### Prior Learning Assessment (PLA)

Students can earn credits through a portfolio process. A maximum of 12 semester credit hours for associate-level, which does count toward Advanced Standing, or 24 semester credit hours for bachelor-level may be earned by prior learning assessment (PLA). In most cases, PLA credit is used for elective credit.

These credits can come from a number of different sources, including workshops, seminars, self-study, non-credit classes, training programs, and work experiences. The College evaluates and grants appropriate credits for the student’s learning (not just the experience) from these sources.

Students may write for up to 12 credit hours as part of the initial course work. Bachelor students may write for up to an additional 12 credits thereafter.

No more than 12 semester credit hours for associate-level or 24 semester credit hours for bachelor-level may come from PLA. PLA credit is not available toward graduate degree requirements.

### Military Service

Some courses provided by the armed forces may earn college credit. The Guide to the Evaluation of Educational Experience in the Armed Services, published by the American Council on Education, is used to determine what credit might be granted.

The College accepts DANTES or DSST credits.

### Segmented Transcript Policy

A student who re-enrolls at CCBS after an absence of six or more years may petition to have the transcript segmented. If the petition is approved, all courses will remain on the record, but the grades earned earlier will be removed temporarily from the cumulative grade-point average, while the hours earned will be carried forward.

Subsequent gaps of six or more years will not, however, result in further segmentation of the student's transcript.

The following provisions apply toward this policy:

- A student must be re-enrolled and complete a minimum of 30 credit hours at CCBS before graduation.
- The new, temporary grade point average will be used for determining GPA Requirements status.

All grades that had been temporarily removed by segmentation will be reinstated and included in determining the official grade point average for graduation. A cumulative GPA of 2.00 is required for graduation. All grades will appear on the transcript.

The grade point average used for consideration for entrance to academic programs and eligibility for scholarships and honor societies will be determined by the relevant officials or committees; they may at their discretion use both current and previous grade point averages or only the new, temporary grade point average.

### Course Load

The normal course load is 6–9 credit hours per quarter, taken one course at a time.

## Grading System

Grades are due from the Instructor to the CCBS Registrar's Office 15 days after the end date listed in CampusSIS. They may take several days to administratively process. Grade changes are subject to additional approvals and may take up to 10 days to administratively process.

The College operates on a four-point grading system as defined below.

### Grade Definition

- A Superior Work. Implies excellence in thinking and performance in a course. High-level work that is clear, precise, well-reasoned, and insightful.
- B Above Average. Implies sound thinking and performance in a course. B-level work is clear, precise, and well-reasoned but does not have the depth of insight that A-level work has.
- C Average. Implies mixed thinking and performance in a course. C-level work is inconsistently clear, precise, well-reasoned, and inconsistently demonstrates comprehension of basic concepts and principles
- D Inferior but Passing. Implies poor thinking and performance in a course. D-level work is inconsistently clear, precise, and well-reasoned. It does not display a depth of insight or consistent competence.
- F Failure. Implies an attempt to get through a course by rote recall and reflects a mistaken comprehension of basic concepts and principles.
- I Incompletes are recorded temporarily in extenuating circumstances after student request and administrative approval.
- W Withdrawal. This grade is not used in computing the student's GPA.
- WP Withdrawal Passing. This grade is not used in computing student's GPA.
- WF Withdrawal Failing. This grade is used in computing the student's GPA.
- AU Audit. No credit is earned. This grade is not used in computing the student's GPA.
- P Passing. Credit given for a credit/no credit course. This grade is not used in computing the student's GPA.
- NC No credit. No credit is given for a credit/no credit course. This grade is not used in computing the student's GPA.

### Removal Of "D" Or "F" Grades

Students may repeat a course in which a "D" or an "F" is received for the purpose of earning a higher grade point average. When a course is repeated, the new grade will supersede the earlier grade in computing the cumulative GPA. Courses carrying a "D" or an "F" grade will remain on the transcript but the cumulative GPA will be computed using only the latest grade. This procedure is of special value to students who are placed on GPA probation or suspension. It is strongly recommended that students retake "D" or "F" courses to raise the cumulative grade point average.

## Incompletes

The following policy is to be applied to all students in CCBS who receive an “I” for incomplete work in a course.

A temporary grade of incomplete may be granted for some assignments when the student is prevented from finishing course work on time by extenuating circumstances, such as military service, hospitalization, or death in the immediate family. The student should demonstrate that the majority of work has already been accomplished. Some work, such as participatory activities, team exercises, and online discussions, cannot be made up.

It is the student’s responsibility to request an “I” grade by emailing the request and rationale to [onlinedean@ccbs.edu](mailto:onlinedean@ccbs.edu). The request must be made no later than the last week of the course. If the emergency occurs in the last week of the course, the request must be made no later than 14 days after the end date of the course as noted in CampusSIS.

The student, instructor, and advisor will be notified regarding approval or denial of the appeal.

Students approved for a temporary grade of incomplete will be required to turn in completed work to the instructor who taught the course. The deadline for submitting work is a maximum of 30 days from the end date of the course as noted in CampusSIS.

Failure to submit the incomplete work by this deadline will result in earning zero points for the incomplete work, and the final grade will be awarded accordingly.

## Computing Grade Point Averages (GPA)

Letter grades are assigned numerical values according to the chart below.

A	=	100-90 (Excellent) (4.0)
B	=	89-80 (Very Good) (3.0)
C	=	79-70 (Average) (2.0)
D	=	69-60 (Passing) (1.0)
F	=	59 or below (Failing) (0.0)
AU	=	Audit
AUF	=	Audit
CR	=	Taken for credit (Pass)
NCR	=	Taken for credit (Fail)
IC	=	Incomplete
RC	=	Repeat Course
VWD	=	Voluntary Withdrawal (Simple Drop)
VWP	=	Voluntary Withdrawal (was passing)
VWF	=	Voluntary Withdrawal (was failing)

## Academic Probation

A student who falls below a 2.0 GPA after one semester will be on academic probation the following semester. Failure to remove oneself from probation after the semester will result in dismissal from the program. Should a dismissed student desire to apply for readmission, the student may apply to the Online Dean for an evaluation of the cause for dismissal. If the student is deemed capable of 2.0 or above work, the student may be readmitted on academic probation.

Readmission: A student who has been suspended for GPA reasons may reapply after six months from the end date of the last course.

## Academic Honors

Academic excellence is promoted within the student body. A concerted effort is made to encourage students to succeed in their scholastic work and to experience affirmation in their college careers. There are several honors given to outstanding students.

### Dean's List

Students enrolled in at least 12 "graded" credit hours who achieve a semester GPA of at least 3.50 are included on this list published on the CCBS website following each fall and spring semester.

### Honor Society

Bachelor students qualify for membership in the National Honor Society. Students apply for membership in the spring of each year. Membership is limited by the national society rules, so the top students who apply will be selected. To qualify for membership students should:

- Be a graduating senior
- Have a minimum cumulative GPA of 3.0
- Have been involved in at least three campus, community, or church ministries
- Demonstrate leadership, persistence, and future promise
- Maintain the highest ethical standards
- Submit resume

## Graduation Honors College

### Honor Graduate

The College Honor Graduate is elected by the faculty and must represent all the ideals of The College. This bachelor graduate must have distinguished himself/herself in academic achievement, Christian service, and leadership potential.

Students who have earned at least 60 credit hours in residency in course work which assign letter grades that affect the student's cumulative GPA must meet the following criteria:

- Summa Cum Laude (with highest honors): cumulative grade point average of 3.90 or above.
- Magna Cum Laude (with high honors): cumulative grade point average of 3.75-3.89.
- Cum Laude (with honors): cumulative grade point average of 3.50-3.74.
- Students who have earned between 40 and 59.9 credit hours in residency in course work which assign letter grades that affect the student's cumulative GPA must meet the following criteria:

- Summa Cum Laude (with highest honors): cumulative grade point average of 3.95 or above.
- Magna Cum Laude (with high honors): cumulative grade point average of 3.80-3.94.
- Cum Laude (with honors): cumulative grade point average of 3.55-3.79.

## Graduation Requirements

To graduate a student must:

- Complete the approved course of study for one of the programs offered.
- Complete the additional hours required in the areas of general education and general electives. The Bachelor degrees require 120 semester credits. The Associate degree requires 60 semester credits.
- Achieve a cumulative GPA of at least 2.0 or better (on a 4.0 scale) on all course work.
- Complete all CLEP and PLA credits.
- Satisfy all financial obligations to the College and be in good standing with the College.
- Submit Graduation Application by published deadline, accompanied by the non-refundable Graduation Fee. Graduates may participate in commencement exercises.

Graduation requirements are subject to change.

Curriculum requirements serve as a guide to program planning and are also subject to change. Every effort will be made to communicate changes to all concerned students in a reasonable manner.

CCBS reserves the right to deny graduation to any student whose character is contrary to the testimony, doctrine, and standards of the College.

## Commencement Ceremony

CCBS Online conducts a commencement ceremony to celebrate the graduation of the students who completed their programs within the prior year. A student's name may be listed in a commencement program only once for any one degree.

Students wishing to participate in the commencement ceremony must:

- Lack no more than six credit hours to complete in summer classes.
- Take all remaining course work from Carolina College of Biblical Studies.
- Have all requirements completed by May 1.

## Applicable Catalog

Catalog requirements may change with each edition of the catalog. The applicable catalog is either the current catalog or the catalog existing at the time of the student's enrolling or changing of a degree program.

## Change of Information Notice

The information contained in this catalog was accurate at the time of publication. Following publication, any of the catalog information may change without notice, including, without limitation, the information regarding tuition, fees, class schedule, student calendar, program outline, course descriptions, curricula, faculty, student services, administrative policies, and financial assistance.



## Administration

### Academic Administration

**Dr. Bill Korver**  
President

**Dr. Harry Ghee**  
Academic Dean

**Dr. Bill Boyd**  
Vice President for Strategic Development

**Dr. Josh Fischer**  
Online Dean

**Dr. Chris Dickerson**  
Associate Online Dean

**Mrs. Kathy Schultingkemper**  
Registrar & Financial Aid Director

**Mr. Hal J. Stephens**  
Online Registrar

**Mrs. Marcia Korver**  
Admissions Director

**Mrs. Bethany Minich**  
Recruitment Specialist

**Mrs. Pamela Recod**  
Office Administrator

**Mrs. Karen Nix**  
Librarian

**Mr. Rodney Phillips**  
Student Ministries Coordinator

### Board of Directors

**Mr. Todd Conormon**  
Chair, 2015; Attorney, Fayetteville, NC

**Mr. Bill High**  
Vice Chair, 2015; Retired Educator, Fayetteville, NC

**Mr. Jim Rickman**  
Secretary 2016; Retired Business Management, Spring Lake, NC

**Dr. Al Barrick**  
2016; Retired Dentist, Pinehurst, NC

**Mr. Jeff Dudley**  
2015; Real Estate, Ft. Myers, FL

**Dr. Robert Downing**  
2016; Retired Chiropractor, Fayetteville, NC

**Mr. Claude Haley**

Treasurer, 2016; Business Owner, Fayetteville, NC

**Mr. Bill Hancock**  
2015; Retired Educator, Fayetteville, NC

**Mr. Larry Powers**  
2016; Software Engineer, Lumberton, NC

**Dr. Cureton Johnson**  
2015; Pastor, Fayetteville, NC

**Dr. Bill Korver**  
Perpetual; College President, Fayetteville, NC

**Mr. Dave Tauber**  
2015; Business owner, Houston, TX

## Faculty

### **Sharon E. Boose**

Education: B.S. Fayetteville State; M.Ed., Penn State; Ph.D., Capella University (ABD).  
Ministry: Evangelist Outreach Chairperson & Associate Minister, Faith Mission Miracle Deliverance Word Church, Fayetteville, NC 2000–2003; Religious Education Coordinator, Evangelist Outreach & Women’s Ministry Vice President, Wiesbaden Army Airfield Chapel, Wiesbaden, Germany, 2003–2005; Evangelist Outreach Chairperson & Associate Minister, Faith Mission Miracle Deliverance Word Church, Fayetteville, NC 2005–2007; Evangelist Outreach & Associate Minister, New Beginnings Ministries, Fayetteville, NC 2007–.  
Experience: Professor, CCBS, 2011–

### **William D. Boyd**

Education: B.S., Texas Tech University; Th.M., Dallas Theological Seminary; Ph.D., University of Denver.  
Ministry: Youth Ministry, 1961–1967; Pastor, Foothills Bible Church, 1971–1973; Sandy Point Bible Church, 1990–1995.  
Experience: Professor, Western Bible College, 1967–1984; President & Chancellor, College of Biblical Studies, Houston, 1991–2011; Vice-President of Strategic Development, CCBS, 2011–.

### **Harold Cooper**

Education: B.A., Carolina College of Biblical Studies; M.A.R., Liberty University; D.Min. studies (ongoing), Liberty University.  
M.Div., Liberty University  
Ministry: Assistant Pastor, New Hope Gospel Church 2006–2008; Pastor, New Hope Gospel Church, St. Pauls, NC. 2008– ,  
Experience: Professor, CCBS, 2011–

### **Drew Curley**

Education: B.S., NC State; M.A., M.Div., Liberty University; Th.D., Tyndale Theological Seminary, Candidate.  
Ministry: Assistant Pastor Church of the Open Door 2010–; Chaplain, VITAS Innovative Hospice Care, San Antonio, TX 2009–2010.  
Experience: Professor, CCBS, 2011–.

### **Randy Dick**

Education: B.A., Stockton State College; M.R.Ed., Liberty University.  
M.Div., Liberty University  
Ministry: Deacon to Special Needs, Faymont Baptist Church, 2000–; Young Adults Ministry Director, Faymont Baptist Church, 2006–.  
Experience: Professor, CCBS, 2009–.

### **Christopher N. Dickerson**

Education: B.S., University of North Carolina Chapel Hill; M.Div., Southeastern Baptist Theological Seminary; D.Min., Southeastern Baptist Theological Seminary.  
Ph.D. studies (ongoing), Southeastern Baptist Theological Seminary  
Ministry: Associate Pastor, Grey Stone Baptist Church, Durham, NC, 1997–2006; Pastor, Red Branch Baptist Church, Carthage, NC, 2006–2008; Pastor, Green Springs Baptist Church, Parkton, NC, 2008–2013. Campus Pastor, Arran Lake Baptist Church, Fayetteville, NC, 2014–.  
Experience: Professor, CCBS, 2011–.

### **Harry Ghee**

Education: B.S., Elizabeth City State University; M.Ed., Virginia State University; Ed.D., University of Virginia.  
Ministry: Pastorate, New Bethel Missionary Baptist Church, 1999–.  
Experience: High School Teacher, Halifax County Schools, 3 years; History Instructor, Director of

Student Teaching & Teacher Education,  
Assistant Vice Chancellor for Academic Affairs,  
Vice Chancellor for Student Affairs,  
Administrative Assistant to the Vice Chancellor  
for Academic Affairs, Elizabeth City State  
University; Administrator, Associate Dean,  
Professor, Fayetteville State University, 2010–;  
Board Member, Highlands Chapter of the  
American Red Cross; Academic Dean and  
Professor, CCBS, 2010–.

**Aaron Jamale Johnson**

Education: B.A., UNC, Charlotte; M.S., UNC,  
Charlotte; M.Div., Southeastern Baptist  
Theological Seminary; Th.M., Southeastern  
Baptist Theological Seminary; D.Min, United  
Theological Seminary.

Ministry: Associate Pastor, Mt. Sinai Baptist  
Church, Fayetteville, NC; Minister of Education,  
Mt. Sinai Baptist Church, Fayetteville, NC;  
Pastor, Mt. Sinai Baptist Church, 2007–.

Experience: Professor, CCBS, 2002–

**Bill F. Korver**

Education: B.A., Southeastern Bible College;  
M.A., Southeastern Bible College; M.Div., Luther  
Rice University; D. Min., Liberty University.

Ministry: Youth Minister, First Bible Church,  
Decatur, AL, 1982–1988; Pastor, Community  
Evangelical Free Church, Southern Pines, NC,  
1989–2004.

Experience: Professor, CCBS, 1990–; President,  
CCBS, 2004–.

**Thomas P. McCuddy**

Education: B.S., Middle Tennessee State  
University, Minor in Speech/Theatre; M.A.,  
Biblical Studies, Southern Evangelical Seminary  
with emphasis in Counter Cult Ministry and  
Apologetics.

Ministry: Youth Pastor, East Baptist Church,  
Charlotte, NC, 2005–2007; Youth Pastor, Judson  
Baptist Church, Fayetteville, NC 2007–.

Experience: Professor, CCBS, 2011–.

**Rodney Phillips**

Education: B.A., Southeastern Bible College;  
Th.M., Grace Theological Seminary; Ed.D.  
Studies (ongoing), Liberty University.

Ministry: Pastoral ministry, 20+ years;

Experience: Professor, CCBS, 2010–.

## Undergraduate Programs

### Associates in Leadership & Ministry

The Associates of Arts in Leadership and Ministry (AALM) is for adults involved in or preparing for ministry as a vocation. Students are challenged to think biblically about all aspects of life, develop spiritually, enhance their ministry skills and engage with the world. The curriculum mixes practical and theoretical knowledge through classroom work, research, and community church or para-church involvement.

PS	1210	Life and Bible Study Skills
GE	1500	College Writing and Research
LE	1620	Introduction to Leadership
GE	1330	Philosophy and Worldview
TH	1310	Spiritual Formation
BI	1410	Old Testament Survey
BI	1420	New Testament Survey
GE	1310	Psychology
MI	1630	Evangelism
LE	1730	Communication Skills for Leaders
GE	2600	History of Civilization
GE	2500	Cultural Diversity
TH	2530	Fundamentals of Theology
TH	2131	Discipling and Mentoring in the Christian Faith
GE	2230	Literary Themes
TH	2310	Progressive Revelation
GE	2340	Discovering God's Creation
GE	2345	Personal and Non-Profit Financial Management
MI	2530	Teaching Skills
LE	2563	Issues in Christian Leadership
LE	2570	Leadership and Ministry Capstone

#### **PS1210 Life and Bible Study Skills**

This course introduces the student to the concepts and skills that are necessary for success in adult education. Special attention is given to using these principles in better understanding the Word of God.

#### **GE1500 College Writing and Research**

This foundational course will help students to develop the skills in analytical reading, critical thinking and writing that they will need to be successful throughout their studies.

#### **LE1620 Introduction to Leadership**

Students will examine the fundamental principles of leadership and their implications for effective ministry. This course is foundational to further leadership courses within this degree program.

**GE1330 Philosophy and Worldview**

Recognizing that culture is confronted with competing philosophies and worldviews, this course challenges students to understand and evaluate these ideas in light of the timeless truths of Christianity.

**TH1310 Spiritual Formation**

This course focuses on the lifestyle of Biblical Christianity and the role of spiritual disciplines. Learners will discover how God has gifted people for His service in the body of Christ and the world at large.

**BI1410 Old Testament Survey**

This course is a survey of Old Testament literature in its historical setting. Students will learn about outstanding persons, events, and theological emphases found throughout the Old Testament.

**BI1420 New Testament Survey**

A survey of the literature of the New Testament in its historical setting, this course focuses on the outstanding persons, events, and major teachings of the New Testament.

**GE1310 Psychology**

This course is a study of the fundamental concepts of psychology. Attention will be given to the relationship between psychology and Christianity with selected application for life and ministry.

**MI1630 Evangelism**

This course seeks to equip students with the practical knowledge and skills needed to witness effectively to a watching world.

**LE1730 Communication Skills for Leaders**

One of the most critical skills required of leaders is the ability to communicate effectively. This course will help students to better understand and apply these skills in a leadership setting.

**GE2600 History of Civilization**

This course will provide students with skills in historical research and analysis, a chronological understanding and factual knowledge from the dawn of civilization to early modern world civilizations.

**GE2500 Cultural Diversity**

This course will help students better understand cultural differences. Opportunities for practical application will be provided, along with a study of the impact of the culture of Jesus' day on His teachings.

**TH2530 Fundamentals of Theology**

This course surveys the essential ideas of Christian thought and doctrine. Emphasis is placed on the biblical foundations of Christian belief and the application of doctrine to the Christian life.

**TH2131 Disciplining and Mentoring in the Christian Faith**

An important part of the Christian faith is becoming more Christ-like. This course equips leaders with a better understanding of how to help others grow in their Christian faith.

**GE2230 Literary Themes**

This course seeks to develop higher levels of critical thinking through the study and application of literary interpretation and evaluation.

**TH2310 Progressive Revelation**

This course is a historical study of God's plan as it progressively unfolds in the Bible. Scriptures are systematically traced to determine God's sovereign program in history.

**GE2340 Discovering God's Creation**

This world is a witness to God's majesty and power. This course helps students explore and appreciate all that the Lord has made.

**GE2345 Personal and Non-Profit Financial Management**

This course introduces students to personal finance management and assists them in becoming good stewards of these resources.

**MI2530 Teaching Skills**

Teaching effectively is an important skill for all believers. This course is intended to equip Christian leaders with an understanding of the principles and practices of teaching the Word of God.

**LE2563 Issues in Christian Leadership**

Leaders confront different issues on an almost daily basis. This course examines many of these issues and equips students with the ability to respond proactively and biblically.

**E2570 Leadership and Ministry Capstone**

This capstone course seeks to answer the question, "Now What?" by helping Christian leaders apply the principles learned throughout the course of study.

## Undergraduate Programs

### Bachelors in Leadership & Ministry

The Bachelor of Arts in Leadership and Ministry (BALM) is for adults involved in or preparing for ministry as a vocation. Students are challenged to think biblically about all aspects of life, develop spiritually, enhance their ministry skills and engage with the world. The curriculum mixes practical and theoretical knowledge through classroom work, research, and community church or para-church involvement.

GE	3200	Research and Concept Development Skills
TH	3500	Biblical Leadership
LE	3250	Working with Teams
BI	3330	Life of Christ
LE	3252	Organizational Leadership
MI	3550	Marketplace Ministry
BI	3332	Redemption in the Old Testament
GE	3500	Ethics
BI	4620	Life and Letters of Paul
TH	4500	Studies in Dispensationalism
MI	4624	Teaching and Preaching Skills
TH	4520	Knowing God
LE	4355	Leading Volunteers
MI	4630	Pastoral Care
MI	4635	Counseling Skills
LE	4640	Ministry Leadership Internship--Capstone

#### **GE3200 Research and Concept Development Skills**

This course will assist students to develop the skills and strategies to be successful as an adult learner. Focus is on the topics of adult learning, effective team work, and discovering one's personal calling. Team dynamics, academic writing, understanding personal learning styles and personality types, as well as personal goal setting is included in these broader topics.

#### **TH3500 Biblical Leadership**

The purpose of this course is to identify the traits, examples, and characteristics of leadership found in the biblical text and then construct a profile of the kind of leadership God approves and uses to impact the world in dramatic ways.

#### **LE3250 Working with Teams**

This course emphasizes the importance of teamwork in organizational or professional settings. The components of effective teams, the dysfunctions of teams, accountability within teams, and values will all be discussed. Students will become more effective team members as well as equipping them to improve team relationships.

**BI3330 Life of Christ**

Focusing on the life and teachings of Jesus Christ, this course seeks to understand the Person and Work of Jesus Christ in its first-century context as well as its meaning for today's culture. Attention will be given to the origin and background of the Gospels.

**LE3252 Organizational Leadership**

This course will provide an understanding of organizational leadership from a biblical, theoretical and practical point of view. The topic of leadership will be discussed in four contexts including intrapersonal, interpersonal relationships, organizational structure and processes, and organizational culture. The biblical approach of the covenant will be used as a unifying theme for leadership best practices within each of these contexts.

**MI3550 Marketplace Ministry**

Recognizing the role faith plays in one's workplace calling, this course explores ways leaders can expand ministries beyond the walls of the church into the local community. In so doing, believers can serve God's purposes in the world, as well as in the church.

**BI3332 Redemption in the Old Testament**

This course will provide the learner with an overview of the Old Testament teachings and application of the doctrine of redemption for both individuals and the community of Israel. An emphasis both on the contextual relationships and the preparation for an understanding of the redemptive work of Jesus Christ will be included in this course to provide the learner with a foundational knowledge of the Christian view of redemption.

**GE3500 Ethics**

This course lays the foundation for a Christian response to ethical issues arising in 21st century culture. Attention is given to the biblical foundation of Christian personal and social ethics, the history of ethics, ethical decision-making, and personal character development. Application of these topics will be made to contemporary issues.

**BI4620 Life & Letters of Paul**

This course examines the background and ministry of Paul, as well as the origin and purpose of each of the Pauline epistles in the context of the development of his ministry. Synthesis of major themes of Paul, including the Pauline concept of the church and its mission.

**TH4500 Studies in Dispensationalism**

This course emphasizes the essential elements of dispensational theology, as well as a survey of dispensational problems, the literature of modern and contemporary dispensational theology, and its historical roots. Topics include the significance of dispensational theology in developing a biblical worldview and practice.



**MI4624 Teaching and Preaching Skills**

This course is intended to prepare the student with the knowledge and skills necessary for effective teaching and preaching. Emphasis is given to the history of preaching, types of sermons, structure, actual delivery, and pulpit mannerisms.

**TH4520 Knowing God**

This course provides an in-depth study of Theology Proper, the study of God the Father. Included with this will be understanding the doctrine of the Trinity, with an emphasis on biblical, historical and theological dimensions of knowing God. Beyond knowing more about God intellectually, this course seeks the application of Christian doctrine to life experientially knowing God in worship and mission.

**LE4355 Leading Volunteers**

This course will investigate ways to mobilize and engage volunteers. It will defend the value of volunteers and their relationship within an organization. The topics examined will include: types of recruitment methods, verification and training, retention, volunteer tasks and expectations, motivation, reward systems and performance improvement for both volunteers and staff. Throughout the course, the learner will develop a practice scenario of organizing volunteers and staff for a specific event.

**MI4630 Pastoral Care**

The purpose of this course is to equip leaders with the understanding and skills necessary to offer support and services to those in need. Special attention is given to developing practical ways to demonstrate the love of Christ in obedience to the biblical mandate to serve one another in love.

**MI4635 Biblical Counseling**

This course is designed to provide students with basic counseling skills such as listening, paraphrasing and reflecting. These skills will be presented in the context of what it means to be a "Christian" counselor. The student learns how to apply scriptural tools such as prayer, Scripture, journaling, along with basic counseling techniques.

**LE4640 Ministry Leadership Capstone**

Throughout the course of study, students will experience ministry first-hand in a local church or organizational setting under the direct supervision of a mentoring leader. Students will be exposed to and involved in all dimensions of the selected ministry.

