



**CHARIS BIBLE COLLEGE
RALEIGH-DURHAM**

**Student
Handbook
2014-2015**

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I. STANDARDS OF PROGRESS

A. Charis Bible College has four basic standards by which student progress is measured: grace, servant-hood, character, and academic achievement.

1. Grace: You must translate the grace of God into your daily life's principles in regard to relationship with other people. You must be willing to listen and understand the heart of your teachers and fellow students. You must see the best in people and overlook human faults. You must be able to work with those with whom you may disagree.

2. Servant-hood: Students must be ardently devoted to the cause of Jesus Christ and be willing to put the needs of others ahead of their own desires. You must be willing to follow instructions and rules. You must be faithful in doing your assignments. You must be able to find opportunities on your own to serve the school, staff, students, and others. One way we will measure progress in the area of servant-hood is participation in fundraising activities such as the Prayer Walk. The fundraisers not only help to raise money for the mission trips, but also train a student to work for the good of the entire student body.

3. Character: In this school this is, in part, measured by your attendance record, faithfulness in paying tuition, obeying rules and living by the highest moral and ethical standards both on and off campus.

4. Academic Achievement: Tests are given for each class and are a primary way of determining your understanding of the material. Once all three terms of the first year of study are satisfactorily completed, and there are no outstanding payments, you are permitted to enter the second year of study (on the next start date).

II. ACADEMIC GUIDELINES

A. Grades: Although grades will be given for each class, our emphasis is on spiritual understanding, character growth and maturity rather than academic perfection. Grades are given to help the student measure his or her own progress in spiritual growth.

B. Attendance: Your attendance will play a major role during your time at Charis Bible College. People will often fail in life because they do not place enough importance on faithfulness and promptness. Your attendance grade will count as a separate course grade in each term.

C. Grading System

A = Excellent	93 - 100%
B = Above Average	85 - 92%
C = Average	77 - 84%
D = Below Average	70 - 76%
F = Failing	<70%

D. Testing and Assignment Policy:

- 1.** When taking a test, computers and/or electronic Bibles are not to be used. If the instructor allows you to use a Bible, only book-style Bibles will be allowed.
- 2.** The first day back after you have missed class for any reason, it is your responsibility to check with the instructor(s) for any tests or assignments.
- 3.** If you receive below 70% on a test, that test must be retaken. It is the student's responsibility to retake the test within a week of the day the test was first given, unless other arrangements have been made. Each test may be retaken only once with a maximum retake grade of 70%.
- 4.** There will be 10 points deducted from your grade for every day your assignment or test is returned after the due date, unless other arrangements have been made.
- 5.** All tests are take-home. Each test will have a review sheet and cover sheet. Once you have completed the review, you may remove the cover sheet and take the test. All testing is done on the honor system and students are expected to follow these directions.

III. ATTENDANCE POLICY

A. Attendance is taken seriously at Charis Bible College. We believe attendance is important and can reflect a standard of excellence that is needed in the one who is called by God. Since you have made the sacrifice to attend CBC, and are paying tuition to be here, you should carefully consider how you use your time. Attendance, which is essentially faithfulness, is a key aspect of ministry.

B. Attendance will be recorded on the Student Roster and Attendance Sheet for each term. You will be allowed 2 excused absences per term if you are a full-time student and 1 excused absence per term if you are a part-time student. Two points will be deducted for each absence and one point for being tardy. Classes begin at 9am and 6pm, ten minutes past the hour is counted as an absent mark for that day. Coming in late disrupts the class and is inconsiderate of the financial and time commitment others have made to attend.

C. Parents arriving late due to children's schedules or students with unique work situations need to see the Director for approval of your schedule. Due to liability issues and possible disruption to the classes, children are not allowed at school or in the break room during school hours.

D. Students who start after the beginning of Fall Term, are required to take first term courses they have missed before the end of the current term. Classes can be made up on Fridays or on a borrowed DVD's. All classes that are borrowed must be returned within a one week period.

E. Excused Absence Policy

1. You may be granted an excused absence with the approval of the Director. You must request an excused absence prior to the time of your absence.

2. Excused absences must be arranged in advance, except in cases of emergencies. Call the Directors as soon as possible when an emergency arises, such as hospitalization, death in the family, accidents, bad weather, or something over which you have no control. Tommy's cell: 919-819-3999; Kleist's cell: 919-280-6622.

3. These are the only excused absences (except for emergencies): death in the family (spouse, child, parents, grandparents, and sibling), court date, jury duty, hospitalization, automobile accident, planned or approved CBC mission trip, and sick children.

a. Work is not an excused absence.

b. Vacations or personal trips are not an excused absence.

c. Weddings are not an excused absence.

d. Visiting family or friends are not an excused absence.

4. *Business, medical, and social appointments should be made for non-school hours.* That is the way you will do it in ministry.

5. If classes are missed for any reason, excused or otherwise, it is your responsibility to see the instructor(s) for any tests or assignments missed.

6. It is strongly recommended that you not plan a wedding during the school year. If you are planning to be married, we suggest that you plan the wedding for the end of the school year and, in the meantime, seek pre-marital counseling.

IV. FINANCIAL POLICY

A. Tuition payments are due the first school day of each month. For those who start the beginning of first term, you are billed starting September 1 and continue through May 1. For those who start second term, tuition payments are billed starting December 1 and continue through August 1. Your tuition amount is divided evenly over that 9-month period of time. Tuition payments will continue through vacations and times off from school. Each month you will receive an invoice showing the balance that is due. *If at any time your tuition is 30 days past due, you will be dismissed from school.* Upon becoming current again, you will be allowed to return.

B. If for any reason, your tuition and all other fees or charges are not paid in full at the end of the year, you will not receive your report card, Certificate of Completion, diploma, degree and/or license; nor will you be able to participate in the promotion or graduation ceremonies. At the time your tuition becomes current, your report card, Certificate of Completion, diploma, degree and/or license will be issued. A first-year student whose tuition is not current will not be allowed to enter the second-year program, unless they become current before the start of the new school year.

C. You can schedule an appointment with the Director for counsel if you are in a challenging situation financially. We are here to help however we can.

D. Notes when making payments:

1. We cannot accept third party checks.
2. Make checks payable to Charis Bible College.
3. When writing a check, **leave the memo section blank.**
4. Tuition checks must be separate from any other payments, such as offerings, DVD orders, etc.
5. Payments made to Charis Bible College are forwarded to Colorado or processing. This may result in a delay in the check being processed through your account. ***There will be a \$25 fee for Insufficient Funds.***
6. We suggest that you pay by Money Order for easier handling.

V. REFUND POLICY

A. Students who submit a Director-signed Withdrawal Form will be granted a tuition refund as follows:

Second week of term	100% refund of tuition paid for term
Third week of term	50% refund of tuition paid for term
Fourth week of term	25% refund of tuition paid for term
Fifth week of term-	0% refund of tuition paid for term

*The student application fee, books, miscellaneous materials, and other charges are independent and unrelated to tuition. ***Refunds include tuition only and do not include other fees or charges.***

VI. CLASSROOM POLICIES

A. The following "common sense" policies will help to maintain an appropriate classroom atmosphere for Christian education:

1. The first bell will ring two minutes before class begins. You should be seated and ready in the classroom before the final bell rings.
2. Students should be quiet during class. Do not carry on side conversations or discussions. Please be courteous to the teacher and your fellow students.
3. Food and drinks are to be consumed in the break room. **Only covered, non-spill containers are allowed in the classrooms. No eating during class of any kind.**
4. **Only authorized personnel are to operate the school electronics.**
5. **All cell phones, pagers, or other devices that would cause disruption are to be turned off before entering the classroom.** Text messaging and emailing are not allowed during class. Do not carry on phone calls or discussions in the outside hall area as this is disruptive to the other businesses in the building. ***Please, be responsible to comply in these areas.***
6. If you are self-employed, do not conduct business during class hours.

7. Student-initiated offerings are not permitted.
8. Internet surfing, games or other non-class related use of computers, iphones, ipads, etc. during class times are not permitted.

VII. BUILDING POLICIES AND PROCEDURES

The college will open no later than thirty minutes before classes start.

- A. Student ID Badges must be worn and visible at all times when in the college facility.
- B. **Restroom Keys are to be returned to their proper place after each use.** Please keep the restroom facilities neat and clean.

VIII. ADMINISTRATIVE POLICIES AND PROCEDURES

- A. **Administrative Area:** Students should **stay out** of the Administrative Area! Please respect the privacy of your fellow student's information.
- B. **Appointments:** Appointments can be made with the Directors directly.
- C. **Bulletin Boards:** There are two bulletin boards located in the break room for student information and announcements, one for 1st year and one for 2nd year. This is where you will find dates for tests and assignments, as well as other relevant information. If you have something you would like to put on that board, ***it must first be cleared through the Registrar's office.*** Bring your information to the Registrar's office for review. There is also a mission board with newsletters and other information to keep you updated on our graduates in ministry.
- D. **Mail Boxes:** Student mailboxes are located in the break room. These should be checked each day for memos, messages and/or mail.
- E. **CD's:** Teaching CD/DVDs of the class sessions can be purchased for \$3 (CD) or \$5 (DVD) each. Order forms are located in the office. Fill out the form (one per session requested) and turn it in, along with payment, to the office. Orders will not be processed w/o payment. Please remember that it takes time to duplicate orders, be patient.
- F. **AWM Materials:** Andrew Wommack has made all of AWM materials available to CBC students at a 50% discount. Materials can be ordered

through Student Services at the front desk. Catalogs are available in the Administrative area in the wire baskets. Student services are available during breaks, before (8:30am), and after classes (till 1:30pm).

- G. Parking:** Parking is available throughout the shopping center. Please do not park in the spaces directly around the building, so as to leave these spaces available for tenants and clients of the tenants in our building. Also, do not park in the Starbucks, or McDonald's parking lots.

Note: *Night students need to be aware that the doors to the building are locked after 6pm. at night. Please ring the bell on the outside door if it is locked when you arrive.*

IX. BREAK ROOM POLICY

- A.** The following break room policies should be followed:

1. The CBC break room is available to all CBC students.
2. If something gets spilled, ***clean it up immediately***. (Ask someone for cleaning supplies if you do not know where they are.)
3. Before break is over make sure the snack tables are clear and clean.
4. Remember that **NO FOOD** and **ONLY COVERED NON-SPILL CONTAINERS** are allowed in the classroom.
5. The refrigerators will be cleaned out every Thursday at the end of school. Make sure that your personal containers are removed each week. ***All leftovers will be thrown away.***

X. DRESS CODE POLICY

- A.** Modesty and good taste are to be considered the principle for all students while on campus or at CBC/AWM functions. Business-casual dress that is clean and neat is appropriate for classes and daily campus activities. Promotion Breakfast and Graduation Ceremonies dictate more formal attire. On these occasions, dresses for ladies and a sport coat or suit for men would be appropriate.
- B.** We also expect good personal hygiene. This would include daily bathing, clean clothes, having your hair combed, use of deodorant, nice breath, etc.
- C.** Attire that is not acceptable in the classroom includes the following:
1. Shorts or mini-skirts of any kind are not to be worn. Skirts

- should be no shorter than knee length.
2. Sweat pants and tank tops are not to be worn.
 3. Footwear is required.
 4. Ladies, if we can see down it, up it, through it, or it's so tight that we don't need to, it is not appropriate for school.
 5. The length of shirts or tops must pass the "Praise the Lord" test.
 6. Men, your pants should be worn at your waist.

XI. CAMPUS DISCIPLINE POLICIES & GUIDELINES

- A. Study Matthew 18:15-20; Romans 13; 16:17-18; and Hebrews 12.
These scriptures represent the "spirit of grace" which the bible conveys concerning personal discipline and responsible Christian/student behavior.
- B. You are accountable to comply with the entire Student Handbook in which personal accountability is outlined.
- C. Conduct and Correction:
 1. We expect every student of Charis Bible College to conduct themselves in agreement with the teachings of Jesus, both on and off campus, at all times while enrolled as a student.
 2. Any instance in the life of the student deemed immoral or unseemly by the Director or those in authority, will be considered grounds for immediate dismissal from the program.
 3. The Director may bring a student in for counsel and correction.
 4. If a student fails to respond to personal, group or special counseling, the Director may issue a written warning or suspension.
 5. If a student fails to respond adequately to correction or if the problem is of a serious nature, he/she will be suspended or dismissed from the campus at the discretion of the Director.
 6. The student may be allowed to re-enroll at a later date if an acceptable change has taken place. That decision is at the sole discretion of the Director.

XII. COMPLETION REQUIREMENTS

A. First Year (Full-Time)

1. You must have at least a 70% year-end grade average on the required curriculum.
2. Your tuition and all other fees must be paid in full.

Note: If, for some reason, these requirements are not met, you will not receive your report card or Certificate of Completion until they are.

B. Second Year Graduation Requirements

1. You must have completed the required second-year curriculum with a 70% year-end grade average.
2. Your tuition and all fees must be paid in full.
3. You must have gone on one *CBC-sponsored* mission trip.

Note: If for any reason these requirements are not met, you will not receive your report card, diploma, degree, or license until they are completed. If you do not take a mission trip before your graduation, you will have one year to make it up. If you do not raise all of the funds needed for your mission trip, you will be required to pay the balance in full before graduation.

XIII. VISITORS

You can invite guests to any of the regular class sessions and all special speakers. Each visitor must sign in on the visitors' sheet and obtain a visitor's ID tag at the Reception Desk. Visits for regular classes are limited to 5 days per term per visitor. In consideration of the teachers and other students, we cannot allow children in the school during class sessions.

XIV. SNOW DAYS

In case of snow or other severe weather, you will be notified via email concerning classes. We will generally follow Wake County Schools closings.

XV. EMERGENCY SITUATIONS

If a serious injury or perceived emergency situation arises students should contact the nearest Charis Bible College staff member. They will assess and

handle the situation as they deem appropriate. Please stand away from the staff as they minister to the needs of the affected individual.

XVI. LOCAL CHURCH ATTENDANCE

You are encouraged to attend weekly church services. Gathering together regularly with a body of believers is not only scriptural but also a vital part of your training for the ministry. By becoming involved you have opportunities for student ministry and possible support for mission trips.

XVII. FIRST YEAR STUDENT MINISTRY PROGRAM

- A.** Each First Year student is required to volunteer a minimum of 12 hours of his/her time in a local church, church-related ministry or other approved ministry during each term (a minimum of 6 hours for part-time students).
- B.** The Student Ministry Program is intended to reflect a lifestyle of servant-hood from a motivation of love. The goal for this program is for you to both discover and display a lifestyle of integrity, accountability and faithfulness through the people served and tasks to which you have committed. Your first year student ministry grade will carry the same weight as a regular class.
- C.** Each first year student is required to be involved with a particular ministry assignment for a minimum of five weeks each term. You will also be allowed to complete your ministry requirement either through an approved local ministry or through the various ministry opportunities of Charis Bible College.
- D.** Qualifying student ministry is to be done with an organization and under supervision. Private, one-on-one Bible studies, praying with a fellow student and other such ministry is not applicable toward your Student Ministry requirements.
- E.** A Student Ministry Report Form is due from each student at the end of each term for the ministry performed during that term. These forms must be completed and turned in by the last day of the term to receive credit.

F. Some areas of ministry for First Year Student involvement at CBC

1. Praise and Worship Ministry
2. Break room/classroom clean-up
4. CD/Correspondence help
5. Evangelistic Outreach

G. Suggestions for local church involvement

1. Children's ministry
2. Maintenance
3. Ushering
4. Praise and Worship
5. Evangelistic Outreach
6. Prayer
7. Drama
8. Youth ministry
9. Altar worker
10. Bible study/Cell group

XVIII. CHARIS BIBLE COLLEGE MISSION TRIPS

(Second Year Students *Only*)

- A.** Mission trips are a very valuable and important part of training for our second-year students. It is Andrew's desire for every second-year student to take a foreign mission trip; consequently, it is a requirement for graduation from CBC. The purpose of the trip is to give exposure to a foreign culture, to learn how to interact with the people, how to teach through an interpreter, to deal with a demanding and flexible schedule, and to cooperate with other students as a team. This is a life-changing time for the student. We have seen many miracles happen and hundreds of people born-again and spirit-filled through the ministry of our students.
- B.** Each trip emphasizes its own flavor of ministry, depending on the host's focus. Hosts may offer opportunities for the students to teach in Bible schools, minister through street evangelism, participate in dramas, serve in orphanages, work on community projects, teach local pastors to disciple/evangelize or minister in healing, etc.
- C.** Mission trips are paid for through mission points earned by personal fundraising efforts on the part of each student (dollar points) and by students participating in CBC-sponsored fundraisers that the entire student body does throughout the year (work points). All students are required to be involved in these fundraisers.

- D.** For a student to be eligible for a mission trip they must have the necessary dollar points and work points required for that particular trip. Work points are a total of 500 points over first and second year.
- E.** If a student hasn't earned enough funds for their mission trip, the balance is to be paid in dollars to CBC before the deadline for purchasing airline tickets.
- F.** Some mission trips do have additional costs which are paid for by the student. Some additional costs might include visas, transportation, immunizations, meals, etc.
- G.** You must have a passport to take any mission trip. If you do not have a valid, current passport, apply for one immediately.
- H.** Mission trips must be taken only during the second year of the program. Mission points only apply to a mission trip taken during the second year. Mission points will only carry-over one year if a student isn't able to take their trip during their second year or if a first year student fails to attend second year after a one year absence. If you decide not to go on a mission trip after your ticket is purchased, you will be responsible for the price of the ticket (emergencies excepted).
- I.** Examples of how to earn mission work points:
 - 1. Attending meetings that are part of a fundraiser
 - 2. Serving as usher, server, tape table, sound person, etc. at an event
 - 3. Giving a short talk or testimony at a fundraiser
 - 4. Chairman of a major event
 - 5. Head up a committee for an event
 - 6. Promotion of an event in local churches
- J.** Other requirements for going on a mission trip are that class assignments and tests must be complete, tuition must be current at the deadline time for purchasing tickets, and you must have your passport in hand before tickets are purchased. Students are also expected to attend all mission team meetings prior to the actual trip.

XIX. INTERACTION GROUPS (IAG)

- A.** Inter-Action Groups are an important part of the second year curriculum. They are designed to give the student practical experience in the work of the ministry. For the IAGs, all second year students are divided into small groups that meet several times a week.

- B.** There are three main areas covered in the Inter-Action Groups.
 - 1.** “Practical Ministry” covering many aspects of ministry, including church administration, handling prayer times at the end of services, missions, and developing teams.

 - 2.** “Teacher Ministry” covering many aspects of teaching the Word of God. You are given a subject and given time to prepare a teaching of various time lengths. At another time, you draw a subject and must present a teaching at that time.

 - 3.** “Pastor Ministry” covering many aspects of a pastor’s responsibilities. You have an opportunity to perform (mock) weddings, funerals, etc. You will learn about baptism, communion, how to minister to the grieving, premarital counseling, etc.

APPENDIX A

How Grade Point Average is calculated:

Your GPA (Grade Point Average) is calculated using grades for each course and grade points attached to each grade.

CBC Raleigh-Durham's grade point system is shown in the table below.

Grade	Grade Points	Explanation
A	4	Excellent
B	3	Very Good
C	2	Satisfactory
D	1	Poor
F	0	Failing
W	0	Withdrawal

1. To calculate your GPA for a given term, add the grade points attached to each grade and then divide the result by the number of courses taken.

For example,

Suppose you made the following grades in 4 courses.

<u>Course</u>	<u>Grade</u>	<u>Points</u>
Course 1	A	4
Course 2	C	2
Course 3	B	3
Course 4	A	4

$$\text{GPA} = 4 + 2 + 3 + 4 / 4 = 3.25 \text{ (B)}$$

2. To calculate your cumulative GPA, average the GPA for each term.

For example:

$$\text{Term 1 GPA} = 3.25$$

$$\text{Term 2 GPA} = 4.00$$

$$\text{Cumulative GPA} = 3.25 + 4.00/2 = 3.625 \text{ (B)}$$

3. The GPA calculation is based on each course being designed as a 10 hr. course equal to 1 credit hour. The 10 hours is divided up as follows: 8 hrs. in-class instruction; 1 hr. test review; 1 hr. test.