

# CENTER FOR URBAN BIBLICAL MINISTRY

## STUDENT HANDBOOK 2023-2024



## **Nondiscriminatory Policy**

The Center for Urban Biblical Ministry is a partner of Geneva College and is committed to honoring Geneva's policy of nondiscrimination. Geneva College at CUBM admits students of any race, color, and national or ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students at the school.

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## Letter from the Executive Director



Dear CUBM Students,

I extend a warm welcome to you! The Center for Urban Biblical Ministry (CUBM) is a Christian educational institution. The accredited associate degrees are granted by Geneva College, Beaver Falls, PA, but CUBM also offers non-credit experiences. The Center was founded by pastors, who understood the value of Christian character, integrity, and standards as well as the importance of high academic ideals. As a member of CUBM your character and personal decorum is a reflection of Biblical standards and ethics.

The handbook describes acceptable Christian behavior and standards. Read the handbook carefully and refer to it as needed.

On behalf of the CUBM board of directors, the staff, faculty alumni and students- Welcome to the CUBM Family.

The CUBM experience..... A Geneva Degree....  
The best of both worlds!!

The Reverend Helen Jackson  
Executive Director

## **History of Center for Urban Biblical Ministry**

The idea of accredited Biblical training in ministry for African-Americans in Pittsburgh goes back many years but began to crystallize in the mid-eighties. A group of African-American church leaders met to consider how they could organize an institution that would help to develop the gifts for ministry of those who were serving in the church.

The Center for Urban Biblical Ministry is distinctive due to its focus on:

College education in an urban setting.

- A liberal arts curriculum taught from a Christian perspective.
- Classes offered when students can attend them - evenings and Saturdays.
- Reduced tuition cost and financial aid.

## **Mission Statement**

The mission of the Center for Urban Biblical Ministry (CUBM) is to glorify God by educating students for effective service in their local communities. CUBM provides a 2-year accredited Bible-based degree program granted by Geneva College for academic, cultural and personal growth.

### **Tag Line**

Equipping students to transform society for the glory of God

## **Geneva College at the Center for Urban Biblical Ministry Statement of Faith**

- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His ascension to the right hand of the Father, and in His return in power and glory.
- We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is able to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe the Bible to be the inspired, the only infallible, authoritative word of God.

## **Geneva College at the Center for Urban Biblical Ministry Community Standards of Conduct**

*“Love the Lord your God with all your heart, and with all your soul, and with all your mind...and...love your neighbors as yourself” (Matthew 22:37-39).*

The term “community” refers to a group of people who work interdependently toward a common purpose. The purpose of the Geneva College at the Center for Urban Biblical Ministry (GC/CUBM) community is to glorify Christ in our commitment to learning, respect for each other, and submission to His lordship in all areas of life. It is our desire to:

- Be a community where individuals are committed to learning both inside and outside the classroom, in an effort to discover how to be life-long learners.
- Create an environment in which theory and experience come together.
- Create an environment where unity, reconciliation, understanding, and awareness are actively pursued.
- Intimately know the fullness of Christ individually and corporately, and to see His influence in all that we do.

In all communities, individuals are asked to show consideration for others and the good of the community as a whole. Likewise, each member of the GC/CUBM community is asked to make a commitment to abide by a set of standards designed to protect both the individual and the community. By virtue of enrollment at GC/CUBM, it is expected that each student will accept the responsibilities of community membership and will respect the leadership and regulations that govern it.

### **Community Standards**

The GC/CUBM Community Standards are based on Biblical principles, prudential policies, preferred operational procedures, and applicable federal, state, and local laws. They are intended to promote both a healthy community and the personal character development of community members. Students are therefore expected to be aware of and to abide by the GC/CUBM Community Standards.

Each member of the GC/CUBM community also has a responsibility to hold himself/herself and other members of the community accountable to these standards. In some situations, this will require that students confront one another in love. At other times it will require that an administrative staff member be made aware of the situation. While discipline is not the primary

role of the administrative staff, the personal character of our students and the health of the GC/CUBM community are central to the role the administrative staff plays.

The type of response to misconduct will depend upon the circumstances of each situation, including but not limited to the seriousness of the alleged offense, the student's willingness to take responsibility for his or her actions, and the student's conduct history. In responding to misconduct, GC/CUBM will seek to explore opportunities to contribute to the student's personal growth and success, while seeking to maintain a healthy living and learning environment.

### **Biblical Principles**

Morally unacceptable practices according to Biblical teaching are not acceptable for members of the Geneva College community. Specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of harassment, all forms of dishonesty, involvement in or depiction of occult or satanic activity, sexual sins (i.e. premarital sex, cohabitation with a member of the opposite sex, rape, adultery, homosexual behavior), and the use or display of obscene and/or pornographic materials will not be tolerated. (See Romans 1:18-32, Galatians 5:19-21, Ephesians 4:28; 5:18, Colossians 3:5-9, I Thessalonians 4:3-5, Hebrews 13:4-5.)

In addition, Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit, and harmful discrimination and prejudice that are based on race, religion, sex or socioeconomic status. While these attitudes may be difficult to detect, they are as subject to the judgment of God as outward forms of disobedience to Him.

The College Community is obliged to challenge these attitudes when evidenced and assist the offender in seeking God's forgiveness and help, in order that she/he might grow in grace and righteousness.

### **Principles for Community Standards**

While the Scriptures do not provide specific teachings regarding all social practices, the College recognizes that they do advocate self-restraint from activities and behaviors which are potentially harmful or offensive to others. The College has therefore chosen to adopt certain prudential policies that will contribute to creating an environment consistent with the aims and goals of the College as stated in the College Catalog and this handbook. Students are expected to practice discretion and restraint and honor the standards of the College.

### **Additional Expectations for Student Leaders**

While it is expected that all students will abide by the specific policies noted on the pages to follow, it should be noted that student leaders are expected to meet a higher standard. Students in leadership are expected to maintain a 2.5 GPA, abide by GC/CUBM policy, evidence personal integrity, and show respect for God and the community. Student leaders are expected to have a respect for the diversity of the CUBM community and to make good moral decisions in both their public and private lives.

While there are many definitions of leadership, there are basic expectations that a leader must meet. These expectations include a strong moral character, acceptance of the responsibility of being a role model, and willingness to subject oneself to the accountability of others. Finally, we expect our leaders to have a respect for the lordship of Jesus Christ.

Students are encouraged to consider the Community Standards before stepping into leadership. Those in student leadership positions who are unable to live within the outlined standards may be asked to step down from their positions. While we always desire to come along side of our student leaders, we realize that there will be times when a leader must step down for the sake of those who are served, GC/CUBM, or the leader's own growth.

### **Clubs or Student Organizations**

A student club or organization and its officers and membership may be held collectively and individually responsible when violations of this Handbook by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

### **Redemptive Discipline**

The College's use of redemptive discipline is intended to cause a change in the offender's behavior and to restore the individual to a right relationship with the community.

Although the need for discipline is a consistent theme throughout Scripture, much of the College's philosophy on discipline is founded on the book of Hebrews, chapter 12. The following four goals have been established to guide Student Development in its oversight of the judicial process:

- To diligently use the disciplinary process as an opportunity to witness and minister to an offending student in hopes that the student will be reconciled to God.
- To educate students about the need for community standards and their responsibility to abide by these standards.
- To cause a change in the student's behavior in order to help the student develop character.



- To intentionally work with an offending student and the offended community to bring about reconciliation and restored acceptance.

## Community Standards

The following standards listed below clearly outline the behavioral expectations of the GC/CUBM student body and have been adopted for the well-being of both the individual and community at large. While some individuals may not agree with all of the expectations, these standards were established to maintain harmony within the community. We understand that some students will choose to behave contrary to community expectations. Therefore, GC/CUBM reserves the right to take disciplinary action against any student or student organization that violates the Community Standards of Geneva College at the Center for Urban Biblical Ministry. All students are expected to adhere to the Community Standards as defined on the following pages.

We expect our students to be:

1. **BIBLICALLY PRINCIPLED** – Members of the student body are to abide by the wisdom of Scripture and are expected to avoid behavior that is in conflict with its teaching. Morally unacceptable practices according to Biblical teaching are not acceptable for members of the GC/CUBM community. Specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of harassment, all forms of dishonesty, involvement in or depiction of occult or satanic activity, sexual sins (i.e. premarital sex, cohabitation with a member of the opposite sex, rape, adultery, homosexual behavior, etc.), and the use or display of obscene and/or pornographic materials will not be tolerated.
2. **HONEST** – all members of the student body are expected to demonstrate a commitment to the truth and to personal integrity. Failure to be truthful and/or to act with integrity is considered a violation of the GC/CUBM Community Standards.

Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

- a. Academic dishonesty, including but not limited to plagiarism, cheating, and/or interfering with the academic progress of self or another.
- b. Knowingly making a false statement, either orally or in writing, to any GC/CUBM employee or agent on a GC/CUBM-related matter (this includes but is not limited to lying, forgery, and/or giving a false report, and/or falsely claiming not to have knowledge of a specific incident).
- c. Initiation or circulation of a report or warning of an impending bombing, fire, or other crime, emergency, or catastrophe, that is known to be false.
- d. Knowingly being in the presence of a violation of the GC/CUBM Community Standards (can include failing to confront the offender or to leave.)
- e. Fleeing the scene of a policy violation after having been, or while being confronted by GC/CUBM staff.

3. **RESPECTFUL OF OTHERS** – Members of the student body are expected to treat each other as God’s image bearers. Students should refrain from behavior that may, or in fact does, cause physical or emotional harm to another person or cause reasonable apprehension of such harm. Such behavior may be intentional (a conscious decision to engage in the conduct) and/or reckless (conduct which could reasonably be expected to create substantial risk of harm to another person).

Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

- a. Gestures, comments, threats, or actions which place a person in reasonable fear of unwelcome physical contact or harm.
- b. Attempts to cause or actually causing bodily injury to another person (intentionally or unintentionally.)
- c. Striking, shoving, kicking, or otherwise subjecting another person to unwelcome physical contact or threatening to do so.
- d. Engaging in sexual contact or behavior with another person (sexual intercourse, touching the sexual or other intimate parts of another person, inappropriate disrobing, or any other physical contact or touching of a sexual nature) without the consent of that person or by compulsion through physical force or fear.
- e. Abuse (verbal or physical) of a GC/CUBM official during the fulfillment of his or her job responsibilities and/or in retaliation for fulfilling those responsibilities.
- f. Communicating by voice, graphic means, electronically, or by telephone (whether or not a conversation takes place) or using any other information resource that has the effect of harassing and/or alarming another person (intentionally or unintentionally).

4. **COMMITTED TO COMMUNITY** – Members of the student body are expected to value one another to the point of sacrificing some personal freedom for the sake of others. Specifically, students are expected to abide by policies and procedures outlined in the Student Handbook.

Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

- a. Wearing or displaying clothing or any other object that depicts alcohol or tobacco products and/or is deemed by the administrative staff to be lewd, obscene, pornographic, sexually suggestive, racially or sexually degrading, satanic or representative of the occult.
  - b. Use of any tobacco products or smoking devices on the campus.
  - c. Unapproved solicitation (fundraising) by an organization or individual is not permitted on campus.
  - d. Pranks that are disruptive to the community.
5. **RESPECTFUL OF OTHERS’ POSSESSIONS** – Members of the student body are expected to show respect for the property of others and should refrain from the theft and/or destruction of property belonging to others.

Examples of behavior that constitute a violation of this Community Standard include, but are not limited to:

- a. Unauthorized taking or possession of another's property or services (including that of GC/CUBM).
- b. Using another person's GC/CUBM ID card or allowing another to use one's GC/CUBM ID.
- c. The unauthorized possession of a temporary ID card.
- d. Violation of any rule(s) listed in the Computer Policy.
- e. Intentional, unintentional, or reckless behavior which may, or in fact does, deface or cause damage to GC/CUBM property or the property of others.

6. **SEXUALLY PURE** - All members of the student body are expected to respect the gift of sexuality that God has given and to make wise decisions regarding sexual purity. Students are expected to refrain from involvement in sexual relationships until marriage and to refrain from the use of pornography. Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

- a. Involvement in sexual sins, including but not limited to: sex outside of a marriage covenant between a man and a woman, sleeping in the same bed as another student, same-sex sex, same-sex intimacy, and/or inappropriate displays of affection.
- b. Possession, sale, distribution, or use of pornographic material including but not limited to magazines, posters, videos, DVDs, photographs and/or computer-generated images.

**SUBSTANCE-FREE** – GC/CUBM is a drug and alcohol-free campus. The use of illegal drugs is prohibited, and students are expected to abide by state laws requiring a person to be 21 years of age before consuming alcohol. In addition, all students are expected to adhere to Geneva's prudential policy requiring students not to have alcohol in their possession and/or in their system while on campus. Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

- a. Possession, storage, consumption, or providing of alcohol; or having alcohol in one's system; while under the jurisdiction of the College (i.e. on College property, at a College-sponsored event, or on a College-sponsored trip).
- b. Possession or consumption of alcohol while under the age of 21 years of age.
- c. Providing or selling alcohol to persons under 21 years of age.
- d. Use of organizational funds for the purchase of alcoholic beverages by any officially recognized student organization.
- e. Possession or use of illegal drugs or drug paraphernalia.
- f. Distribution or sale of illegal drugs or drug paraphernalia.
- g. Possession or use of unsubscribed designer (legal) drugs.
- h. Distribution or sale of designer (legal) drugs.
- i. The inappropriate use, sale, or distribution of prescription and/or over the counter drugs.

7. **SAFETY-MINDED** - Members of the student body are expected to aid in the establishment of a safe and secure campus environment. As a result, students are expected to refrain from behavior that may pose a risk to others and/or self.

Behavior which constitutes a violation of this Community Standard includes, but is not limited to:

- a. Tampering with fire safety equipment (including removing batteries from or disabling smoke detectors), setting off a false alarm, and/or failing to evacuate a facility during a fire drill.
- b. Possession, sale, or use of fireworks or any other explosive or combustible material on GC/CUBM facilities or in the surrounding community.
- c. Use or possession of a firearm, ammunition, or another dangerous weapon on campus.
- d. The use of Airsoft, paintball, and/or any other recreational projectile device on campus. Airsoft and paintball guns are not permitted in CUBM facilities and are not permitted to be stored in vehicles.
- e. Unauthorized possession, duplication, or use of keys, codes, or I.D. cards to facilitate the unauthorized entry to or use of GC/CUBM facilities.
- f. Unauthorized scaling/climbing of and/or presence on the roof of a GC/CUBM facility.
- g. Unauthorized access to a GC/CUBM facility.
- h. Disorderly conduct and/or inappropriate behavior (i.e. behavior which disrupts/obstructs peace and orderliness, and/or is deemed inappropriate for a member of the GC/CUBM community).
- i. Reckless driving, which may, or in fact does endanger individuals or damage property.
- j. Use, possession and/or storage of hover boards (self-balancing scooters, battery-operated scooters, hands-free Segways and other similar equipment) is prohibited on GC/CUBM property—this includes all buildings, roadways, and walkways.

8. **RESPECTFUL OF AUTHORITY** – Members of the student body must show respect for those whom God has placed in positions of authority. It is expected that students will respond to the verbal and/or written request of a GC/CUBM official during the lawful performance of his or her duties.

Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

- a. Intentionally obstructing or failing to comply with the request of a GC/CUBM official or employee in the lawful performance of his or her duties.
- b. Intentional or reckless interference with standard GC/CUBM activities and functions. Examples of such activities/functions include but are not limited to studying, teaching, public speaking, research, administration of GC/CUBM or emergency (security, fire, or police) operations.
- c. Failure to appear in a timely fashion before the executive director for a disciplinary hearing when charged with a violation of the Community Standards and when duly notified of the hearing.

- d. Failure to appear in a timely fashion before the executive committee of the board of directors for a disciplinary hearing when charged with a violation of the Community Standards and when duly notified of the hearing
  - e. Failure to abide by any disciplinary sanction imposed because of a disciplinary hearing (e.g. failure to honor a monetary fine, serve community service hours, satisfy terms of probation, or fulfill a behavior sanction) within the specified timeframe.
9. **GOOD CITIZENS** – Members of the student body are to be good neighbors in the community at large. Therefore, students are expected to abide by all local, state, and/or federal laws, and to be considerate of members of the GC/CUBM and Pittsburgh communities. Behavior which constitutes a violation of this Community Standard includes, but is not limited to:
- a. Violation of local, state, or federal laws including but not limited to underage drinking, disorderly conduct, trespassing, and public disturbances. (No criminal conviction is necessary for conduct to be subject to disciplinary action by GC/CUBM, and disciplinary actions may proceed even though the same conduct is also the subject of a pending criminal charge.)
  - b. Behavior which may reflect poorly on the mission of GC/CUBM, including but not limited to littering, cohabitation, and disturbing the community.

## **The Implications of Christian Education**

### **Implications for the School**

All persons responsible in any way for the functioning of an educational institution share in the pursuit of its goals. In Christian education this becomes particularly significant since no task, teaching or other, is unrelated to God; and also, because all personnel should demonstrate in their lives the end-purpose of Christian education. Everyone shares in the transmission of knowledge, but only those consciously committed to Jesus Christ as revealed in the scriptures can envision and reach the goals of Christian education. To realize the goals of Christian education all faculty members should seek to understand more completely and to teach more effectively their particular disciplines with academic excellence within a consistent Biblical world and life view.

### **Implications for the Student**

While students may attain a high degree of knowledge through the grace given to all, in order for them to attain the goals of Christian education, they must be in submission to the person of Jesus Christ, that sin and its effects in their own personalities may be overcome. Students, as creatures of God, are under His mandate both to learn and to apply all knowledge for the purpose of knowing and glorifying God. They should not be sheltered from non-Christian viewpoints, but must become able to evaluate all knowledge critically, to gain from that which is true and to

discard error. Students should be aware of God's call on their lives and thus see their education as an opportunity to prepare for their life work, whatever those fields of endeavor may be.

### **Implications for the Curriculum**

The curriculum is built upon the foundation that the historic Christian Faith is permanently true and that it is the integrating factor of a truly Christian educational program. Since Christian education leads toward an understanding of God, mankind, and the universe in their interrelatedness, the curriculum will have a strong emphasis on both the Humanities and the Sciences, theoretic and applied, as well as a basic core of Biblical studies. The curriculum should lead students to grasp the foundations of learning so that they can live a life glorifying to God, confronting honestly and confidently the problems and challenges of new knowledge, and contributing to the welfare of society under God.

### **Implications for Moral Discipline**

Standards of moral discipline must be maintained according to the moral law of God, which He has set forth in Scripture. Therefore, discipline is to be exercised on the basis of God's Word. Discipline exercised in Christian love and firmness not only deters licentiousness, but also teaches in principle how to live under Christ's Lordship and how to live with other people on the basis of righteousness. Moral discipline must always be exercised in an attitude of helping the offender in the context of the doctrine of sin and its solution in Jesus Christ.

### **Aims**

Having formulated a sound basis for learning from a Christian perspective, we have chosen the following aims to guide progress toward our ideal:

- To help students to develop a usable understanding and appreciation of the cultural heritage of mankind through a study of the basic liberal arts subjects, presented from a Christian point of view.
- To apply Christian principles to the pursuit of knowledge by engaging and evaluating a wide range of intellectual and artistic works, including those that demonstrate the current broken and fallen nature of God's creation.
- To cultivate skills of communication in speaking, writing, and the fine arts, and the ability to evaluate what is communicated.
- To prepare students for service to mankind through certain intellectually based vocations.
- To provide opportunities for students to build a foundation for study in graduate and professional schools.
- To give every student the opportunity to know the cardinal truths of the Christian religion and to consider the claims of Christ as Savior and Lord.
- To maintain an environment which will provide a pattern for wholesome, enjoyable Christian living, to show the application of Christian principles to the problems of personal and social life, and to offer preparation for leadership in Christian churches.

- To provide opportunities for the development of skills and interests which will contribute, in college and later life, to physical and mental health through the satisfying and constructive use of leisure time.
- To prepare students for active participation and leadership in a democratic society, through experiences this will develop the ability to work with other people, and the spirit of loyalty and cooperation.
- To develop intelligent concern for the problems of the nation and the world.
- To cooperate with businesses, schools, and other community organizations in meeting special educational needs of the area.

### **Student Outcomes**

We desire that all students graduating from CUBM will:

- Identify and evaluate points of coherence and conflict between a Christian worldview and other worldviews.
- Understand, value, and critically respond to intellectual and artistic works, scientific ideas, and other cultural influences that have shaped and continue to shape the world.
- Communicate clearly, responsibly, and with integrity in written and oral forms, and evaluate the written, oral, and artistic communications of others based on the same criteria.
- Offer thoughtful analysis of the causes and effects of contemporary issues in their local and/or global contexts and present and evaluate possible solutions.
- Know essential biblical truths of the Christian faith, evaluate their own faith with respect to these truths, and personally consider the claims of Christ as Savior and Lord.
- Understand that all vocations are arenas for honoring God through the development and utilization of gifts, in mutual dependence, and by meeting the needs of others.
- Demonstrate a mastery of and ability to use major concepts and skills from their major field, as well as an ability to critique those concepts from a Christian perspective.
- Cultivate skills, interests, and habits that nurture physical, mental, and spiritual health in both leisure and in work.
- Apply Christian principles as they address personal and interpersonal problems.
- Acknowledge the relevance of the church to the Christian faith, examine their motivations for involvement in a worshiping community, and consider active participation as servant leaders in a Christian church.
- Actively participate in civic life and provide leadership that is shaped by principles of biblical justice.
- Be prepared for graduate or professional programs related to their majors when it may be relevant to their lives and professional callings.
- Develop life-long learning skills, including problem-solving and information literacy, which will assist them in exploring and critiquing significant ideas, works, and influences.

## **Admissions**

Admission to the CUBM Associate of Arts degree, and Associate of Science programs requires a high school diploma or the equivalent of the Pennsylvania General Education Development (GED) certificate. The following documents must be submitted in order to complete the Admission process:

### **DEGREE STUDENTS COMPLETE STEPS 1 - 6**

### **PERSONAL ENRICHMENT STUDENTS COMPLETE STEPS 2, 4 AND 6**

**STEP 1. Apply for Federal Student Aid (FAFSA)** online at <http://www.fafsa.ed.gov> If you have any issues completing the FAFSA online, call federal student aid at 1-800-433-3243.

### **STEP 2. Complete Application and Essay:**

**ONLINE SUBMISSION (FREE)** - The process is quick, easy! Just complete all requested information click and submit! A confirmation of your submission will appear—print this page (Thank you page) for your records.

**STEP 3. Official High School or College Transcripts** – Print form and complete your information then send along with fee to the appropriate institution’s address. You will need to contact your high school or previous college for their transcript fees and address. Geneva College will evaluate all credits from an accredited institution and/or approved Bible college programs.

### **G.E.D.**

To get transcripts or diplomas please go to [www.diploma.sender.com](http://www.diploma.sender.com)

G.E.D. transcripts may be obtained by submitting a written request to the Commonwealth of Pennsylvania’s Commonwealth Diploma Program. When sending your request, please include:

- Name at time of testing
- Approximate year of testing
- Birth date
- Social security number
- Address where transcript is to be sent
- Phone number where you can be reached during the day
- Money order or cashier's check for each transcript made out to the Commonwealth of Pennsylvania



**Requests and fees should be mailed to:**

Commonwealth Diploma Program  
333 Market Street, 12th Floor  
Harrisburg, PA 17126

**STEP 4. Pastoral letter of reference** – Applicant's pastor needs to complete the Pastoral Reference form online.

Direct your pastor to this website to click on the **Pastor and Churches** page for the form.

**STEP 5. Military Only** – submit a copy of DD214 or DD-295 if applicable. Go to following website for **forms**.

**STEP 6. Statement of Faith - Download and print.**

Please call **412-247-9010** if you have any questions regarding the admissions process.

**Notification and Acceptance** – Admission decisions made within two weeks of receiving the application and all supporting documentation. The candidate will be informed by letter regarding acceptance of their **\$75 tuition deposit**.

## **Registration**

CUBM Course Registration - All students taking a course(s) for a particular term must complete the registration form before starting class. Registration materials, including the course offerings for the next term, are available during the designated registration period. A short advisement meeting with a CUBM staff member is required to review accepted transferred credits, as well as ensure that the appropriate courses are selected for each student's program of study.

(Current Students Only)

- a. Make an appointment to meet with your advisor. This is mandatory!
- b. All students have a registration hold which can only be released by the assigned advisor.
- c. Instructions and login information [www.mygeneva.edu](http://www.mygeneva.edu)., click Current Students, Registrar, Web Registration Information

Note: You may need to register for some classes on paper in the CUBM office (e.g. due to time conflicts, closed classes, special courses etc.) Your advisor's signature will be required for paper registration.

Copies of current registration information is available in the CUBM office. Information is emailed to each student and placed in their campus mail boxes by the start of the registration period.

(Returning Students Only)

Must complete the Readmitted Student Form before registering for classes.

### **Additional Information**

- a. Courses numbered 095 do not count toward graduation or overall GPA but do count for financial aid and full-time enrollment. These courses may BOT be taken as an audit.
- b. Some courses require special forms and signatures and may NOT be added or dropped on the Web: Independent Studies and Internships.

### **Credit Transfer**

New students - Once the student's official transcripts have been received at the Registrar's office at Geneva College, an assessment is completed to determine which credits will be accepted.

The student will then receive an Official Transfer Evaluation from the Registrar explaining which credits have been accepted and the corresponding courses to which they are equivalent. This letter should be brought to the advisement meeting; it will assist the CUBM staff in determining the courses that need to be taken.

Transfer Courses - A CUBM student who desires to take classes outside of CUBM and transfer credits in must submit the written request to the Registrar's office at Geneva College. The Student will receive a letter of approval or denial from the Registrar. This procedure must be followed to ensure the acceptance of the credits.

### **Access to Student Academic Records**

#### **Unofficial Transcripts**

The Registrar's Office does not mail unofficial transcripts, but they may be obtained in person in the office at Geneva, at no charge. They are also available online through the Geneva College website ([www.mygeneva.edu](http://www.mygeneva.edu)).

#### **Official Transcripts**

Former and Current Students

Student of Geneva College may order transcripts online through the National Student Clearinghouse. A valid major credit card and an email account are required.

**Request Official Transcripts through National Student Clearinghouse  
Get Unofficial Transcripts ([my.geneva.edu](http://my.geneva.edu))**

## An Overview of Financial Aid at CUBM

- ✓ What is financial aid?
  - o Financial aid is money that you can use to help meet your college expenses, including your tuition and fees.
- ✓ What is tuition?
  - o Tuition is the amount of money that is billed to you for taking courses. At CUBM, your tuition is billed on a per-credit basis. The more credits you take, the higher the bill.
- ✓ Does my financial aid have to be repaid?
  - o It depends on the type of financial aid. Grants and scholarships do not have to be repaid. Loans (whether through the Federal Government or through a bank) do have to be repaid along with interest.
- ✓ What types of financial aid do I qualify for?
  - o There are several types of financial aid you may qualify for, but what you receive depends on the information reported on your FAFSA form (Free Application for Federal Student Aid). Please see the “Geneva College Student Financial Services Information for CUBM Students” handout for details on filing your FAFSA.
    - o You may be eligible for federal financial aid, including...
      - Federal Pell Grant (free money that you don’t have to repay)
      - Federal Direct Subsidized Loan: This loan does not accrue interest while you are in college but will start accruing interest 6 months after you graduate or are no longer enrolled.
      - Federal Direct Unsubsidized Loan: This loan accrues interest while you are in school, from the time it arrives on your student account until it’s repaid.
    - o You may be eligible for state financial aid, including...
      - The PA State Grant, which is known as a “PHEAA” grant. This grant does not have to be repaid.
      - Ohio and West Virginia students may be eligible for a small grant from those states.
    - o You will be eligible for a CUBM Grant, which you do not have to repay...
      - The CUBM Grant award amount is 35% of your tuition.
- ✓ Are there limits to my financial aid eligibility?
  - Yes, there are limits to your financial aid. Federal loans, Federal grants, state Grants (PHEAA) all have limits that Student Financial Services must consider while awarding your aid. Please contact us at 724-847-6530 for more information on your remaining eligibility.
- ✓ Any other types of aid or considerations I should be aware of?
  - VA Benefits: If you are a veteran or have veteran educational benefits, please notify Karla and she will notify the Student Financial Services office. You can learn more about your VA education benefit eligibility at [www.vets.gov](http://www.vets.gov).

- **Employer Reimbursements:** If your employer offers tuition reimbursement benefits, please notify CUBM staff. Please make arrangements to pay for any remaining balances at the start of your semester and then the reimbursement from your employer can help you repay your loans, etc.
- **Academic Progress:** You must pass your classes to continue to receive financial aid. To familiarize yourself with the grade point average (GPA) and course completion requirements at CUBM, please visit <http://www.geneva.edu/student-financial-services/policies/satisfactory-progress>.

## **Geneva College Student Financial Services Information**

### **Applying for Federal Aid**

- Make sure you have a FSA ID, or set one up at <https://FSAID.ed.gov>. You will need your FSA ID for all Federal Student Aid websites.
- File your Free Application for Federal Student Aid (FAFSA) at <https://FAFSA.ed.gov>. Make sure to include the Geneva School Code (00326700)
- Submit any requested documentation, as noted on your MyGenevaAid account (<https://finaid.geneva.edu>), to Student Financial Services (See instructions for logging in below, under “Accepting Your Financial Aid”). You must submit these forms before we can award your financial aid.
- Check previous grant and loan history at <https://www.nsls.ed.gov>
- Understand federal student loan fees and interest rates: <https://studentaid.ed.gov/interest>

### **Your Financial Aid Award**

Once you file your FAFSA, Geneva College will receive it electronically within 2-3 business days.

- Once the FAFSA and all necessary documents are received, we will determine your eligibility based on your cost of attendance (tuition and fees, plus allowances for other expenses) and intended enrollment, which will be submitted electronically by CUBM staff.
- We will process your financial aid award (grants, loans, employer benefits, other aid sources), and email you information on how to accept your aid online.
- Your financial aid award will include a CUBM Grant, which is 35% of your tuition charge.

## Accepting Your Financial Aid

- Log into MyGenevaAid (our financial aid manager) at <https://finaid.geneva.edu>
  - Important Notes: You will not have an account until your FAFSA is received by Geneva College. Use Internet Explorer or Firefox for best results.
  - Click on the blue first-time user link and use your student ID number (without leading zeros) and the phone number we have on file to set up your account.
  - You will then be able to set up your password and security questions for future use.
- Once you log in and accept the terms, you can:
  - Review your financial aid award (Click Menu, then “Step 1: Review Awards”)
  - Accept or decline your financial aid awards (Click Menu, then “Step 2: Accept Awards”)
  - Review any documents we need, or messages that we have for you. (Click Menu, then “Step 3: Review Documents Needed & Messages”)
  - See your estimated financial aid disbursement dates
  - Review your loan history
- If you are a first-time borrower, ensure you have completed a current Direct Loan Master Promissory Note and the Direct Loan Entrance Counseling (and sent them to Geneva) at <https://studentloans.gov>. We will be notified electronically once these are submitted.

## Additional Funding Options

- If you have already reached the Federal Limit in Direct Subsidized and Unsubsidized Loans, you can consider private loans options at [www.elmselect.com](http://www.elmselect.com). We recommend limiting your borrowing and only considering these as a last resort.

## Your Student Account

As a registered student, it is your responsibility to accurately maintain your student account at all times and to ensure all bills are paid on time.

- Once you have logged in to your MyGeneva account (<https://my.geneva.edu>) you can manage all aspects of your student account through your Nelnet Account, including

receiving eBills, adding an authorized party, making online payments, checking your student account balance, managing Student Choice Refunds and much more. To access your Nelnet Account:

- o Click on the on the “Student Financial Services” icon.
- o Click on “Go to my Nelnet Account” at the bottom of the page
- Complete instructions to set up your Nelnet account can be found at <http://www.geneva.edu/student-financial-services/tuition-costs-billing/nelnet-faq>
- Your financial aid will not show on eBill until you have responded to your aid and submitted all required documents.
- Your Fall bill must be paid by August 10th for the Fall semester and by January 2nd for the Spring semester.

### **Credit Balance Refunds**

You can enroll to have your refund sent electronically to your bank through Student Choice Refunds. Simply click on “Manage Refunds” on your Nelnet account to begin the process. For more information, please check review the “How do I sign up to receive my refund via Direct Deposit?” question at <http://www.geneva.edu/student-financial-services/tuition-costs-billing/nelnet-faq> If you do not sign up for direct deposit, any credit balance on your account will be mailed by paper check to your legal permanent address on file.

### **CUBM Program Tuition and Aid Refund Policies**

In all cases, the official course start date and course end date per the Registrar’s office are used in calculations. Students should be aware that the course start date does not always correspond directly with the first day that the class meets.

Tuition charges will be refunded according to the Geneva College policies which can be found here: <http://www.geneva.edu/student-financial-services/policies/financial-policies>

Federal financial aid will be refunded per the policies listed here:  
<http://www.geneva.edu/student-financial-services/policies/refund-policy>

It is expected that students will initiate a discussion with Student Financial Services regarding the impact a withdrawal from any or all classes could have on their financial aid, before withdrawing. Bills and aid are often impacted so the student may have a balance they are responsible for.

Questions?

Contact Geneva College Student Financial Services  
Monday through Friday 8:00-5:00 P.M.

724-847-6530 or [SFS@geneva.edu](mailto:SFS@geneva.edu)

## ACADEMIC PROGRESS

Satisfactory Academic Progress is checked at the end of the spring semester for students in the undergraduate programs. In order to receive financial aid (including loans), students must maintain satisfactory progress as indicated below:

### **Full-Time Undergraduate Students:**

All full-time students must pass a minimum of 24 “new” hours of academic credit annually to remain eligible for aid consideration (twelve “new” hours for any student with only one term or semester in the year) and maintain a minimum 1.7 G.P.A. as a freshman or sophomore (under 60 credits earned).

### **Part-Time Undergraduate Students:**

All part-time students must complete 75% of all new credits attempted in a term. If, in a specific term less than 75% are completed, then 75% of cumulative attempts must be completed. Part-time students must maintain at a minimum a 1.7 G.P.A. as a freshman or sophomore (under 60 credits earned).

### **Impact of incompletes, withdrawals, repeats, remedial, and transfer credits:**

- Incomplete courses can impact two ways. Initially, because a course is incomplete, it does not count toward the credits per year requirement for students, so it could impact 150% progress. Eventually an incomplete course that is not resolved becomes an “F” which affects the GPA.
- Withdrawing from a course can bring the total credits earned for the school year below the minimum requirement, if the “W” grade is earned after the drop/add period. A Repeated course does not count as “new” credits unless it is replacing a course with an “F” grade. Courses with an “F” grade do not result in any earned credits.
- Remedial credits are not counted in the cumulative GPA. Since they do not count towards degree requirements and are not college level, they are not included in the total credits earned on the transcript but are included when determining sufficient academic progress.
- Transfer credits accepted by the Registrar’s Office toward the completion of the student’s degree program will count as both hours attempted and hours completed. Please note that transfer hours that come on a transcript after the semester begins will be factored in at the next scheduled Satisfactory Academic Progress checkpoint.

### **Pace of Progression and Maximum Timeframe:**

- The pace at which an undergraduate student completes classes varies depending upon full-time or part-time enrollment. A full-time student must complete the normal four-year program in no more than six years. Part-time students must proceed at the same pace. For

example, a student who should complete in six years as a part-time student may not exceed nine years.

- It is important to note that the student is ineligible at the evaluation point where it is indicated that they will exceed the maximum timeframe, NOT at the point that they actually reach the maximum timeframe.

### **Review Policies:**

If, after review, it is found that the student has not maintained "satisfactory progress," the student will be placed on financial aid suspension until the required credit hours or grades have been attained. The student will be contacted at his or her Geneva College email address and through mail at the primary address on file. Additional options are listed below:

- Make up any incomplete grades with a passing grade of A through D and notify the Student Financial Services Office when complete.
- Enroll during the summer term (without aid) to make up the necessary hours. Please note that all summer transcripts **MUST** be received before the start of the Fall semester. Please contact the Student Financial Services Office when your transcript has been sent.
- Enroll for the Fall term at the normal load plus the required makeup hours (without aid). Aid eligibility would be reestablished for the spring term, providing you meet the necessary cumulative average/credit requirement and notify Student Financial Services at the end of the Fall term.
- Appeal your financial aid suspension (per instructions below)
- Pay out of pocket or borrow a private, credit based loan that does not require satisfactory academic progress. More information about these private credit-based loans can be found at [elmselect.com](http://elmselect.com).

Note: A student placed on Financial Aid Suspension may not receive any Federal or Geneva aid when placed on financial aid suspension. State aid has different standards. The Pennsylvania state grant requires 24 "new" credits per year and does not have a GPA requirement.

Academic scholarships also have different requirements (see your scholarship letter from Admissions or contact the Student Financial Services Office for the details of your award).

### **Appeals:**

Any student who has been placed on financial aid suspension may appeal in writing to the Director of Student Financial Services indicating what extenuating circumstances occurred that hindered meeting the minimum requirements and why aid should not be terminated.

Examples of these circumstances may include the death of a family member, illness or injury of the student, or other special circumstances. The appeal must include 1) the reason(s) that the student failed to make satisfactory academic progress and 2) what has changed that will allow the student to make satisfactory academic progress. The Director and/or Financial Aid Committee will review the appeal to determine if an exception is justified. The student will be notified in writing of the appeal decision. A student who successfully appeals will have one



award year to improve academic progress and comply with Satisfactory Academic Progress policy to continue financial aid eligibility, unless otherwise communicated the Director. Except in rare circumstances, students may appeal one time only.

### **Additional Information:**

Since we check progress annually, we do not have warning or probation periods. Even if a student does not receive federal financial aid, this policy still applies. Past periods of not making satisfactory academic progress, whether receiving aid or not, can and will impact federal financial aid eligibility in future terms.

### **Academic Etiquette**

1. CUBM seeks to provide a quality educational experience to all involved in this ministry. The following guidelines will ensure that everyone is treated with respect and that proper procedures are used:
  - **One absence is allowed during a semester/term.** Remember that absences should be avoided at all cost since each one represents one week's work and costs you a significant amount of money. Any additional absences will result in the lowering of your grade as outlined in the syllabi.
  - Lateness to class or early exiting is not permitted and will also result in lowering of your grade or dismissal from the class. The education you are paying for is too valuable and the professors are so committed to their work that you need to show proper respect. Also, many classes grade on participation or include quizzes which need to be taken with the entire class.
2. Cell phones may not be on at all during class (including the vibration mode) since that is a distraction to you and to others.
  - Incompletes are given only to students who are unable to complete their course work due to circumstance beyond their control, primarily for illness. The student must be passing the course 4 weeks before the problem occurs. This is a temporary grade for 8 weeks and is given based on a contract between the student and the professor. A doctor's excuse must accompany the appeal for an incomplete grade.

Check each of your syllabi for the preferred way to contact each professor. Many prefer email and will give their address and time preference in the syllabus. Some allow phone calls and will provide a phone number and suggested times. Be very careful to follow the suggestions in the syllabus.

## **Academic Calendar**

The academic calendar at CUBM includes summer, fall, and spring semesters. During the fall and spring semesters, there are typically eight weeks of instruction. There may be summer classes offered ranging from four to eight weeks in length. It is important to be aware of the length of the semester in which you have enrolled. The classes you have registered for will be completed when you have fulfilled the requirements as noted in the class syllabus.

## **Academic Policies**

### **Registration**

New students and transfer students receive registration materials via the Geneva website and are encouraged to seek counsel from faculty advisers or the Registrar during orientation sessions or by special appointment or correspondence. Late in each semester, enrolled students prepare schedules using Web registration for the following term in consultation with faculty advisers. Late registration is permitted up until the second meeting of an evening class.

### **Adding and Dropping Courses**

Students may add a course to their registration for a term up through the first meeting of the course. Dates reflecting the last day to add a course are posted for each term and by academic program as needed.

Students may drop a course and not have the course appear on their transcript . Dates reflecting the last day to drop a course are posted for non-traditional terms and other academic programs as needed.

Students may withdraw from a course prior to the second meeting of the course. The grade on the transcript will be listed as WX (withdrawal before judgment could be formed), WP (Withdrawal, passing), and WF (Withdrawal, failing) as assigned by the course instructor. The grade will not impact the student's GPA. After the fifth week of the course, students are not able to withdraw from a course and will receive the grade assigned by the course instructor.

For details on the financial ramifications for dropping or withdrawing from a course please see the following: [http://www.geneva.edu/page/studentacc\\_policies](http://www.geneva.edu/page/studentacc_policies)

### **Drop Policy**

If it becomes necessary to drop a class, a student should talk with his/her advisor and download and fill out the drop form found on mygeneva. It will then go to your advisor.

Courses dropped within the first two weeks of the semester will not appear on the student's transcript. After two weeks, a course may be dropped with both the professor's and advisor's

signatures, but it will remain on the transcript with a “W” (withdrew) grade. “WP” (withdrew passing), or “WF” (withdrew failing) are submitted by the instructor and are entered on the student’s permanent record but will not affect the student’s GPA.

## **Classroom Recordings**

Courses at GC/CUBM may occur on online platforms or in classrooms equipped with audiovisual telecommunications equipment that are capable of the audiovisual recording of each class session as it occurs. In order to provide the potential educational benefits of recorded classes to our students, we may decide to automatically record, and to archive for a limited period, all class sessions occurring in classrooms. The purpose of the recordings is to permit students enrolled in each recorded course to access the recordings outside of the regularly scheduled class period, according to rules established by the professor.

Access to recorded classes will be controlled via a secure course management platform and will be restricted to students enrolled in the recorded course, the professor, and those GC/CUBM IT personnel necessary to maintain the system. All recordings will be deleted following the conclusion of the semester in which the recorded course occurs (unless all identifying student images are edited out of the recording, in which case the professor and GC/CUBM jointly may decide to retain the edited recording for other purposes. By registering for or attending courses, a student consents to the making and display of class recordings within the scope of this policy.

A student must not record activity in classrooms or other instructional settings without the express permission of the faculty member responsible for instruction in the course. **PRIOR PERMISSION MUST BE GIVEN BY THE INSTRUCTOR AND THE CUBM OFFICE.**

**Recording audio without explicit permission of both parties is prohibited under Pennsylvania Law.** Authorized student-initiated recordings must be used only for the education of the students enrolled in the initiating student’s class during the period in which the student is enrolled in the class. In addition to the requirements in the preceding paragraph, an authorized student-initiated recording must not be made available to anyone outside of the students enrolled in the class in any fashion, including posting online or through other media without the express written consent of the faculty member responsible for the course.

## **Class Attendance**

### **General Policy**

Students’ presence and participation in the classroom is an integral component of the opportunity and responsibility that attends membership in a community of Christian learning. As such, students should attend every scheduled class session of every course for which they are registered.

### **Excused Absences**

When appropriate documentation is provided to the CUBM Office and Instructor, students will be excused from class without penalty under any of the following circumstances: a family

member's serious hospitalization or death; personal physical or emotional illness; military or jury duty.

In addition, students will be excused from class to participate in the following, college-sponsored activities:

- Class requirements such as field trips. These must be approved through the CUBM office.
- Educational travel, including professional meetings, touring groups, and mission's trips. These must be approved through the CUBM office and Instructor

### **Adverse Weather**

It is the practice of CUBM to hold regular classes and activities on all days scheduled on the CUBM calendar. If an emergency develops that requires the cancellation of activities, the staff will e-mail students who are affected. If a weather-related closing is necessary for classes, an announcement will air on WPXI channel 11 and KDKA channel 2.

### **Unexcused Absences**

Unexcused absences are those absences for any reason other than those listed above under the "Excused Absences." Faculty members may decide whether to penalize students for unexcused absences. Such penalties, if any, will be clearly noted in the course syllabus. Faculty members have no obligation to allow students to complete missed assignments/exams for unexcused absences.

### **Grading System**

Grade	Evaluation	Points per hour
A+	Excellent (Plus)	4.0
A	Excellent	4.0
A-	Excellent (minus)	3.7
B+	Good (plus)	3.3
B	Good	3.0
B-	Good (minus)	2.7
C+	Satisfactory (plus)	2.3
C	Satisfactory	2.0

C-	Satisfactory (minus)	1.7
D+	Poor (plus)	1.3
D	Poor	1.0
D-	Poor (minus)	.7
F	Failure (no credit)	0

IN Incomplete

IP In progress

CR Credit (CR/NC option)

NC No Credit (CR/NC option)

WX Withdrawal before judgment could be formed

WP Withdrawal, passing

WF Withdrawal, failing

AU Audit (no credit)

### **Grade Point Average (GPA)**

The grade point average is the number of grade points earned divided by the semester credit hours receiving grades A through F. Each semester a term GPA and a cumulative GPA are calculated and reported on the grade report. These two averages are used to determine the student's academic status and eligibility for various offices, honors, or courses and for eligibility for athletic competition.

Credit hours graded F are included in the computation of the GPA but do not count toward graduation requirements. Repeating a course which was graded F does not increase the credit hours used to determine the GPA but will increase both grade points and credit hours toward graduation according to the new grade earned.

### **Student Academic Complaint Procedure**

The academic complaint procedure is available to students who have concerns about academic matters such as, but not limited to, course procedures and grades. Academic complaints may be filed for a course until two (2) weeks following the end of the term. Appropriate due process shall apply at all times.

## Academic Integrity

Academic integrity is a serious matter. Dishonesty is an affront to the character and law of God and an insult to the academy and to its professors. It destroys the basic building blocks for community and has been called a “crime against nature” and an “obscenity” within the educational context because it violates freedom and trust, which are absolutely essential for effective learning. It limits the ability of the student to reach his or her potential as a child of God and citizen of the Kingdom. For these reasons it must be fully understood and closely monitored.

### Definitions

Honesty is a personal quality of being authentic, truthful, whole or complete, and responsible. People who are honest will be trusted and respected by others. Dishonesty is the quality of being inauthentic and deceitful to others. It involves abusing or hiding the truth. It breaks trust between people, robs its victims of their sense of security and justice, and shows disrespect for Biblical standards of righteousness.

There are several types of dishonesty that are specific to the academic community. Some of these behaviors typically occur within the context of a specific academic course addressed in points one through five below. Others occur outside the classroom and therefore have broader community implications, as outlined by points five and six.

- 1) Plagiarism: the misattribution or misrepresentation of the intellectual work of another person as one’s own, including their ideas, pictorial or graphic materials, and works.
- 2) Inventing or falsifying information in an academic exercise, for example, making up a fictitious source or quote or intentionally giving an incorrect citation.
- 3) Cheating: obtaining or attempting to obtain answers from another student for an academic test or exercise or using unauthorized notes during an exam.
- 4) Allowing one’s own intellectual work to be dishonestly used by others, including sharing a term paper, examination, or diskette so that another student may cheat.
- 5) Misrepresenting or disguising one’s actions in order to deceive the instructor, including fabricating a reason for having missed a class or a deadline or turning in a paper for one class that was originally written for another class.
- 6) Preventing other students from successfully completing an academic assignment for example, stealing materials from the library; stealing a diskette, textbook, or notes from another student; hiding materials in the library; or ruining a laboratory experiment.
- 7) Forging a signature on, or unauthorized alteration of, academic documents such as transcripts, registration and drop-add forms, grade books.

## Procedural Guidelines for Intellectual Dishonesty Cases

**Definitions**—Each syllabus should include a statement about academic dishonesty for that course. Instructors are encouraged to reference the college integrity policy and openly articulate their personal philosophy about dishonesty in class.

**Detection**—Where the instructor has reason to believe that dishonest behavior has occurred, the parties involved should be confronted as soon as possible and all relevant materials confiscated where possible. If there is reasonable doubt about whether an offense has occurred, the instructor should warn the student or students. While instructors must be careful to avoid false accusation, they are free to exercise their professional judgment.

**Reporting Procedure**— The instructor will confront the student or students involved and report the offense to the department chairperson for consultation. Prior to making a course-specific judgment about penalties to be imposed, the Executive Director will be notified about the offense, who will determine if additional disciplinary action may be warranted. The Executive Director will inform the Dean of Undergraduate Programs for the purpose of record keeping and, if applicable, consideration of additional disciplinary measures to be taken. A staff member or administrator who discovers a case of academic dishonesty should report it to the Executive Director, who shall then follow the procedures of this document.

### **Academic Misconduct**

The following items are considered acts of academic misconduct and may result in disciplinary measures:

- Cheating - the act or attempted act of deception by which a student misrepresents that he or she has mastered information on an academic exercise that, in fact, has not been mastered.
- Fabrication - the use of invented information or citation in an academic exercise or the falsification of research or other findings.
- Plagiarism - knowingly representing the words, ideas or data of another, whether published or not, as one's own in any academic exercise.
- Ethical misconduct - knowingly violating a standard of ethical conduct.
- Academic dishonesty - changing or altering a grade or obtaining and/or distributing any part of an un-administered test.
- Facilitation of academic misconduct – intentionally or knowingly helping or attempting to help another to violate any provision of the student code of conduct.

### **Disciplinary Sanctions**

The following sanctions may be imposed for violations of the Student Code of Conduct:

1. **Interim Suspension**  
When involved in a serious violation of the Student Code of Conduct, a student may be immediately excluded from CUBM by the Executive Director or his/her designee until the Executive Director determines if the exclusion of the student should continue pending final disposition of the matter. That determination by the Executive Director is usually made within three (3) calendar days after the interim suspension is ordered.
2. **Disciplinary Warning**  
The student receives oral or written notification of a violation of a specified regulation and warning that further misconduct shall result in more severe disciplinary action.
3. **Disciplinary Probation**  
The student is permitted to continue classroom attendance, subject to appropriate and specific restrictions.
4. **Disciplinary Suspension**  
The student is totally excluded from CUBM for a specified and appropriate period of time.
5. **Disciplinary Dismissal**  
The student is permanently excluded from CUBM as a fulltime or part-time student. Sanctions may be modified, or additional restrictions may be imposed depending upon the merits of the individual case and the nature of the offense. Additional and or/ alternative sanctions may be imposed which could include but are not limited to: exclusion from campus activities, temporary or permanent loss of electronic (computer and e-mail) resources, reduced academic course load, referral to the Executive Director, restitution, and service to the campus.

Specific sanctions for Academic Misconduct, including failure for the assignment or course, may be listed in the course outline and may also apply. Repeated violations of the Student Code of Conduct may result in more severe sanctions than those listed above. The sanctions shall be recorded in the student's official disciplinary file. Disciplinary records shall be retained in the Executive Director's office for at least as long as the student is enrolled.

### **Disciplinary Procedures for Behavioral Misconduct**

#### *Step 1: Report the Charge(s)*

Any member of the CUBM community may report improper conduct to the proper authorities. Charges must be filed within seven (7) days with the Executive Director who then oversees the disciplinary procedures.

#### *Step 2: Review the Charge(s)*

Upon review of the charge(s), the Executive Director may:



1. Dismiss the charges.
2. Impose sanctions as prescribed by the Student Code of Conduct.
3. Impose additional and/or alternative sanctions to those prescribed by the Student Code of Conduct.
4. Refer the matter to the Executive Committee of the CUBM Board.

The Committee shall be convened by the Executive Director.

## General Information

### • Bulletin Boards

The board nearest the main CUBM office is for CUBM use only.

### • Campus

Do what you can to conserve light and heat. Turn out lights in rooms unless you are coming right back. Do not adjust thermostats. If you move furniture in the building, please see that it is put back into place when leaving. Take initiative to do what you can to keep our building and grounds as neat and attractive as possible. This may be the only impression some people get of our school. We want to have a positive testimony for Christ.

### • Fire Precautions

The metal doors on the stairs on all floors are to be kept closed at all times for fire protection. **Do not prop them open.** The fire alarm system on each floor gives warning in the building only. **IN CASE OF FIRE, EVACUATE AND THEN CALL THE FIRE DEPARTMENT BY DIALING 911.**

### • Parking

Please do not back into parking spaces. Keep back from neighbor's fences or garages. Make sure all doors are locked. If it is dark outside when you are leaving, make sure you have an escort to your car.

### • Offices

The main office will normally be open from 9:00 a.m. to 7:00 p.m., Monday through Thursday. Please recognize that the offices, including the main office, are the work areas of CUBM and Seminary staff and faculty. These offices and their equipment are not to be used by students. Please respect the confidentiality of materials on or in desks and files.

- **Refreshments**

Drinks and snacks are provided on the table and in the vending machines in the basement. A receptacle for recycling the empty cans is in the Library Reference Room.

- **Security**

The front door to the CUBM building is locked. The security system requires a key card for you to unlock the front or back door. If you forget your card, please press the call button on the lower right hand corner of the box to the right of the door. **If others you do not know come in with you, please feel responsible to make sure that they are here legitimately.**

- **Children on Campus**

CUBM is committed to providing an educational environment that facilitates teaching and learning. Children of students are not to accompany their parents to class or be in the building while their parents are in class. RPTS and CUBM do not provide childcare for children. Children in the classrooms, library, and/or computer center may create distractions or disruptions, as well as present potential liability for CUBM.

- **Health and Accident Insurance**

It is strongly recommended that all students have some form of health insurance coverage while they are studying at CUBM. CUBM cannot be liable for health care expenses for any of its students.

## **Faculty and Staff Email Addresses**

The following contact information is provided by the Center for Urban Biblical Ministry (CUBM) for the exclusive use of the CUBM community. Because the privacy of every person is important, this information should only be used for purposes related to CUBM.

### **FACULTY**

Rev. Andrews Amoh	<a href="mailto:aamoh@northalleghey.org">aamoh@northalleghey.org</a>
The Honorable John Burwell	<a href="mailto:john.burwell@chp.edu">john.burwell@chp.edu</a>
Dr. Valetta Ford	<a href="mailto:vjbford@aol.com">vjbford@aol.com</a>
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