



CALVARY CHAPEL  
BIBLE COLLEGE  
*— To Know God and Equip His Servants —*



# Student Handbook

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2020–2021





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**BIBLE COLLEGE**  
— *To Know God and Equip His Servants* —

# Student Handbook

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## 2020–2021

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Calvary Chapel Bible College does not discriminate on any basis prohibited by law in its administration and educational policies, admissions policies, and other school administered programs.

The policies, procedures, and academic programs in this handbook are subject to change in order to conform to new California State legislation for private postsecondary schools.

This handbook is not a contract; it merely presents the requirements and policies in effect at the time of publication and in no way guarantees that they will not be changed or revoked.

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# ACADEMIC CALENDAR & OFFICE HOURS

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**This Academic Calendar is subject to change.**

## **Fall 2020**

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<b>August 24–25</b>	<b>Student Arrival Days</b>
<b>August 24-26</b>	<b>Registration &amp; Orientation</b>
<b>August 27</b>	<b>Classes Begin</b>
<b>October 16</b>	<b>Withdrawal Deadline</b>
<b>November 24–29</b>	<b>Thanksgiving Break</b>
<b>December 10</b>	<b>Move Out/ Graduation</b>

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## **Spring 2021**

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<b>January 11</b>	<b>Student Arrival Day</b>
<b>January 11–13</b>	<b>Registration &amp; Orientation</b>
<b>January 14</b>	<b>Classes Begin</b>
<b>March 31–April 4</b>	<b>Easter Break</b>
<b>April 29</b>	<b>Move Out/Graduation</b>

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## **OFFICE HOURS**

### REGULAR HOURS

Monday	8:30am-5:00pm
Tuesday	8:30am-5:00pm
Wednesday	8:30am-5:00pm
Thursday	8:30am-5:00pm
Friday	8:30am-3:00pm

CCBC offices are closed every weekday 11:45am-1:00pm for lunch.

## SPECIAL CLOSURES

Special closures include, but are not limited to, the day after graduation for both spring and fall semesters, as well as one week for Christmas/New Years Day, Memorial Day, Labor Day, Independence Day (or the Friday preceding if on the weekend), and Thanksgiving (1/2 day Wednesday-Friday).

**Hours are subject to change without notice.**

# INTRODUCTION

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## **PURPOSE OF THE STUDENT HANDBOOK**

The Student Handbook has been put together to help guide you in your time at Calvary Chapel Bible College. More information can be found on our website, [www.calvarychapelbiblecollege.com](http://www.calvarychapelbiblecollege.com), or by contacting our Bible College Office at 951-696-5944. The Student Handbook is an official document of Calvary Chapel Bible College that is necessary and pertinent for all students to abide by during their time here. By nature of being a student at CCBC, you agree to follow campus guidelines contained in this handbook. This includes the scholastic, ethical, and moral standards that CCBC strives to uphold based on Biblical principles. Students who exhibit behavior contrary to these standards are subject to dismissal from CCBC.

## **STUDENT HANDBOOK AGREEMENT**

We continually seek ways to improve the quality of education and experience here at CCBC so updates are frequently implemented. To keep students up-to-date with information and to ensure continued adherence to the CCBC policies, we encourage students to read the Student Handbook which will keep students informed of CCBC policies. Upon admittance to CCBC, students are required to read and sign the Terms for Enrollment and Doctrinal Statement. The Student Handbook will help students to understand and abide by what they have agreed to upon admittance to CCBC.

# GENERAL INFORMATION

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## **AFFILIATION**

Calvary Chapel Bible College is a ministry of Calvary Chapel Costa Mesa (CCCM), sharing in its mission “to know Jesus Christ and be conformed into His image by the power of the Holy Spirit.” As a branch of the Church’s teaching ministry, CCBC is dedicated to Christ’s Commission to “make disciples” (Matthew 28:18-20), seeking to build up the Church of Jesus Christ through the teaching of the Word of God and the ministry of the Holy Spirit. As a non-denominational institution, CCBC welcomes students from a variety of evangelical Christian traditions and denominations.

## **COMPLIANCE WITH STATE REQUIREMENTS**

Calvary Chapel Bible College meets California state requirements for religious exemption pursuant to California Education Code Section 94874(e)(1), as verified by the California Bureau for Private Postsecondary Education (BPPE). The BPPE is a unit of the California Department of Consumer Affairs. The BPPE ensures that private institutions of postsecondary education are conducted lawfully. Calvary Chapel Bible College satisfies all of the applicable BPPE requirements.

## **ACCREDITATION**

Calvary Chapel Bible College holds applicant status with the Association for Biblical Higher Education Commission on Accreditation, located at 5850 T. G. Lee Blvd., Ste. 130, Orlando, Florida, 32822, (407) 207-0808. Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years. For more detailed information on our journey toward accreditation, please visit our website ([www.calvarychapelbiblecollege.com](http://www.calvarychapelbiblecollege.com)). Many accredited colleges have accepted some of CCBC’s courses in transfer, and graduates with our bachelor’s degree have been accepted by some of the finest seminaries in the United States. For more information on transferring from CCBC to other institutions, please view the College Packet on our website ([www.calvarychapelbiblecollege.com](http://www.calvarychapelbiblecollege.com)) or contact our Registrar’s office ([registrar@calvarychapel.com](mailto:registrar@calvarychapel.com)).

# ACADEMIC PROGRAMS

## DEGREE PROGRAMS

CCBC's two-year Biblical Studies programs are designed to help students know God more deeply and be equipped to serve Him by means of a thorough, well-rounded, and prayerful study of His Word—the Bible. It is intended to provide students with a knowledge of God's general will for their lives and a foundation for all aspects of their future, including their family life, vocation, ministry, employment, and further education. Graduating students from these programs will demonstrate their learning through summaries covering every passage of Scripture, comprehensive exams and papers on various topics of Christian theology, and personal, evaluated involvement in service to others including at least one evangelistic outreach.

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

Requires 72 semester credits and is composed primarily of eight Bible Core Classes (each representing a section of the Bible), foundational courses in Theology, Bible Survey courses, verse- by-verse studies of Bible books, and Practical Christian Ministry. Various Elective courses in Christian ministry are also available. e associate's degree program requires 18 semester credits of general studies courses, with at least three credits in each of the following categories: English Communication & Critical inking, Humanities & Fine Arts, Natural Sciences & Mathematics, and Social & Behavioral Sciences. These courses may be transferred to CCBC from a U.S. Department of Education-recognized, accredited institution or an alternative credit program approved by the CCBC Registrar. A high school diploma or its equivalent is required for admission to the A.B.S. program.

### **Bachelor of Biblical Studies (B.B.S.)**

Requires 120 semester credits and all the requirements of the A.B.S. A minimum of 36 must be earned in general studies, with at least six credits in each of the general studies categories listed above under the A.B.S. The B.B.S. is a degree completion program for transfer students and adult learners who have at least 30 transfer or prior learning credits.

### **Bachelor of Biblical Studies & Leadership (B.B.S.L)**

Four-year program requiring 120 credits, for those taking additional emphasis courses in leadership and ministry (listed under Emphasis Options below).

## NON-DEGREE PROGRAMS

### **Diploma in Biblical Studies (D.B.S.)**

This for-credit program includes all the Core Requirements of the Associate of Biblical Studies, with no required general studies courses. e Diploma program allows students to take more Bible, theology, and ministry courses in place of the general education requirements of the Associate and Bachelor degree programs

### **Continuous Learning Program (C.L.P.)**

Students who take courses for academic credit but have no intention of completing a program within the near future are welcome to enroll as continuous learners. All courses transfer toward the Associate and Bachelor programs, should the student desire to enroll in those degree programs at a future time.

### **First-year Essentials Certificate in Biblical Studies (E.C.B.S)**

Proposed, pending approval.

### **Certificate of Completion**

The Certificate of Completion program follows the same 2-year course of study as the Diploma in Biblical Studies, but is a non-credit program intended for students who have not completed high school or are not prepared for college-level studies.

### **Individualized Education Program (IEP)**

Students with learning disabilities may request an IEP by contacting the CCBC Registrar. The same course of study is followed but students are graded on a Pass/Fail system based on the individual student's ability and effort. Upon graduation, students who complete their IEP will receive a Certificate of Completion. These students may be enrolled in Academic Lab where they will be able to check in with the Registrar on a weekly basis to discuss their progress. Pass/Fail credits earned in an IEP cannot be later converted to letter grades or transferred toward a degree program, and are not considered college-level courses. Students who want to enroll in an IEP and have their work graded on a Pass/Fail basis must meet with the Registrar before enrolling in classes to discuss the student's academic ability and agree on an acceptable standard of grading for the student's work.

### **Audit/Personal Enrichment**

On-campus students may audit classes for personal enrichment. Students earn an "AU" if he/she attended a minimum of 75% of the class (11 sessions for weekly classes), otherwise they will receive a "UA" for "Unsuccessful Audit". Audit students must sign the sign in sheet at class. No college credit is given and students who audit a class may not change the class to a credit class at any time. There is no degree or certificate credit awarded for classes that are audited. A student may take classes for credit and audit, but only the classes taken for credit will apply toward a degree.

### **Optional Concentrations**

Several concentration tracks are available, including General Leadership, Missions & Evangelism, Apologetics, Worship Arts, and Discipleship. These optional emphasis tracks are available in two forms:

- ◆ A special, 12-unit emphasis within the Associate or Bachelor degree programs
- ◆ A short-term, 12-unit certificate of emphasis designed for part-time students.

For degree-seeking students, an emphasis track can be thought of as a “minor”. For more information on the emphasis program please download the Graduation Worksheet from the CCBC website.

# DOCTRINAL STATEMENT

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The following doctrinal statement of faith governs the teaching at Calvary Chapel Bible College.

## SCRIPTURE

We believe the Bible (i.e., the sixty-six books of the Old and New Testaments) is the Word of God, comprises the totality of Holy Scripture, is verbally inspired and inerrant in the original text, remains inerrant and infallible in all its substance, and is sufficient for salvation and sanctification. Therefore, it is the supreme, final, and authoritative standard for faith, theology, and life. We seek to teach the Word of God in such a way that its message can be applied to an individual’s life, leading that person to greater maturity in Christ. (All CCBC faculty and staff affirm the Chicago Statement on Biblical Inerrancy.)

## HISTORICITY

We believe in the full historicity and perspicuity of the biblical record of primeval history, including the historical existence of Adam and Eve as the progenitors of all people, the Fall in the Garden of Eden and resultant divine curse on creation, the worldwide cataclysmic Flood, and the origin of the nations and languages at the tower of Babel.

## GOD

We believe that the triune God eternally exists in one essence and three distinct persons: Father, Son and Holy Spirit; that He is essentially Spirit, personal, transcendent, sovereign, life, love, truth, almighty, simple (i.e., essentially one without parts), timelessly eternal, unchangeable, wise, just, holy, relational, pure actuality, dynamic, infallible in all things, including His foreknowledge of all future decisions and events, and that He created the heavens and the earth in six historic days.

## JESUS CHRIST

We believe that Jesus Christ is fully God and fully human, possessing two distinct natures which are co-joined in one person; that He was miraculously conceived by the Holy Spirit, born of the virgin Mary, lived a sinless and miraculous life, provided for the atonement of our sins by His vicarious substitutionary death on the Cross, was physically resurrected in the same body that was buried in the tomb by the power of the Holy Spirit; that Jesus Christ physically ascended back to the right hand of God the Father in heaven, and ever lives to make intercession for us. After Jesus ascended to Heaven, the Holy Spirit was poured out on the believers in Jerusalem, enabling them to fulfill His command to preach the gospel to the entire world, an obligation shared by all believers today. (CCBC affirms the Apostle’s, Nicene, and Athanasian Creeds.)

## HOLY SPIRIT

We believe the Holy Spirit is the third person of the Godhead who seals, indwells, sanctifies, baptizes, teaches, empowers, reveals, and guides the believer into all truth. The Holy Spirit gives gifts to whom He wills, which are valid for today, and ought to be exercised within scriptural

guidelines. We as believers are to earnestly desire the best gifts, seeking to exercise them in love that the whole Body of Christ might be edified. We believe that love is more important than the most spectacular gifts, and without this love all exercise of spiritual gifts is worthless.

#### HUMANKIND

We believe that human beings are created in the image of God; however, after the fall of Adam and Eve, all people are by nature separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are offered as a free gift by the Lord Jesus Christ to all based on His grace alone. When a person repents of sin and receives Jesus Christ as personal Savior and Lord, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord.

#### SALVATION

Salvation is initiated, attained, and procured by God through the death of Christ on the Cross for our sins and His resurrection from the dead. The salvation Christ offers is available to all, and is received freely by grace alone and through faith in Christ alone, apart from good works, thereby justifying and indwelling the believer.

#### THE CHURCH

The universal Church is an organic body composed of all believers, both living and dead, who have been sealed by the Holy Spirit through faith in Jesus Christ for salvation. The church has the responsibility to worship the Lord and share the good news of Christ's death and resurrection to the world, making disciples, baptizing believers, and teaching them to observe sound doctrine and live a morally pure life. We believe church government should be simple rather than a complex bureaucracy, with the utmost dependence upon the Holy Spirit to lead, rather than on fleshly promotion or worldly wisdom. The Lord has given the church two ordinances which are to continue until He returns — adult baptism by immersion and Holy Communion. Water baptism is not necessary for salvation, and cannot remove sins, but is a picture of the salvation already received by the believer. We believe the only true basis of Christian fellowship is Christ's sacrificial agape love, which is greater than any secondary differences we possess, and without which we have no right to claim ourselves Christians.

#### WORSHIP

We believe worship of God should be spiritual. Therefore, we remain flexible and yielded to the leading of the Holy Spirit to direct our worship. We believe worship of God should be inspirational. Therefore, we give great place to music in our worship. We believe worship of God should be intelligent. Therefore, our gatherings are designed with great emphasis upon the teaching of the Word of God that He might instruct us how He should be worshiped. We believe worship of God should be fruitful. Therefore, we look for His love in our lives as the supreme manifestation that we have been truly worshiping God in spirit and truth.

#### CHRIST'S RETURN

We await the imminent rapture of the church and the Second Coming of Christ which will be physical, personal, visible, and premillennial. This motivates us toward evangelism, holy living, heart-felt worship, committed service, diligent study of God's Word, and regular fellowship.

#### ETERNITY

We believe those who are saved by Jesus Christ will be with God forever in an everlasting conscious state of blessedness, reward, and satisfaction (heaven); those who do not personally trust

in and receive the saving work of Christ by faith will be forever separated from God in an everlasting conscious state of torment (hell).

## SATAN

We believe there is a real, personal devil of great malevolence, cunning, and power, who seeks to deceive, tempt, kill, steal and destroy, yet his power is limited by God to only what God permits him to do; that the devil has been defeated positionally at the Cross of Christ, and will be defeated practically at Christ's glorious Second Coming which will eventuate in the permanent quarantine and punishment of the devil, the beast, and the false prophet, in the lake which burns with fire and brimstone.

## MARRIAGE & SEXUALITY

We believe that God created humankind as male and female, and that He created them different so as to complement and complete each other. God instituted monogamous, exclusive, faithful marriage between male and female as the foundation of the family and the basic structure of human society. We believe that marriage is exclusively the union of one genetic male and one genetic female, sanctioned by the state and evidenced by a marriage ceremony. We also believe that biblical marriage, thus defined, is the only legitimate and acceptable context for sexual relations. Hence, all other sexual activities such as, but not limited to, adultery, fornication, pre-marital sex, incest, polygamy, homosexuality, transgenderism, bisexuality, cross-dressing, pedophilia and bestiality are inconsistent with the teachings of the Bible. Further, lascivious behavior, the creation, viewing and/or distribution of pornography are incompatible with a true biblical witness. We do not condone or recognize same-sex marriages, civil unions, or domestic partnerships, and we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex.

## WE REJECT:

(1) The belief that true Christians can be demon possessed and are helpless against the craft and wiles of the Devil. (2) Any philosophy or theology which denies that human free will can be exercised in the receiving of Christ's free gift of salvation. Specifically, we reject the belief that Jesus' atonement was limited in its extent. Instead, we believe that He died for all unrighteous people and that any perceived limitation rests in one's free rejection of Christ's finished work of atonement, and we reject the assertion that God's wooing grace cannot be resisted or that He has elected some people to go to hell. Instead, we believe that anyone who wills to come to Christ may do so freely as a result of the Holy Spirit's conviction and wooing persuasion of the heart. (3) "Positive confession," (e.g., the view that faith is a force that can create one's own reality, or that God can be commanded to heal or work miracles according to man's will and faith). (4) Human "prophecy" that supersedes or is contrary to Scripture. (5) Any introduction of psychology and philosophy which is contrary to Scripture and is in substance "according to the tradition of men, according to the basic principles of the world, and not according to Christ" into biblical teaching. (6) "Open Theism" or "Freewill Theism" which reduces God's timeless, unchanging, dynamic nature, and exhaustive foreknowledge of future free decisions, to creaturely modes of being and operation. (7) The "Emergent Church" movement, in so far as it departs from the historic, orthodox Christian doctrines in favor of postmodernism, and (8) the overemphasis of spiritual gifts or experiential signs and wonders to the exclusion of biblical teaching.

While the faculty and staff of Calvary Chapel Bible Colleges holds to these beliefs, we welcome any applicant who is a believer in the Lord Jesus Christ, who has a sincere desire to grow closer to

Jesus and become more like him while abiding by our Doctrinal Statement and community guidelines, in harmony with the leadership of the College.

Our desire is to share in the fellowship of Jesus Christ in a way that avoids division and brings glory to God by showing His love to the world.

Departure from the beliefs and practices expressed in the doctrinal statement may, in the evaluation of the College, constitute grounds for denying admission to CCBC, subsequent dismissal, or prohibition from graduating, especially if such a departure involves proselytizing others, disrupting class sessions, or otherwise hindering our community of learners as we pursue our mission.

# STUDENT LIFE

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## **PRACTICAL GUIDELINES (CAMPUS RULES)**

At Calvary Chapel Bible College we recognize that rule-keeping is not the goal of the Christian life and we want to avoid a rule-based mentality. Our desire is that we all would draw closer to Jesus and grow daily in His grace. As we grow in Christ-likeness, we will be less concerned about pleasing ourselves and more concerned about pleasing God and being a blessing to others. While our goal is that students will develop this character and consistently choose to act in loving ways toward others, our campus rules and discipline are in place to maintain a good environment for people to study the Word of God without hindering each other. Each semester during arrivals week, on-campus students are updated on the current campus guidelines during their first dorm meetings and gender specific chapels. The most important aspects are summarized below.

### **DORM ROOM LIVING**

Students are assigned a bunk, closet, dresser and bathroom storage space. Please limit what you bring as you will be sharing the room with other students and space is limited. Under each bunk bed there is a storage space 13” high, to be shared by two students. Food storage can be purchased for keeping dry food in the dorm room. All food kept in the student housing must fit in the designated bin. Refrigerator space can also be purchased upon arrival. All types of weapons are not permitted.

### **CURFEW**

To provide for a healthy schedule, all students will be held to the campus curfews of 11:45 pm Sunday night through Thursday night. All students must be in bed with lights out by midnight. Off-campus students must leave the campus by this time. There is no curfew on Friday and Saturday nights, but campus security staff will make a note of those who are outside of their dorms past midnight for the sake of accountability. Students who break curfew are required to meet with the Dean of Men or Dean of Women for follow-up the next morning.

### **QUIET HOURS**

Quiet hours are 10:00 p.m. to 7:00 a.m. Personal bunk lights may be left on, but overhead lights must be turned off in the dorm rooms. Noise is to be kept at a minimum after 10:00 pm to consider the various sleep schedules of students. This time has been set aside to allow for sleep, personal devotions, study, or prayer.

### **VISITORS**

**\*The campus is closed to visitors during the Covid-19 pandemic.\* Guests are permitted only if necessary and by special permission.** Under normal circumstances, CCBC welcomes visitors who wish to view the campus. Visitors must meet host at the front gate and be accompanied for the full duration of the visit. Informative tours of the campus and classroom visits can be arranged by calling the CCBC Front Office at (951) 696-5944. Visitors who wish to stay on campus for one or more nights need to contact the Conference

Center at (951) 200-8000 to arrange lodging. Students' guests are not permitted to stay in dorms, as the dorms are only to be occupied by currently enrolled on-campus students.

## DRESS CODE

The dress code at Calvary Chapel Bible College is casual. The purpose of the following guidelines is to set a general standard of modesty that will help men and women avoid being distracted and maintain a solid Christian witness. It is expected that students adhere to the following standards of modesty for clothing and swimwear. Clothes that show the stomach, lower back, or any undergarments are not permitted, including any piece of clothing that reveals anatomy in a provocative manner. This may include muscle shirts (with large arm holes), short shorts, short skirts or dresses, tight clothing, and low-cut clothing are not permitted. For men's swimwear, regular swimming trunks or board shorts are appropriate. For women's swimwear, one-piece bathing suits or modest "tankini" suits are appropriate. Once out of the swimming areas, a cover up must be worn by both men and women.

## CODE OF CONDUCT

The following behavior is deemed unacceptable for CCBC students and may result in disciplinary withdrawal:

- ✦ Dishonesty of any kind, including academic dishonesty (see Code of Academic Integrity (Ps. 51:6; 1 Cor. 6:8))
- ✦ Violence of any kind, including threats of violence and vulgar or abusive language (Rom. 1:29-30)
- ✦ The use of alcohol, tobacco, marijuana, illegal drugs or controlled substances; or the misuse of over-the-counter drugs, prescription drugs, or other products (Gal. 5:19-21)
- ✦ Any type of sexual impurity or immorality (see Doctrinal Statement of Faith) (Gal. 5:19)
- ✦ Stealing or borrowing without permission (Eph. 4:28)
- ✦ Damaging property (Deut. 22:1-4)
- ✦ Discrimination, general harassment, or sexual harassment (Rom. 13:8)
- ✦ Recruiting others away from CCBC's Doctrinal Statement of Faith (Phil. 1:27)
- ✦ Ignoring or breaking any law of the State of California or of the United States of America (Rom. 13:1, 2)
- ✦ Rebellion to established authority, whether CCBC/MHSCCC staff or government (1 Samuel 15:23)

## STUDENT DISCIPLINE

For infractions of laws, regulations, policies, and standards, students may be subject to disciplinary action up to and including dismissal from CCBC.

Students may be required to withdraw from CCBC when their behavior or attitude is inconsistent with the standards and basic purpose of the College. Such withdrawals may be for a specific time, during which the students have time to evaluate their personal goals, responsibilities and relationship to the CCBC. In some cases, pastoral counseling and a recommendation from a

pastor, along with any other requirements deemed necessary by the Dean of Students office are required for re-admission.

Disciplinary action may be imposed for violations that occur away from the campus when the violation may have an adverse effect on the educational mission of the College and/or students of the College.

The Student Life Coordinators address disciplinary matters related to the student's conduct. The Registrar oversees disciplinary matters related to academics. Together, along with the Dean, these staff members form the Disciplinary Panel, and each of these staff members is responsible to serve as an administrator of the policies of the College under the supervision of the Vice President and the Board of Trustees.

When the administrative staff of CCBC must address matters of student conduct requiring discipline, it is done with the goal of restoration (Galatians 6:1). These assessments take into account the nature of the problem as well as the student's attitude. Students are expected to conform to biblical standards of morality and consideration of others. Students may appeal any administrative decisions in writing.

Appeals are assessed by the Dean with the appropriate members of the administrative staff. Decisions on appeals are considered final, but students may request to place a statement in their file if they disagree with the decision.

## **STUDENT HOUSING**

CCBC offers on-campus housing to single, full-time students who are enrolled in 15 or more credits. We have four dormitories, each with its own unique location on our beautiful 47-acre campus. Every dorm is equipped with air-conditioning, a full bathroom in each room, and bunk beds. Students must thoroughly clean their dorm rooms on a weekly basis to maintain a pleasant and healthy atmosphere for all residents.

Although we do occasionally offer limited on-campus housing for married couples, our office also keeps a current list of available rooms and apartments for rent nearby. We are happy to provide this information for students who wish to find housing off campus, especially since many of our listings prefer CCBC students as tenants.

## **INTERNET ACCESS**

CCBC provides wireless Internet access at several locations on campus, including the Library and Computer Lab, Classrooms, Dorms, Coffee Shop, Recreation Room, and Cafeteria. The Internet on campus is filtered in order to block inappropriate content and provide better internet safety. Students will have access to free campus WiFi, but are encouraged to enjoy it wisely and use it appropriately. Since it is impossible to filter cellular data on individual smartphones, students are expected to make wise choices in regard to using the internet through their phones, and may be held responsible for those choices.

# ACADEMIC POLICIES

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## **RELEASE OF STUDENT INFORMARTION/FERPA**

### Notification of Rights under FERPA for Postsecondary Institutions<sup>1</sup>

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official

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<sup>1</sup> “Model Notification of Rights under FERPA for Postsecondary Institutions,” U.S. Department of Education, <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html> (accessed March 18, 2014).

also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

## **ACADEMIC INTEGRITY**

Complete integrity is expected of each CCBC student in all academic endeavors. Any work students submit for this course must be their own work. Any outside help or source material must be truthfully and accurately acknowledged in the work they submit. Documentation of sources must conform to the guidelines in the CCBC Style Guide. Students are encouraged to study and discuss the course material with other students. They can give and receive “consulting” help with each other, but copying and sharing work is prohibited. No student should ever possess a printed or electronic copy of another student’s work. If collaboration on assignments is allowed in this course, instructors will inform you and provide detailed guidelines. During examinations and quizzes, each student must work alone with no help from others. The use of any printed or electronic materials is prohibited unless specifically allowed by the instructor. The penalties for violating this Code of Academic Integrity may include receiving a zero on an assignment, failing a course, or being dismissed from CCBC.

## **ATTENDANCE**

Calvary Chapel Bible College requires 100% attendance. All attendance issues will be handled by the Registrar’s Office, not the instructor. If students miss class and believe it may be excused, they may fill out an excused absence form through the link on the info tab on the course’s Populi page.

Time spent in class at CCBC is about much more than gathering notes and information in order to pass an exam. The great benefit of the live classroom setting is that it is a time of face-to-face fellowship and learning as a community of believers in the presence of God. Another benefit is the opportunity for the students’ active participation—the ability to ask questions and personally engage in discussion. For these reasons, we emphasize the need to attend class faithfully.

We recognize that extenuating circumstances sometimes prevent a student from being able to attend class. For this reason, we distinguish between excused and unexcused absences. In order to provide consistency in the grading process and to free up the instructors, absences are evaluated by the Registrar's Office, and not by the individual course instructors or staff members. The Registrar's Office staff is available to help students regarding any concern with attendance.

Instructions for students:

1. Complete an online Excused Absence Form within 2 weeks from the date of your absence (2 days for black classes) with an explanation of the reason for your absence.
2. Be sure to listen to any sessions you miss and take notes. Anytime you are absent, you will be held responsible for the information covered in the class you missed. The audio recording is available to you on Populi (under the lessons tab of the course) or you may go to the Library and get the audio recording. If you do not have a writeable CD of your own, the Library sells CDs for \$1 each.
3. As soon as you return to class, turn in any homework that was due on the day you missed, along with any other work that is due. See "Late Homework Policy" below for detailed instructions.

Upon review, your absence will either be excused or unexcused. If it is excused, your grade will not be affected. If unexcused, your grade will drop by one increment.

If you are late to class, your grade will drop by one increment for every two times you are late. If you are more than 15 minutes late to class, you will be counted as absent.

You can track your attendance on Populi, but attendance will not be factored into your grade until the end of the semester when courses are finalized.

The following reasons will typically result in excused absences:

1. Sickness or medical problems that prevent the student from being able to attend class. This includes medical appointments that cannot be rescheduled. If you are genuinely sick, your absence will be excused. We see the importance of getting rest when you are sick and of avoiding the spread of germs.
2. Events involving the student's family or close friends that clearly require him/her to be present, normally limited to medical emergencies, funerals, baptisms, and weddings.

The following reasons will not result in excused absences:

1. Problems with transportation to class.
2. Mission trips. (CCBC normally sets aside a special week or two during the semester for mission trips to be scheduled without conflicting with the schedule of classes. See the current Academic Calendar for details.)
3. Voluntary commitments that conflict with the class schedule. We understand that sometimes things come up which you may feel are more urgent than attending class on a

given day. However, please count the cost ahead of time in terms of how your grade will be affected. You won't be able to finish with a perfect grade without perfect attendance.

For obvious reasons, students who consistently skip class for frivolous reasons may be suspended or expelled.

If you believe a decision regarding your attendance is unjust, you may submit an appeal by email to [registrar@calvarychapel.com](mailto:registrar@calvarychapel.com).

## **LATE HOMEWORK POLICY**

The Late Homework Policy applies to all CCBC classes.

- (1) Encourage students to do the assignment! Assignments are designed to help them learn. It will also be good for their final grade, even if it is late.
- (2) Students are to submit the assignment as a printed document or upload it through Populi. If the assignment is late due to an absence, the student is to leave a note (on a printed assignment) or a comment (with uploaded assignments) stating "Late due to absence on \_\_/\_\_/\_\_".
- (3) 20% will be taken off the assignment grade for each week it is late (each day for block classes). Homework that is late only because of an absence will not be affected by a grade penalty.

## **STANDARD GRADING PROCEDURE**

In the absence of a specific rubric provided by the instructor (or by the Registrar's Office), the following guidelines must be utilized in grading assignments at CCBC. This is not a comprehensive guide; for formatting details and helpful information, please see the CCBC Style Guide. Note that as a TA it is your responsibility to create a clear rubric, which is compatible with this Standard Grading Procedure, for the grading of assignments. Rubrics for major assignments must be approved by the Registrar's Office prior to the grading of those assignments. Any questions about grading should be directed to the instructor and the Registrar's Office.

### **Homework Assignments:**

This includes various types of minor assignments that may be due on a regular basis.

#### **90% Content**

- These assignments are primarily content based and will be graded upon the fulfillment of the requirements stipulated in the course syllabus along with additional guidelines provided by the instructor.
- While quality and depth are important, the focus in grading homework assignments is on whether the basic requirements are met.

#### **5% Format**

- Unless otherwise specified by the instructor, paper type, margins, spacing, and font type and size should adhere to the CCBC Style Guide.
- There is no need for a title page and there is no standard heading required for homework assignments.

### **5% Grammar**

- This includes spelling, punctuation, sentence structure and cohesiveness.
- Points should only be deducted in this area for significant issues.

### **Papers/Essays and Book Reviews:**

This includes assignments that are often longer in length and worth a significant portion of the overall grade.

### **75% Content**

- The content requirements of each assignment will be stipulated in the course syllabus.
- Any additional guidelines given by the instructor must be factored in as well.
- The content will not only be graded on the fulfillment of the requirements, but also the quality and depth of the student's work.

### **10% Format**

- Paper Type: The paper must be 8-1/2-by-11-inches with 1-inch margins.
- Font: Times New Roman; 12-point.
- Spacing: Double-spaced, except for footnotes, bibliographic entries, and block quotations, which single-spaced.
- Title Page: Your paper must begin with a CCBC Style Guide compliant title page. This page is not numbered, but all pages afterward are numbered at the bottom in the center.
- Citations: In-text citations should be footnoted and in Turabian format as stipulated in the CCBC Style Guide. Parenthetical notes should be used for Bible citations.
- Bibliography: In addition to being footnoted, the cited resources must be included in a bibliography.  
See the CCBC Style Guide for additional details.

### **15% Grammar**

- This includes spelling, punctuation, sentence structure and cohesiveness.
- Careful attention should be given to grammatical consistency.

### **Other Assignments:**

This includes class projects, quizzes, tests, discussion boards, and other miscellaneous assignments.

- These assignments will be graded entirely by the instructor's guidelines and the information available in the course syllabus.
- There is no standard grading procedure regarding these types of assignments and questions concerning grading should be directed to the instructor and the Registrar's Office.

### **Assignment Length Deductions:**

After the overall grade has been determined, deductions will be made according to assignment length. This applies to all types of assignments with length requirements, unless otherwise specified by the instructor.

- 3/4 complete = 25% deduction
- 1/2 complete = 50% deduction
- Less than 1/2 complete = no credit

# CCBC STYLE GUIDE

Papers will be graded according to the formatting standards set forth in the CCBC Style Guide, available in the Library and on Populi in the “Files” tab, under “Shared”. Students should be advised to review the Style Guide before starting any papers and use it as a guide to help complete assignments.

## GRADING & ATTENDANCE SCALE

Each unexcused absence will result in a grade deduction of one increment. An automatic “Failure for non-attendance” (“FN”) will occur for missing 25% or more of the total class sessions (4 or more class sessions for weekly classes).

%	Letter Grade	Unexcused Absences (2 Tardies=1 Unexcused Absence)			
		1	2	3	4 +
95-100	A	A-	B+	B	FN
90-94	A-	B+	B	B-	FN
87-89	B+	B	B-	C+	FN
83-86	B	B-	C+	C	FN
80-82	B-	C+	C	C-	FN
77-79	C+	C	C-	D+	FN
73-76	C	C-	D+	D	FN
70-72	C-	D+	D	D-	FN
67-69	D+	D	D-	F	
63-66	D	D-	F		
60-62	D-	F			
59 or below	F				
Pass	P				
Audit	AU				
Unsuccessful Audit	UA				
Withdrawal	W				
Unofficial Withdrawal	UW				

# CLASSROOM POLICIES

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## **Classroom Etiquette**

The following rules should be adhered to and enforced to help students stay focused and respectful during the teaching of the Word of God:

- No sleeping during class
- No texting during class
- No social media, games, photo editing, etc. during class
- Bathroom trips are to be during breaks, before class, or after class (except in extreme/emergency situations)

## **Netiquette & Respect for Others**

At CCBC, we desire to be well-informed learners who think honestly, biblically, and reasonably, reflecting the mind of Christ and discerning truth from error under the guidance of God's Word and the Holy Spirit. We also value one another and desire to show the love of Christ toward each other and the world, for the glory of God. To support these values, we ask all teachers and students to adhere to the following guidelines when communicating in class and online:

1. Respect each person as an individual, and avoid making assumptions based on stereotypes, external appearance, background, country of origin, ethnicity, age, gender, etc.
2. Sometimes the pursuit of truth requires disagreement and correction. Mutual respect and consideration are expected even when sharing dissimilar views. Diverse perspectives are valuable and beneficial for our learning. You will interact with people who have different perspectives. In these situations, find ways to express your views while still showing respect for the dignity of others by recognizing each other as persons created equally in the image of God.
3. This does not imply that all opinions and views are equally truthful or accurate. While you may choose to respectfully question a claim or voice a disagreement with a view, remaining silent does not imply agreement with, or acceptance of, any claims or views expressed by others. Although it is necessary and helpful to express disagreement at times, we must avoid ranting or expressing disapproval violently or in a condemning way, since this rarely achieves the desired result of communicating effectively with others in the pursuit of truth. Only God is omniscient, therefore we must exhibit humility and a willingness to listen, receive correction, and learn from our interactions with others (James 1:19).
4. Endeavor to resolve any conflict, not only in clarifying what you have said, but also by apologizing when you have unintentionally wounded someone. Always try to understand others clearly before expressing disagreement. Online communication provides the benefit of time between responses. After carefully reading content posted by others, pause and reread your comments before submitting. Consider that online communication lacks tone and comments that include joking can easily be misinterpreted. Also consider if you would say the same thing to someone in person, and if not, revise your work.
5. Limit the use of ALL CAPS, since this is often understood as SHOUTING.
6. In videoconferences, mute your microphone when not speaking, give attention to the presenter or the person speaking, and avoid any multitasking that is distracting or unrelated to the class. All posts and comments in videoconferences, chats, discussions,

and bulletin boards should be relevant to the class. Inside jokes and off-topic comments are not permitted.

7. Always endeavor to communicate “with gentleness and respect” (1 Pet. 3:15), using words that are “always full of grace” (Col. 4:6), and “helpful for building others up” (Eph. 4:29).

### **Food & Drinks**

Food is not allowed in any classroom, including the restroom and foyer areas.

Water is allowed in all classrooms. Any other drinks must have a lid and are only allowed in classrooms that have tables.

### **Seating**

To ensure that all students are able to participate in classes, students are not allowed to sit in the foyer of the Auditorium or Sanctuary for any reason, for any class (including Chapel, CM199, etc.), without special permission. If they are too ill to be in the classroom, they need to be in their dorm room resting. Also, feet are not allowed on the furniture.

### **Signing in to classes**

All students must sign in when they arrive (including off campus and audit students). Signing in, leaving, and arriving to class late is not acceptable. Students may not sign in and not attend class. No student may sign in for another student. Signing in and leaving class early (except in an emergency) is unacceptable.

Sign-ins are completed using a smartphone, through Populi’s attendance beacon. Students are expected to turn off their smartphones once they have signed in to class.

Also, students are not to step outside to take phone calls or reply to text messages (except in an emergency).

Students who do not abide by these rules may be marked as “Absent” by the TA, due to lack of engagement in the class.

# RESOURCES

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## **LIBRARY & LEARNING RESOURCES**

Our Library currently contains about 18,000 items for biblical and theological research. We encourage our instructors to tap into the many excellent resources the Library has to offer. Here is a sample of some of these resources.

- CCBC provides many electronic study resources to students while they are enrolled, including Logos Bible Software's digital library and access to several biblical and theological journals.
- Print resources for research
  1. Bible dictionaries and encyclopedias
  2. Bible atlases
  3. Commentaries on every book of the Bible
  4. Books on virtually every topic related to the Bible, theology, and Christian apologetics
  5. Computers for biblical research
  6. A printer/copy machine

Brochures are available in the Library, which provide more complete information on the Library and its policies.

# IN CASE OF EMERGENCY

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## **Physical or Medical Emergency**

If there is a physical/medical emergency, CALL 911. After calling 911, call Security and alert them of the situation by dialing 951.200.8000 or use a house phone in the foyer and dial “0”.

## **Fire**

If there is a fire, proceed with your class to the nearest exit and/or staircase and go to the parking lot in front of the building.

## **Earthquake**

### **If you are inside a building:**

- Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.
- Drop down onto your hands and knees so the earthquake doesn't knock you down. Drop to the ground (before the earthquake drops you!)
- Cover your head and neck with your arms to protect yourself from falling debris.
  - If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
  - If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
  - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- Hold on to any sturdy covering so you can move with it until the shaking stops. Stay where you are until the shaking stops.

### **If you are outside when you feel the shaking:**

- If you are outdoors when the shaking starts, move away from buildings, streetlights, and utility wires. Once in the open, “Drop, Cover, and Hold On.” Stay there until the shaking stops. This might not be possible in a city, so you may need to duck inside a building to avoid falling debris.

### **After an Earthquake**

- When the shaking stops, look around. If there is a clear path to safety, leave the building and go to an open space away from damaged areas.
- If you are trapped, do not move about or kick up dust.
- If you have a cell phone with you, use it to call or text for help.
- Tap on a pipe or wall or use a whistle, if you have one, so that rescuers can locate you.

- Once safe, monitor local news reports via battery operated radio, TV, social media, and cell phone text alerts for emergency information and instructions.
- Be prepared to “Drop, Cover, and Hold on” in the likely event of aftershocks.

## **Active Shooter**

Each semester, students receive training from the local police department to prepare for an active shooter scenario.

Students are instructed to follow the steps of (1) run, (2) hide (if unable to run), or (3) fight (if unable to run or hide).

## **Covid-19 Prevention**

On March 13<sup>th</sup>, 2020 CCBC’s campus was closed due to the pandemic and all classes were taught online for the remainder of the semester.

A detailed reopening plan was created for fall 2020, in cooperation with local and State public health guidelines. All students are required to complete Covid-19 prevention training through Populi prior to beginning classes and residence life on campus. The full prevention plan is posted on [www.calvarychapelbiblecollege.com](http://www.calvarychapelbiblecollege.com).

All students are given the option of staying home and completing their program through online learning if they are unwilling to assume the risks of moving back to campus.

On campus students are required to follow CDC and State guidelines for preventing the spread of Covid-19, including (1) washing hands frequently for at least 20 seconds, particularly before eating, (2) keeping a distance of six feet between themselves and others whom they do not live with, (3) wearing a cloth face covering when indoors in common areas where others are present and whenever social distancing of six feet is not possible, and (4) avoiding large gatherings, especially off campus.