

# **Covenant Baptist Theological Seminary Student Handbook**



**INFORMED SCHOLARSHIP • PASTORAL HEART**

Revised 2.24

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## President's Welcome



Greetings in the name of our reigning Lord Jesus Christ! Thank you for your interest in Covenant Baptist Theological Seminary. We hope you will find the guidance needed as a student with us.

Covenant Baptist Theological Seminary is committed to informed scholarship with a pastoral heart. Both through our distance learning program and for students who choose to move to Owensboro, Kentucky to study with us here, we are committed to offering the highest quality of scholarship. Though we teach our courses with pastoral ministry in mind, we also teach them with an eye to current trends in important theological debates.

CBTS is founded on a commitment to the 1689 Baptist Confession. For us it is the finest historic confession available to the church today. CBTS fully subscribes to it and ensures that all our teaching remains faithful to it. In this way you may be assured that the teaching you receive through CBTS is not novel but reflects the rich tradition of Reformed Baptist thought growing out of the Reformation.

The Lord Reigns,

Dr. Sam Waldron, President

# Guiding Principles from the Dean of Students

We are exceedingly blessed to live in an age when distance education is a viable format for theological education. Technology has enabled men to remain in the church where God planted them, thrive under the mentorship of their own pastors, and obtain a theological education that is both biblically faithful and academically credible. We work hard to make this as easy as possible, but the fact will always remain that seminary is just plain hard work. The following suggestions and admonitions are meant to help you get the most out of our programs by avoiding the pitfalls that are inherent to distance education.

## 1. Keep Biblical Priorities

You need to be absolutely determined to keep your priorities straight. Your wife, your children, your vocation, and your church responsibilities all need to take precedence over your studies. You must be vigilant in refusing to neglect your family, vocation, or church.

## 2. Make a Schedule

We believe the best thing you can do to ensure success is to be very diligent in making and keeping a schedule. If you just let life happen, you won't progress very quickly in your schooling. The hardest thing about distance education is keeping moving. Block off your school time and stick to it.

## 7. Clarify Your Goal

Carefully think through exactly why you are in seminary. You are seeking to glorify our risen Lord by gaining the theological training that will enable you to feed His dear sheep. Seminary is hard work, and there will be a little voice that comes back every so often telling you to ease up, this isn't really that important. You need to put that voice to rest, because glorifying your Master is all that really matters at all.

## 7. Personal Piety & Devotion

You will certainly find your courses to be a great blessing to your spiritual life. But do not allow yourself to see them as a substitute for personal devotional time in the Word and in prayer. The same temptation will befall you as a pastor when you are preparing sermons on a regular basis. Stick to the habit of personal devotional time now, and never let it go.

## 5. Set a time goal

If you only complete 12.5 credit hours/year, it will take 8 years to complete an MDiv, 4 ½ to complete the MATS or 3 ½ to complete the MAPS. If this is legitimately all you can do without messing up your priorities, that's fine. But keeping a time goal in mind can really help you to separate legitimate obstacles from trivial distractions.

## 6. Ask Questions

Take as many live classes as you can and participate in the Q & A time. But even if your schedule does not allow you to do this, you should still ask questions of your instructors. Most of our professors provide an email address at the top of the syllabus and welcome your questions. For the few classes in which this is not the case, please email me, and I will find the answer for you.

## 7. Interact with Fellow Students

This is the primary reason we so highly recommend attending as many modular courses as you are able to. The bonds of friendship and fellowship that are developed can provide a lifetime of encouragement. We plan to provide 2 credit hour courses for our modules whenever possible, this way students can attend without missing an entire week of work. We also require student/teacher forums that will enable students to interact with each other as well as their professors with greater ease. More ideas are on the horizon, please take advantage of all you can....

May our risen Lord mightily bless you in your studies!

His Throne is Forever and Ever!

Rexford Semrad, Dean of Students

# Directory

## HOW TO FIND ANSWERS TO YOUR QUESTIONS

If you have any questions, please review the following:

- Student Handbook – Most questions can be answered by using this guide.
- CBTS Catalog – Available online at [www.cbtseminary.org/catalog](http://www.cbtseminary.org/catalog)
- CBTS Website – [www.cbtseminary.org](http://www.cbtseminary.org)

## CBTS WEBSITES

There are three sites for CBTS that you should bookmark because you will need to return to them often.

1) [www.cbtspathway.org](http://www.cbtspathway.org) is where all our online classes are taught.

2) The Student Resources page on [cbtseminary.org](http://cbtseminary.org) is also very important. You will need to return here often for:

- Various forms.
  - Request a syllabus to see what is required in a course before you actually register
  - Class deadline extension if you find you cannot complete a class in the allotted time.
  - Financial Aid Request form
- Up-to-date style guides and templates.
- Live class schedules and registration links.
- Reviewing Programs, Policies, & Procedures.

3) <https://cbts.classter.com/> is our Student Information System. You will log in at least once per semester to pay your Semester Enrollment Fee. We are in the process of adding more functionality to this portal so there will be greater self-service options in the future.

If you will be taking any live classes, you will also want to go to **Zoom.us** and download the Zoom client under the resources tab at the top right. Take a minute and register as well. It's free, and you will have more control over your audio and video controls if you do.

## HOW TO CONTACT CBTS

### **Mailing Address**

Covenant Baptist Theological Seminary  
800 Chuck Gray Ct.  
Owensboro, KY 42303  
270-925-6992

### **Email Addresses**

[info@cbtseminary.org](mailto:info@cbtseminary.org) General Information

[admin@cbtseminary.org](mailto:admin@cbtseminary.org) Rex Semrad, Dean of Students

[b.cassell@cbtseminary.org](mailto:b.cassell@cbtseminary.org) Blake Cassell, Director of Admissions/Registrar

[bigham@cbtseminary.org](mailto:bigham@cbtseminary.org) Brice Bigham, Treasurer

[soriano@cbtseminary.org](mailto:soriano@cbtseminary.org) Roberto Soriano, Director of Information Technology

### **Dr. Sam Waldron, President**

[pres@cbtseminary.org](mailto:pres@cbtseminary.org)  
270-925-2675



# **GENERAL**

## OFFICE HOURS

Monday – Friday

9:00 AM – 5:00 PM Central

Do not be afraid to contact the administration outside of office hours if necessary.

## HOLIDAY SCHEDULE

New Year's Day

Independence Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

# INTRODUCTION

## CONFESSIONAL COMMITMENT

Since we want to recognize and identify ourselves with what Christ has been doing in his church throughout the centuries, CBTS is a confessionally grounded institution. We are committed to providing ministerial training in a confessionally based environment. We adhere to the Second London Baptist Confession of Faith, otherwise known as the 1689 London Baptist Confession of Faith. This time-proven document keeps us accountable to the myriad of worthy theological voices of the past and preserves us from the whims of novelty.

## VISION STATEMENT

Our vision is to see the church of the Lord Jesus Christ strengthened and expanded worldwide, to the end that Christ would be known, loved, and exalted.

## MISSION STATEMENT

Our mission, therefore, is to prepare men to undertake the full range of pastoral responsibilities they will face in serving Christ and His kingdom, and to equip Christians for effective service in the church. We do this work by providing rigorous academic training and by facilitating extensive pastoral mentoring.

## PHILOSOPHY OF THEOLOGICAL EDUCATION

Please visit <https://cibtseminary.org/about/a-biblical-philosophy-of-theological-education/> for our full philosophy of theological education.

## LICENSURE AND ACCREDITATION

Covenant Baptist Theological Seminary has been exempted from licensure as a religious institution from the Kentucky Council of Postsecondary Education.

Covenant Baptist Theological Seminary was received as a fully accredited member institution of the Association of Reformed Theological Seminaries (ARTS) in 2019. For more information regarding ARTS, please visit <http://artseminaries.org/>.

## CREDIT TRANSFERS

Credits from CBTS have been accepted at several evangelical institutions, subject to the policies and degree requirements of each school. The student who expects to receive a degree from an institution other than CBTS should write for specific information concerning applicability of work taken through CBTS. Several major seminaries have been willing to either accept transfer credit from CBTS or recognize a CBTS degree as the prerequisite for pursuing advanced degrees.

## DEGREES OFFERED

While our primary focus is preparing men for full-time Christian ministry through programs like our Master of Divinity & Master of Arts in Pastoral Studies, we also offer the Master of Arts in Theological Studies degree for those who simply seek to be better equipped to serve our Lord in various capacities in the church as well as our Master of Arts in Reformed Baptist Studies degree geared toward men who have already obtained an MDiv at another institution. We are also excited to offer a ThM degree for those who desire an advanced academic degree from a robust confessional institution. These programs are available for either resident or distance learners.

Each of our master's programs has an equivalent program for those who have not completed a bachelor's degree. The Bachelor of Divinity program corresponds to the MDiv program, the Diploma in Pastor Studies and Diploma in Theological studies correspond to the MAPS and MATS degrees, respectively. The coursework for the equivalent programs is identical to the master's programs.

## STUDENT INFORMATION PRIVACY POLICY

CBTS maintains the security and confidentiality of student educational records. All student records are kept in a secure location and in locked file cabinets and secure electronic locations. Additionally, all transcripts and pertinent information for current degree-seeking students is digitally “backed-up” at two separate locations. Since CBTS does not accept Title IV student loan monies, CBTS is not bound by the Family Educational Rights and Privacy Act (FERPA). However, CBTS’ confidentiality policies are generally consistent with FERPA.

CBTS’ policies are as follows:

A student may access/inspect and review his/her academic file and unofficial transcript after a request has been made to the Registrar’s office. The Registrar will arrange for the student to access his student file. The Registrar will be present during this access/inspection or review.

If a student believes his/her academic file and/or unofficial transcript are inaccurate or misleading, the student may request to amend the file and/or transcript. The student should write the Registrar, clearly identifying the portion of the record that the student wishes to change and specifying what is inaccurate or misleading. If CBTS decides not to amend, the student may use the student appeal process to proceed. If CBTS agrees with the student and changes are required, all changes will be reflected in the students records and official transcript.

CBTS will not disclose, without the student’s written consent, personally identifiable information found in the student’s academic file or transcript.

## STUDENT LIFESTYLES

CBTS is a religious, non-profit Seminary representing Jesus Christ to Owensboro and the world. The policies of CBTS have been and continue to be in submission to the Word of God. CBTS expects its students to conduct themselves in a manner that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior (1 Corinthians 10:31, Colossians 3:17). Students should be aware that this includes how they utilize such technology as the internet, texting, social networking, and blogging. Covenant Baptist Theological Seminary embraces, affirms and teaches the gift of sexuality, divinely designed as an act of intimacy to be embraced only within the bounds of a

heterosexual, monogamous, covenantal, conjugal marital relationship. Sexual activity outside of those bounds or advocacy of same is not consistent with the Christian lifestyle CBTS expects of students. (For fuller explication, please see the Statement on Sexuality and Sexual Ethics in the section below.) CBTS students are expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow students. CBTS expects all students to maintain a lifestyle based on Biblical standards of moral conduct in which Christ has pre-eminence (Colossians 1:18).

## STATEMENT ON SEXUALITY AND SEXUAL ETHICS

Rev. 1.19.2021

Our confession, the London Baptist Confession of Faith of 1689, in summarizing the teaching of Scripture, clearly affirms in chapter 25, paragraph 1 that “Marriage is to be between one man and one woman; neither is it lawful for any man to have more than one wife, nor for any woman to have more than one husband.” It seems necessary because of the present widespread degradation of sexual morality in our culture to state our views of this matter more specifically and formally.

- We believe that the term “marriage” has only one meaning, and that is marriage sanctioned by God, which joins one genetic male and one genetic female in a single, exclusive, covenantal union, as delineated in Scripture.
- We believe that God intends sexual intimacy to only occur between one genetic male and one genetic female who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a genetic male and a genetic female.
- We believe that any form of sexual immorality, such as adultery, fornication, homosexual conduct, bisexual conduct, bestiality, incest, any use of pornography or any attempt to change one’s sex, or disagreement with one’s genetic sex, is sinful and offensive to God.
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.
- We believe, nevertheless, in spite of the kindness to be shown to sinners, impenitence in the aforementioned sins is inconsistent with a Christian’s biblical profession of faith and conduct. Therefore, any prospective or current student of CBTS must not profess belief or impenitently act in a manner incompatible with

the 1689 Confession and the above statements at the risk of denial of entry or expulsion. Any prospective or current employee of CBTS will forfeit employment eligibility if they profess belief or impenitently act in a manner incompatible with the 1689 Confession and any of the above statements.

Major portions of Scripture from which these beliefs are drawn are as follows: Genesis 1:27-28; Genesis 2:18-25; Exodus 20:14; Matthew 19:3-12; Romans 1:26-27; 1 Corinthians 6:9-20; Ephesians 5:22-33; Hebrews 13:4.

This statement has been adapted from Section 2 of the constitution of our host church, Grace Reformed Baptist Church in Owensboro, KY. For further exposition of Covenant Baptist Theological Seminary's views on sexuality, including affirmations and denials, please see the Nashville Statement. (<https://cbmw.org/nashville-statement>)

## PUBLICATION NOTICE

Every effort is made to provide accurate and up-to-date information. Covenant Baptist Theological Seminary reserves the right to change statements in the Student Handbook concerning, but not limited to, policies, academic offerings, tuition, and fees. CBTS will make a reasonable effort to alert current students of any changes. However, it is the student's obligation to review this handbook periodically and be aware of its content. The information in this handbook supersedes and replaces the information in all previous publications, including electronic publications. Where there is a conflict between the versions of the handbook, the most current version takes precedence.

## STUDENT CONTACT INFORMATION

Current student contact information is necessary for the staff and faculty at CBTS to communicate with the students. It is the responsibility of every student to ensure that CBTS has accurate postal address information as well as a telephone number and a current email address. Each time their contact information changes, students should complete the "Student Information Change" form found on the Student Resources page of [cbtseminary.org](http://cbtseminary.org).

## CLASS COPYRIGHT POLICY

All material in CBTS classes is copyrighted and should be treated as such. Do not share audio lectures, video lectures, lecture notes, or other documents, or make such

public in any way without express permission from Covenant Baptist Theological Seminary.

## COUNSELING SERVICES

Students are encouraged to discuss any personal matters and seek desired guidance from any faculty or staff member.

The seminary staff will make every effort to assist student's needs (physical, personal, psychological, emotional, spiritual, practical, or relational), but does not offer counseling services.

## ACADEMIC ADVISING

Covenant Baptist Theological Seminary is committed to assisting students throughout the entirety of their educational experience, from matriculation and enrollment through graduation and becoming alumni.

Students are encouraged to reach out and request assistance from the school Registrar, Dean of Students, or Academic Dean for any counseling needs. CBTS' counseling program is available for and designed to help the student stay on track and reach their individual goals, whether they be personal, ministry related, or educational goals.

The Academic Dean, Dean of Students, & Registrar lead and direct in planning the student's academic coursework and serve as a guide for the student's educational experience. They work with the student to select the correct courses which fulfill specific degree requirements, are most reasonable with the student's current life circumstances, and appropriately prepare the student for future ministry.

Students are encouraged to touch base with either the Registrar, Dean of Students, or Academic Dean at least on a semester basis to ensure they are on track for completing their graduate degree.

Students should contact their counselor if they have any of the following questions:

- Which courses should I take in the upcoming semester?
- Which Graduate Program is the best fit for me?

- How many electives can I take within my degree?
- What mentoring requirements are necessary for me to complete my degree?
- Are their prerequisites for certain courses?
- Can I switch degree programs?
- Can I transfer credits toward my degree?
- What should my course load be with where I am at in life?
- Financially, what does my education look like?

Since nearly all students are distance education learners (online), they are encouraged to schedule a phone appointment with either the Registrar, Dean of Students, or Academic Dean. This can be done by emailing the Registrar's Office at [b.cassell@cbtseminary.org](mailto:b.cassell@cbtseminary.org).

## POSITION ON ORDINATION

CBTS holds itself responsible for providing Christ-honoring studies in accordance with our mission purpose statement. CBTS does not ordain clergy or attempt to evaluate an individual's personal calling or position in the body of Christ.

## CLAIMS AND DISPUTES

Any claim or dispute arising from or related to the student's relationship to CBTS shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules is available upon request from the Registrar's office). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.



# **ADMISSIONS**

## **NON-DISCRIMINATION POLICY**

Covenant Baptist Theological Seminary seeks to promote an academic community where all members – students, faculty, and staff – are treated with courtesy, respect, and dignity. The seminary seeks to promote a learning environment free from all forms of conduct that can be considered discriminatory, harassing, coercive, or abusive. These behaviors violate a person’s dignity as an individual made in the image of God. This policy is central to our mission as a learning community marked by Christian integrity and love. CBTS does not discriminate on the basis of race, color, disability, age or national or ethnic origin, in the administration of its educational policies, admissions policies, financial assistance, and other school-administered programs.

## **ENROLLMENT POLICY**

CBTS does not utilize the Scholastic Aptitude Test, the Graduate Record Examination, or any other standardized test as a measure for admission. CBTS has an open enrollment policy. Any qualified applicant may enroll in courses and/or degree programs, however; the applicant must meet the academic, admissions, and financial requirements.

## **ADMISSIONS PROCEDURE**

In order to be considered for acceptance, a student applying for enrollment in the seminary must supply the following:

- A. Completed application (application form is on the seminary web site.)
- B. Receipt of \$100 application fee (one-time, non-refundable fee).
- C. Official transcripts from the school at which highest earned degree was complete should be mailed to the CBTS office directly from the school or sent electronically directly from the school. The official transcript is due in the seminary office within 30 days of application for admission.

- D. All pastoral track applicants (MDiv, BDiv, MAPS, DPS) must provide a letter of recommendation from his pastor.
- E. Applicants must complete an entrance interview with the Office of Admissions. This will usually be done by phone or video conference.

## TRANSFER STUDENTS

Students who wish to transfer from other graduate institutions should apply for admission in the usual way, submitting with their application and required admission documents a completed transcript of their graduate work. A request for transfer credit should be accompanied by a catalog containing the course descriptions from the previous institution. The credits must be of a comparable graduate level and the courses must apply to the CBTS curriculum.

Credit for work completed in other institutions may be granted after evaluation by CBTS. No credit will be given for work receiving less than a “C” or its equivalent. Grade point averages will only be determined by work completed at Covenant Baptist Theological Seminary.

Bachelor/undergraduate courses cannot be transferred as graduate courses. Credits are not given for “Life” or ministry experience. Course work completed to earn a Bachelor’s or Master’s Degree cannot be used toward earning another degree. Core courses in the various degree programs at CBTS (equivalent courses at other institutions will be considered on a case-by-case basis) need not be repeated to pursue another degree.

Transfer students must complete at least one-third of the hours required for any degree program at Covenant Baptist Theological Seminary.

## ACCEPTANCE TO SEMINARY

A student is considered fully accepted when all required documentation is received and approved. A student may be accepted to CBTS provisionally when there is outstanding documentation such as an official transcript.

## OFFICIAL TRANSCRIPTS

In order to validate program prerequisites and transfer credits (if applicable), official transcripts are required within 30 days of application. Copies or student-issued transcripts may be used during the enrollment process for preliminary evaluation; however, they are not considered official.

To be considered official, transcripts must be sent to CBTS via one of the methods:

- The educational institution sends the official transcript directly to CBTS via postal mail, electronically or
- The educational institution sends the official transcript to the student in a sealed envelope, and the student sends the sealed envelope to CBTS. (If the seal is broken before arriving at CBTS, the transcript will not be considered official)

Digital transcripts should be directed to registrar@cbtseminary.org

Physical transcripts should be directed to:

Covenant Baptist Theological Seminary  
800 Chuck Gray Ct.  
Owensboro, KY 42303

Students who fail to ensure that all official transcripts have been submitted to CBTS: (1) may not be admitted to a particular CBTS degree program or be allowed to continue in the program, (2) will not be permitted to graduate until they have ensured that CBTS has received all of the required official transcripts.

## FEES AND TUITION

Application Fee	\$100
Semester Enrollment Fee (due every January & August)	\$375/semester
Tuition	\$75/credit hour
Graduation Fee	\$250

## SEMESTER ENROLLMENT FEES

The semester enrollment fee is due every August and January. Every student who is actively taking any class is expected to pay the semester enrollment fee whether they begin a new class that semester or not.

The semester fee can be paid from the Student Resource page of [cbtseminary.org](http://cbtseminary.org) or from the link at the lower left of your Pathway screen.

If you are unable to pay the semester fee on time, contact the treasurer at [billing@cbtseminary.org](mailto:billing@cbtseminary.org) and make payment arrangements.

## WHEN TO APPLY AND ENROLL

CBTS operates on a continuous enrollment system. This means that any qualified applicant may enroll in courses and/or degree programs offered by CBTS at any time. The applicant must meet the established admission requirements.

## REGISTRATION PROCEDURES

Most students will take most of their classes on CBTS Pathway. Registering for a class is easy, but the method you use depends on whether or not you are a Church Partnership student.

### **CBTS Pathway Registration**

Normal registration for a class is very straightforward. On Pathway, simply click on the Catalog button toward the top right of the dashboard screen. From the Catalog page, simply find the class you want to take and register for it. Tuition is paid at time of registration.

### **Church Partnership Students**

If you are a student in the Church Partnership program, navigate to the CBTS Class Registration Request Form. The link can be found in Orientation. Fill out the form, including the courses you wish to take, and the registrar will enroll you.

### **Live Class Registration**

Students do not register for live classes or modular classes through CBTS Pathway. Registration for live classes and modules usually opens up 2 months prior

to class start date. Registration for Modular courses is identical to live class registration.

A registration page will be made available on [cbtseminary.org](http://cbtseminary.org). We will send the link to all active students via email as well as provide links from the student resource page.

Normal registration for a live class is very straightforward. Simply fill out the registration form for the class you want to take. Tuition is paid at time of registration.

### *Church Partnership Students – Live Class Registration*

Simply fill out the registration form for the class you want to take, using the "Register for Credit" button under "Church Partnership Students."

## COURSE MATERIALS

Students are responsible for obtaining all required materials and books for classes. These should be obtained before the first class whenever possible. Required textbooks are listed on the Text Books page of [cbtseminary.org](http://cbtseminary.org) (under the Student Resources tab).

## ATTENDENCE POLICIES

### **Theological Discussion Forums**

We will be using Zoom video conferencing software to facilitate a live interactive forum three or four times each year. Distance students will be required to participate in the following number of these forums in order to graduate:

MDiv/BDiv students = 8 forums

MATS/DTS students = 6 forums

MAPS/DPS students = 4 forums

These forums will be led by a faculty member and each will have a specific topic for discussion. The topic will be announced a month in advance. Students will need to register for the forum and submit a question related to the topic when they do. A week prior to the forum the questions will be distributed to all registrants to enable them to consider the topic better ahead of time and facilitate more useful interaction.

### **Modular Classes**

MAPS/DPS students are expected to attend at least one live modular class in person over the course of their studies. MATS/DTS students are expected to attend at least two live modular classes in person over the course of their studies. MDiv/BDiv students are expected to attend at least three live modular classes in person over the course of their studies.

There will be three forms of exemption:

### **Distance Exception**

Students who reside in other countries can apply for an exemption if they are unable to afford the trip.

### **Hardship Compassion**

Students whose financial circumstances prohibit them from being able to attend will also be able to apply for an exemption.

### **Transfer Modification**

Students who transfer in a large percentage of their credits (or current students who have already completed a large percentage of their required credits) may also apply for an exemption or a reduction.

The exemption request form can be found on the student resource page of our website.

## **WITHDRAWAL POLICY**

A student planning to **withdraw** from CBTS must report this in writing to the registrar, including the reason for the need to withdraw. This notification will be placed in the student's official file. For re-admission, the student is required to submit a new application and all materials before re-enrollment. The student will be responsible for all current bills, charges, tuition fees, semester fees, etc. The seminary reserves the right to restrict access to student's transcripts and files pending payment.

A student may elect to enter an **inactive status** for a limited period of time with approval from the Registrar. A student wishing to become inactive must report this in writing to the Registrar including the reason for the request. An inactive student will not be required to pay the semester enrollment fee during the inactive

period. No coursework or grades will be recorded for any student while in inactive status. A student may remain inactive for four semesters at most. If the student does not become active after four semesters, he will be moved from inactive to dropped status. A student may resume active status at any time prior to the time limitation by simply notifying the Registrar and paying the semester enrollment fee. It is not necessary to go through the admissions process again. This inactive period may or may not be included in the degree time limits at the discretion of the Registrar & Academic Dean.

***Any student who does not either pay the semester enrollment fee or contact the treasurer to discuss options and circumstances before September 15<sup>th</sup> for Fall semester or February 14<sup>th</sup> for Spring semester will be given a warning via email indicating that he must contact the treasurer within 14 days. If the student fails to contact the treasurer before the 14-day period has elapsed he will immediately be placed in “Dropped” status and will lose access to all open courses. For re-admission, the student is required to submit a new application and all materials before re-enrollment.*** The student will be responsible for all current bills, charges, tuition fees, semester fees, etc. The seminary reserves the right to restrict access to student’s transcripts and files pending payment.

## DROPPING & WITHDRAWING CLASSES

### **Dropping Live Classes**

For all live classes, both live-streamed and in-person, a student may drop the course at any time prior to forty-five days from the first scheduled class date without any mark on his transcript or change to his GPA. However, all dropped classes will be permanently recorded in the student’s file. Choosing to drop a course, whether it is a core class or elective class voids all completed attendance and coursework. No credit will be given for the course. If a student withdraws after or following the forty-fifth day of the course, a “drop fail” (DF) will appear permanently on his transcript and the “DF” will be permanently recorded in the students file. When retaking a course which has received a “drop fail”, the highest possible grade the student can attain is 75% (C). This means that the student must earn a grade of 75% or above to pass the course, but any grade above 75 will be recorded on the student transcript as a 75 (C).

Students dropping following the sixtieth day of the course for reasons categorized as reasonable or extenuating circumstances, may receive an Incomplete (I) on their transcript. The incomplete (I) will not affect the student's GPA. The student may return to complete all coursework and can attain a possible grade of 100%. Once all course work is completed, the incomplete (I) will be removed from the student transcript and replaced by the earned letter grade. The Incomplete (I) will be removed from the transcript once the course work is completed, however, it will be recorded in the student file. The Academic Dean will determine whether the student's situation is considered reasonable or extenuating.

### **Dropping CBTS Pathway Classes**

For CBTS Pathway courses, a student may drop the course at any time prior to forty-five days from the day of registration without any mark on his transcript or change to his GPA. However, all dropped classes will be permanently recorded in the student's file. Choosing to drop a course, whether it is a core class or elective class voids all completed attendance and coursework. No credit will be given for the course. If a student withdraws after or following the forty-fifth day of the course, a "drop fail" (DF) will appear permanently on his transcript and the "DF" will be permanently recorded in the students file. When retaking a course which has received a "drop fail", the highest possible grade the student can attain is 75% (C). This means that the student must earn a grade of 75% or above to pass the course, but any grade above 75 will be recorded on the student transcript as a 75 (C).

### **Adding a Course**

Students may enroll in a live course up to 10 days after the first-class period, only with the written approval of the Academic Dean, who will take into consideration the amount of space remaining in that course. Because the student would have already missed several class periods and would be starting late on their reading, this is not encouraged.

### **Tuition Refund for Dropping Courses**

Students dropping a live class prior to the forty-fifth day of the course will receive a 50% tuition refund. Students dropping a CBTS Pathway class prior to forty-five days from the date of registration will receive a 50% tuition refund. This does not include any fees paid to the institution, such as semester or application fees. Any student choosing to drop after the forty-fifth day will not be refunded any amount of tuition.



50% tuition refund prior to day 45 of any course

0% tuition refund after day 45 of any course

## **FINANCIAL INFORMATION**

Complete financial information may be found in the current catalog, on the website, or in this Student Handbook. Students may also contact the Seminary Office. All fees and charges are subject to change and will be applied according to the most current listings.

**NOTE:** Course grades, degrees, and transcripts will not be issued until financial obligations of the student are met. No student may enroll for a class until all financial or other obligations from previous semesters are satisfied.

### **FINANCIAL AID**

Financial Aid can be sought by completing the financial aid request form that can be accessed from the Student Resource page of [cbtseminary.org](http://cbtseminary.org). Financial Aid consideration is governed by the following policies & guidelines.

#### **Student Assistance Committee *Policies and Guidelines\****

- (1) All student financial assistance will be approved by the Student Assistance Committee.
- (2) Student financial assistance will be considered only for those students who request it and will not be proactively offered before a student makes known their need for financial assistance.
- (3) All financial assistance will be given only in response to a formal application to the Student Assistance Committee. The application form will be approved by the committee and be placed on the website.
- (4) All student financial assistance will be limited to aid with semester fees, possible Logos fees, and tuition.
- (5) The total student financial assistance for each fiscal year will be limited to the budget approved amount except where special approval is sought from the chairman of the financial committee.
- (6) Each year the budget shall include a line item for student assistance.

- (7) If an applicant is closely related to a member of the budget committee, that member will recuse himself from discussions related to the financial assistance of that applicant. The meaning of “closely related” for the purpose of this policy will be determined by the members of the committee not related to the applicant.
- (8) None of the restrictions placed on student financial assistance shall be construed as restricting a church or churches from offering assistance to a student through benevolence, pastoral internships, or other such positions.
- (9) These guidelines will be openly stated in the catalog of the Seminary.
- (10) The student financial assistance committee will meet once at the beginning of each CBTS semester but will meet more often as necessary. The committee may grant financial assistance by convening via email outside of the semi-annual meetings.
- (11) At the semi-annual meetings the funds available for student assistance in the budget will be reviewed and any requests for student assistance considered. Additionally, in the July-August meeting the committee will decide on its recommendation for the amount of the scholarship assistance line item in the annual budget.
- (12) The annual financial report provided to the CBTS Board at the March meeting each year will include a report of student financial assistance granted in the previous school year.

\*Policy created and approved by the Student Assistance Committee May 24, 2018.

## PAYMENT PLANS

If you cannot afford to pay tuition up front, we can set up a payment plan for 3-5 monthly payments. Contact [billing@cbtseminary.org](mailto:billing@cbtseminary.org) and tell us what classes you want to take and how many payments would suit you. Once the payment plan is agreed upon, the registrar will enroll you without the need to pay up front.

# ACADEMIC INFORMATION

## CODE OF ETHICS

### **Academic Integrity**

CBTS assumes that all of its students desire to pursue all academic work with honesty and scholarly integrity. Breaches of academic honesty and integrity are infringements of the mutual faith and trust essential to the academic enterprise and are inconsistent with the profession of faith upon which the student was admitted to the seminary.

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of activities include, but are not limited to, the following definitions:

- Cheating - Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids. *Examples: using a cheat sheet in an exam; altering a graded exam and resubmitting it for a better grade, and so on.*
- Plagiarism – Using the ideas, data, or language of another without specific and proper acknowledgment. *Examples: misrepresenting another's work (paper, report, article, or computer work) as one's own original creation and submitting it for an assignment; using someone else's ideas without attribution; failing to cite a reference or to use quotation marks where appropriate, and so on.*
- Fabrication – Submitting contrived or altered information in any academic exercise. *Examples: making up data, misrepresenting data; citing nonexistent or irrelevant articles, and so on.*
- Multiple Submissions – Submitting, without prior permission, any work submitted to fulfill another academic requirement. *Example: submitting the same paper for two different classes without the instructors' express prior approval.*
- Misrepresentation of Academic Records – Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to CBTS. *Examples: forging a Registration Form or a grade report; tampering with computer records, and so on.*

- Facilitating Academic Dishonesty – Knowingly helping or attempting to help another violate any provision of this code. *Example: working together on an exam or others' assignments intended to be an individual project without the instructor's express or prior approval.*
- Unfair Advantage - Attempting to gain unauthorized advantage over fellow students in an academic exercise. *Examples: gaining or providing unauthorized access to examination materials (either past or present); obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write even when time is up during an exam etc.*
- Computer Crimes - Damaging or modifying computer programs without permission. *Examples: piracy of copyright protected software; hacking; constructing viruses; knowingly introducing viruses into a system; copying programs and data belonging to others, and so on.*

Those students whose work definitively can be shown to breach academic honesty or scholarly integrity will face academic investigation. Sanctions will be imposed, ranging from grade reduction to course failure to dismissal from the school. No progressive nature is necessarily implied in these sanctions. A first offense may result in dismissal from the school, depending upon the nature of the offense.

## **Plagiarism Policy**

CBTS holds dear the Christian virtues of integrity and honesty. As a student of CBTS you are expected to bear these Christian virtues. Because CBTS desires your greatest good as a student, we take very seriously the offense of plagiarism. Plagiarism, the failure to give proper credit for the words and ideas of another person, whether published or unpublished, is strictly prohibited. All written material submitted by students must be their own original work; where the words and ideas of others are used, they must be acknowledged. Additionally, if students receive editorial help with their writing, they should also acknowledge it appropriately.

Part of the student's personal Christian growth is allowing his or her character to be reflected in the work which he or she completes as a student. It is the desire of CBTS to see great integrity and honesty reflected in all work which is completed by students.

The following are penalties for plagiarism:

First offense: The student is spoken to by the professor and/or the Academic Dean and the incident is recorded and entered into the student's permanent record. The project or assignment in question receives a failing grade, and it is at the discretion of the professor to allow an additional assignment to be completed.

Second offense: In a second case of plagiarism, the student is suspended for one year. Re-admittance to study at CBTS requires the approval of the president of the seminary in consultation with the faculty, academic committee, and the Board of Directors.

Third offense: In a third case of plagiarism, the student is expelled from the seminary and will not be permitted to graduate with a degree. Expulsion will proceed as determined by the faculty and academic committee and approved by the Seminary President.

## CLASS DELIVERY METHODS

The following are all the delivery methods which CBTS utilizes to facilitate student's education.

- **Live Courses:** Courses in which students are physically in a classroom with the professor, sitting under instruction and communicating with their instructor in a physical location.
- **Live Streaming Courses:** Virtual Classrooms using video conferencing software enable student interaction with the instructor and other students and provide immediate feedback from the professor and learning through student interaction. This format is a mixture of traditional learning format and distance learning format. Retaining a traditional course schedule and meeting time with the convenience of attending the course at your home or office with a computer.
- **CBTS Pathway:** Pathway simplifies the process of taking courses by providing step-by-step direction and enabling a more efficient progression in meeting the course requirements. CBTS Pathway frees the non-traditional student from a set schedule and expectation of meeting at a physical location on a regular basis. This method enables students to complete coursework and watch lectures from their computer and workspace, by logging into our online learning platform and following its instruction.
- **Modular Courses:** Modular courses are shorter than a regular semester course, typically their duration is 3-5 consecutive days. Each day of a module is a full day of lectures. Modules can start and end on any week during a semester, however they are normally offered at the beginning or end of a semester. Modular courses contain the same amount of coursework per credit hour as other courses.

## PROCTOR POLICIES

You will need to have a proctor before you take any quizzes or tests. Here are our guidelines:

### **I. Who can serve as a proctor?**

It is preferable, but not absolutely necessary for your proctor to be an officer in a church (pastor, elder, deacon...). Your proctor should not be an immediate family member (spouse, child...). Your proctor should be someone who is easily accessible to you. You do not want to put off taking quizzes and tests because of the difficulty of getting together with your proctor. If you are in a unique situation with difficult circumstances, contact the CBTS administrator and we will work something out.

### **II. What is expected of your proctor?**

Quite simply, all the proctor is expected to do is ensure that you are taking the quiz or test without any outside help. They are responsible to confirm via the confirmation button in the password email that you did not use any outside help while completing the exam.

### **III. How do I set up my proctor?**

Find a person with the necessary qualifications and let us know who they are by filling out the Proctor Registration Form (see Orientation). If you have extenuating circumstances, speak to us about it and we will work out something. When you are taking a live class, you will need to make sure that the instructor has the email address for your proctor when you begin the class.

### **IV. What do I need to do before taking a quiz or test?**

When you are planning to take a quiz or test on CBTS Pathway use the form on the Student Resources page or the link toward the bottom of the left sidebar on Pathway and provide the following information: Class code (HT15, ST23...)

Quiz or test number/name (Quiz 1, Midterm, Final...)

Email address of your proctor. (We should already have your proctor's email address on file. But please save us the time of looking it up every time you take a quiz, thank you.)

We will then email the password for the test to your proctor, and your proctor will send us the email after you've finished. **For distance students taking live classes:**

You need to provide the email address for your proctor to your professor. The professor will email the quiz/test to your proctor. If possible, you should take the test on a computer by highlighting your answers. Then save the file by adding your name to the file name and email it back to the professor or registrar. If that is not possible, print it out, take it, scan it, and email it back.

## GRADING POLICIES

### **Grading Process & Policy (Live Courses)**

Because of class sizes, responsibilities, and time demands, it is not guaranteed that the professor will grade all papers, projects, assignments and exams personally. CBTS does utilize Grading Assistants, those students or graduates who have already completed a degree at the level at which they are grading and remain a student in good standing. For instance, those who have obtained a Master of Divinity degree will occasionally complete grading for specific courses within the MDiv Program. They may also grade courses which they have completed that are required for other programs. This means that no student will grade for a course that he is currently enrolled in or has not yet completed.

The Grading Assistant operates under the oversight of the professor and within the professor's parameters. The professor gives the fields of assessment and grading key, offering any assistance to the grader which might be needed.

Professors will calculate, manage, and finalize all grades. At the end of each course, students will be notified of their official grades via the professor or the Registrar's Office. All course grades must be turned in no later than 3 weeks from the due date of the last course assignment.

For CBTS Pathway Courses, unless otherwise specified, a grading assistant performs the grading under the supervision of the Academic Dean and Registrar's Office.

A 96-100	B+ 88-90	C+ 78-80
A- 91-95	B 85-87	C 75-77
	B- 81-84	C- 71-74

### **Minimum GPA policy:**

Students must maintain a minimum Grade Point Average of at least a 2.0 (2.0 GPA). Those who have an average which falls below this minimum will be automatically placed on academic probation until the GPA is raised above the probationary level. This means if a student completes a course with a grade below 75 %, they will not be given credit for that class and they will automatically be placed on academic probation.

For the student to remove the probationary status, he must retake the course and complete it with a passing grade, which means 75% or higher. This means the student can either request a directed study, retake the course in CBTS Pathway, or wait until the course is offered again. The maximum time limit which a student may remain on probation is 3 years.

Once the course is completed, credit will be given to the student and they will be in good standing with CBTS. If the student drops below the minimum GPA for 2 consecutive terms or does not complete the course within 3 years, they will be suspended for 1 academic year. The student will be informed of probation and/or suspension in writing.

While a student is on probationary status, they are not considered to be in good academic standing with CBTS.

A 4.0	B+ 3.3	C+ 2.3
A- 3.7	B 3.0	C 2.0
	B- 2.7	C- 1.7

### **Grading Rubrics**

We have developed two grading rubrics, one for term papers and similar papers, and one for book reviews and article interactions etc. Please take the time to look them over. We want students to know how their papers will be graded so they have a better idea what we are looking for.



**Rubric: Term Papers and Essays**

Scores: [based on evaluation of the stated areas of expectation]

\_\_\_\_\_ of 10 for Thesis: clearly stated, succinct, insightful, actual focus of paper

\_\_\_\_\_ of 10 for Structure: clearly visible, transitions, topic sentences, conforms to assigned length

\_\_\_\_\_ of 20 for Evidence: appropriate sources used, supports points, accurate understanding of sources, proper use of quotes, proper documentation

\_\_\_\_\_ of 20 for Content: addresses the assigned topic, interprets evidence correctly, links evidence to points (facts, examples, analysis), critical thinking

\_\_\_\_\_ of 20 for Logic and Argumentation: logical flow, answers other views, academic tone

\_\_\_\_\_ of 20 for Mechanics: grammar, diction, citation style, punctuation, spelling, formatting

\_\_\_\_\_ of 100 TOTAL POINTS

Points	0-70	72-74	75-77	78-70	81-84	85-87	88-90	91-95	96-100
Grade	F	C-	C	C+	B-	B	B+	A-	A

**Rubric: Critical Reviews/Book Reviews**

Scores: [based on evaluation of the stated areas of expectation]

\_\_\_\_\_ of 10 for Introduction: clearly stated, succinct, helpful introduction to critical review.

\_\_\_\_\_ of 10 for Structure: clearly visible, transitions, topic sentences, conforms to assigned length

\_\_\_\_\_ of 15 for Evidence: supports points, accurate understanding of sources, proper use of quotes, proper documentation

\_\_\_\_\_ of 25 for Content: addresses the assigned topic, interprets evidence correctly, links evidence to points (facts, examples, analysis), critical thinking

\_\_\_\_\_ of 20 for Logic and Argumentation: logical flow, answers other views, academic tone

\_\_\_\_\_ of 20 for Mechanics: grammar, diction, citation style, punctuation, spelling, formatting

\_\_\_\_\_ of 100 TOTAL POINTS

Points	0-70	72-74	75-77	78-70	81-84	85-87	88-90	91-95	96-100
Grade	F	C-	C	C+	B-	B	B+	A-	A

## EXAMS & QUIZZES

### **Passwords**

You will need a password before you can take any quiz or test on Pathway. There is a password request form step before every quiz or exam. Fill it out to request a password. The password will be sent to your proctor via email. The password will usually be sent out soon after the request. There is also a shortcut to the password request form toward the bottom of the left sidebar on CBTS Pathway.

After completing the test, please remind your proctor to click the button in the email confirming that you completed the exam without the aid of any external sources.

## INCOMPLETE COURSEWORK

### **Policy for Incomplete Coursework (Live classes)**

Students are required to complete all coursework within the time frame determined by the professor. If the student is unable to meet the set date he will receive an “I” Incomplete on his transcript. To remove the “I” the student has two options: (a) submit an extension request form for a 90-day extension, or (b) request to finish the course in CBTS Pathway. The final grade will be determined by the instructor. If the student has not chosen either option within 30 days of the set course deadline he will be given an “F” failing letter grade for the course. If the student is unable to complete the coursework within the extended time allotted, granting the extension request is approved, he will be given an “F” failing grade for the course.

## **Policy for Incomplete Coursework (Modular classes)**

Students are required to complete all coursework within the time frame determined by the professor (Usually 60 days from the last lecture). If the student is unable to meet the set date he will receive an “I” Incomplete on his transcript. To remove the “I” the student has two options: (a) submit an extension request form for a 90-day extension, or (b) request to finish the course in CBTS Pathway. The final grade will be determined by the instructor. If the student has not chosen either option within 30 days of the set course deadline he will be given an “F” failing letter grade for the course. If the student is unable to complete the coursework within the extended time allotted, granting the extension request is approved, he will be given an “F” failing grade for the course.

## **DEADLINES FOR PROGRAMS:**

- Students enrolled in the MDiv/BDiv program are expected to complete their course of study within 8 years of initial enrollment.
- Students enrolled in the MATS/DTS program are expected to complete their course of study within 6 years of initial enrollment.
- Students enrolled in the MAPS/DPS & MARBS programs are expected to complete their course of study within 4 years of initial enrollment.
- Any student unable to meet the above deadlines shall contact the registrar and provide an explanation for the inability to meet the deadline.
- The Academic Committee will have the right to grant extensions to students who can demonstrate that legitimate providential circumstances are the cause of delay.

## **DEADLINES FOR CBTS PATHWAY COURSES:**

- Students will have 9 months from the date of registration to complete all assignments and finish the course. If the student is unable to complete the course in that time, he must contact the registrar and provide an explanation.

- Students who are unable to complete the course before the 9-month deadline may request a 90-day extension. This extension will be granted, but the student's final grade may be docked one letter grade.
- The Academic Committee will have the right to grant extensions that do not require a grade reduction to students who can demonstrate that legitimate providential circumstances are the cause of delay.
- Students who fail to complete a course in the allotted time and are not granted an extension will receive a failing grade and will need to register for the course and start over in order to complete the class with a passing grade.

## STUDENT APPEALS PROCESS

Students should follow the academic appeals process to resolve any academic problem or issue that arises.

1. Students should first go to the professor or Dean of Students in a timely manner to express their concern and seek to resolve the issue.
2. If the issue is not resolved, the student then should submit a written appeal to the Academic Dean regarding the issue. The Academic Dean may or may not request input and speak with the professor and/or Dean of Students depending on the nature of the appeal. The Academic Dean will resolve the appeal and convey his decision in a written letter to the student within 10 business days.
3. If the student is not satisfied, the student may submit a final, written appeal to the President requesting an appeal review meeting with the Academic Committee of the Seminary. This final appeal must be submitted and received by the President no later than 20 business days after the student's initial written appeal. The Academic Committee will review the process, speak with the parties involved, pray and make a recommendation to the Seminary President for a final decision. The President's decision in conjunction with the Academic Committee's recommendations will be final. No further appeals will be entertained.

## CBTS OFFICIAL TRANSCRIPTS

Before a student can receive a transcript, official or student copy, all fees must be paid. All financial obligations of the student must be satisfied.

### **OFFICIAL COPY:**

A written request must be submitted on the transcript request form available by request from the registrar. There is a fee of \$10 for each official transcript requested. **Official transcripts are sent to a third party only.**

### **PROGRESS REPORT:**

Students desiring a copy of or an update regarding their progress report should fill out student progress report form on the seminary website, under the resources tab.

## **MENTOR POLICIES**

All MAPS/DPS & MDiv/BDiv students must have a mentor. This is not a requirement for MATS or MARBS students.

### MDiv/BDiv Student Mentoring Guidelines

(for students who are not currently pastors)

The primary goal of CBTS is the training of future pastors. This training involves a partnership between Covenant Baptist Theological Seminary and local churches. In addition to the 92 hours of academic instruction, the program mandates a minimum of 500 hours of pastoral mentoring and practical experience, overseen by one or more of the student's pastors. This character-molding, hands on aspect of training is structured around the biblical qualifications of 1 Timothy 3 and Titus 1 and includes a quarterly assessment of the student regarding his progress in godliness and service.

This pastoral mentoring should expose the student to the full range of pastoral responsibilities and provide opportunity for practical experience and assessment from the mentor. Each semester, the mentor and student should develop an agreed upon plan concerning specific responsibilities and opportunities (see examples below). The student is responsible to record the dates/hours, have them verified by their mentor, and submit them to the registrar at the end of each semester.

### *Spiritual Maturity and Character*

Quarterly Meetings: Student will meet with pastors **at least** once a quarter for assessment in spiritual maturity and character. Includes personal spiritual health, marriage, family, and witness to outsiders.

### ***Preaching and Teaching***

Preaching: Student will be given opportunities to preach in some venue, preferably a worship service. Pastors will provide encouragement in strengths as well as constructive criticism for improvements for each sermon.

Weekly Teaching: Student will be given opportunities for regular teaching (for example, during a 13-week Sunday School class). If possible, feedback from class members is encouraged.

Evangelism: Student will regularly engage unconverted people with a view to sharing the gospel outside of the church. These opportunities will be assessed by the mentor at their quarterly meetings.

### ***Other Pastoral Responsibilities***

Worship Service Planning: Student will be given several opportunities to coordinate all aspects of a worship service including music, prayer, Scripture reading, and preaching.

Pastoral Counseling: Student will sit in on pastoral counseling sessions when able. This should include different types of counseling and include pre-marital counseling.

Weddings: Student will help his pastor as he prepares for a wedding. This should cover all aspects of a gospel-centered wedding.

Funeral: Student will help his pastor as he prepares for a funeral. This should cover all aspects of a gospel-centered funeral.

Ordinances: Student will observe the preparation and administration of baptism and the Lord's Supper. Discussion and explanation should include all aspects of the ordinances.

Visitation: Student will go with pastor to visit church members and others. This should include hospital visits, visiting shut-ins, and family visits.

Hospitality: Student will open up his home to host members in the church and those outside of the church for the purpose of evangelism and edification. These opportunities will be discussed with the pastors at their quarterly meetings.

Meetings: Student will attend pastor meetings and deacon meetings. He should also learn how to lead in these meetings.

### **MDiv/BDiv Student Mentoring Guidelines**

(for students who are currently elders/pastors)

The primary goal of CBTS is the training of pastors. We recognize that some of our students are already currently engaged in pastoral ministry. While already involved in the work of the ministry, these students would also benefit from the wisdom and experience of pastors who have served in pastoral ministry for a longer period of time. Thus, students who are currently pastors are to seek out a more experienced

pastor to be their mentor. If a local mentor cannot be found, the mentor relationship may be conducted at a distance.

The student and his mentor should meet quarterly (either in person or through telephone and/or video conferencing) to discuss both aspects of spiritual maturity (including personal spiritual health, marriage, family, and witness to outsiders) and ministry competency (preaching, teaching, counseling, worship service planning, visitation, weddings, funerals, leading various meetings, etc.). The mentor is also expected to listen to 12 sermons over the course of the student's time of study and provide helpful feedback to the student.

### **MAPS/DPS Student Mentoring Guidelines**

The Master of Arts in Pastoral Studies program involves a partnership between Covenant Baptist Theological Seminary and local churches. In addition to the 33 hours of academic instruction, the program mandates a minimum of 200 hours of pastoral mentoring and practical experience, overseen by one or more of the student's pastors. This character-molding, hands on aspect of training is structured around the biblical qualifications of 1 Timothy 3 and Titus 1 and includes a quarterly assessment of the student regarding his progress in godliness and service.

#### *Spiritual Maturity and Character*

Quarterly Meetings: Student will meet with pastors at least once a quarter for assessment in spiritual maturity and character. Includes personal spiritual health, marriage, family, and witness to outsiders. (Minimum of 16 hours)

#### *Preaching and Teaching*

Preaching: Student will preach 8 times during the course of their program in some venue, preferably a worship service. Pastors will provide encouragement in strengths as well as constructive criticism for improvements for each sermon. (\*Minimum of 48 hours)

Teaching: Student will teach in an adult Sunday School or Bible study setting. If possible, feedback from class members is encouraged. (\*Recommend at least hours)

\* Preaching and teaching hours include preparation time.

Evangelism: Student will regularly engage unconverted people with a view to sharing the gospel outside of the church. These opportunities will be assessed by the pastors of the student at their quarterly meetings. (Minimum of 16 hours)

### *Other Pastoral Responsibilities*

Worship Service Planning: Student will coordinate all aspects of a worship service at least once a quarter, including music, prayer, Scripture reading, and preaching. (Minimum of 8 hours)

Pastoral Counseling: Student will sit in on pastoral counseling sessions at least once a quarter. This should include different types of counseling and include pre-marital counseling. (Minimum of 8 hours)

Weddings: Student will help his pastor at least once as he prepares for a wedding. This should cover all aspects of a gospel-centered wedding. (Minimum of 2 hours)

Funerals: Student will help his pastor at least once as he prepares for a funeral. This should cover all aspects of a gospel-centered funeral. (Minimum of 2 hours)

Ordinances: Student will observe the preparation and administration of baptism and the Lord's Supper. Discussion and explanation should include all aspects of the ordinances. (Minimum of 4 hours)

Visitation: Student will go with pastor at least once a quarter to visit church members and others. This should include hospital visits, visiting shut-ins, and family visits. (Minimum of 16 hours)

Hospitality: Student will open up his home at least once a quarter to host members in the church and those outside of the church for the purpose of evangelism and edification. (Minimum of 8)

Meetings: Student will attend pastor meetings at least twice a quarter and deacon meetings at least once a quarter. He should also learn how to lead in these meetings. (Minimum of 20 hours)



# RESOURCES

## STANDARDS FOR RESEARCH PAPERS

Research papers must follow the format required in the CBTS Style Sheet, available on the CBTS website. However, students should regard individual professor preferences if they communicate any variance in outlining their requirements for papers. Professors retain discretion in determining how “formal” a paper must be.

## LOGOS BIBLE STUDY SOFTWARE REQUIREMENT

Beginning in Spring of 2020 CBTS will require all students to purchase Logos Bible Software. The package must be at least Bronze-level and the Reformed package is recommended.

## VARIOUS RESOURCES

The Student Resource Page of [cbtseminary.org](http://cbtseminary.org) provides a number of forms, guides, templates and other aids.