

Course Policies Handbook



Welcome, students!

Welcome to the CCEF School of Biblical Counseling (SBC)! We are delighted that you have decided to take courses with us and grow in your love for the Lord and ability to love others wisely and well.

Our goal for you is to read this handbook in its entirety. In doing this, you will learn the procedures and policies we have created to serve you, and you will gain tools to acclimate yourself well to our program of study. It is our sincere desire to help shepherd you as you grow and change through our courses, and we look forward to supporting you through technical help, course guidance, and prayer. As you consult this handbook, please do not hesitate to contact Student Services at student.services@ccef.org.

Thank you for embarking on this journey!

Blessings,

The SBC Administrative Team



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The School of Biblical Counseling Program Basics

For over 50 years, the CCEF School of Biblical Counseling has trained students how to embody the wisdom and love of Jesus when facing the many issues of life. Our courses teach you how to give people, whatever their struggles, hope through a deepening relationship with him. Using the riches of God’s Word as our foundation and guide, we are committed to helping you grow in your confidence to offer Christlike counsel to those in need.

Course Options

Students can take courses individually, as part of a certificate, for credit or non-credit, directly through SBC, or through one of our partnerships. See below for a list of the courses we offer.

Foundations of Biblical Counseling Certificate	Dynamics of Biblical Change <i>3 credits</i> Helping Relationships <i>3 credits</i> Counseling in the Local Church <i>2 credits</i> Biblical Interpretation <i>3 credits</i> Human Personality <i>3 credits</i>
Topics in Biblical Counseling Certificate	Counseling Problems & Procedures <i>3 credits</i> Theology & Secular Psychology <i>3 credits</i> Marriage Counseling <i>3 credits</i> Counseling & Physiology <i>3 credits</i>
Counseling Skills & Practice Certificate	Counseling Children & Adolescents <i>3 credits</i> Counseling Observation <i>2 credits</i> Case Study Seminar <i>3 credits</i> <u>or</u> Essential Qualities <i>2 credits</i>
Electives	Counseling Abusive Marriages <i>3 credits</i>



Prerequisites

Students must pass Dynamics of Biblical Change before taking any other course in the School of Biblical Counseling program, to ensure that you have a solid foundation for other courses. If you wish to enroll in courses as a credit student, you must complete Dynamics as a credit student. If you wish to enroll in courses as a non-credit student, you must complete Dynamics as a non-credit or credit student. After passing Dynamics, students are permitted to take any SBC course as long as they fulfill the required prerequisites. Counseling Observation requires Helping Relationships (in addition to Dynamics of Biblical Change) as a prerequisite. Case Study Seminar requires the entire Foundations of Biblical Counseling Certificate as its prerequisite.

Credit vs. Non-credit Courses

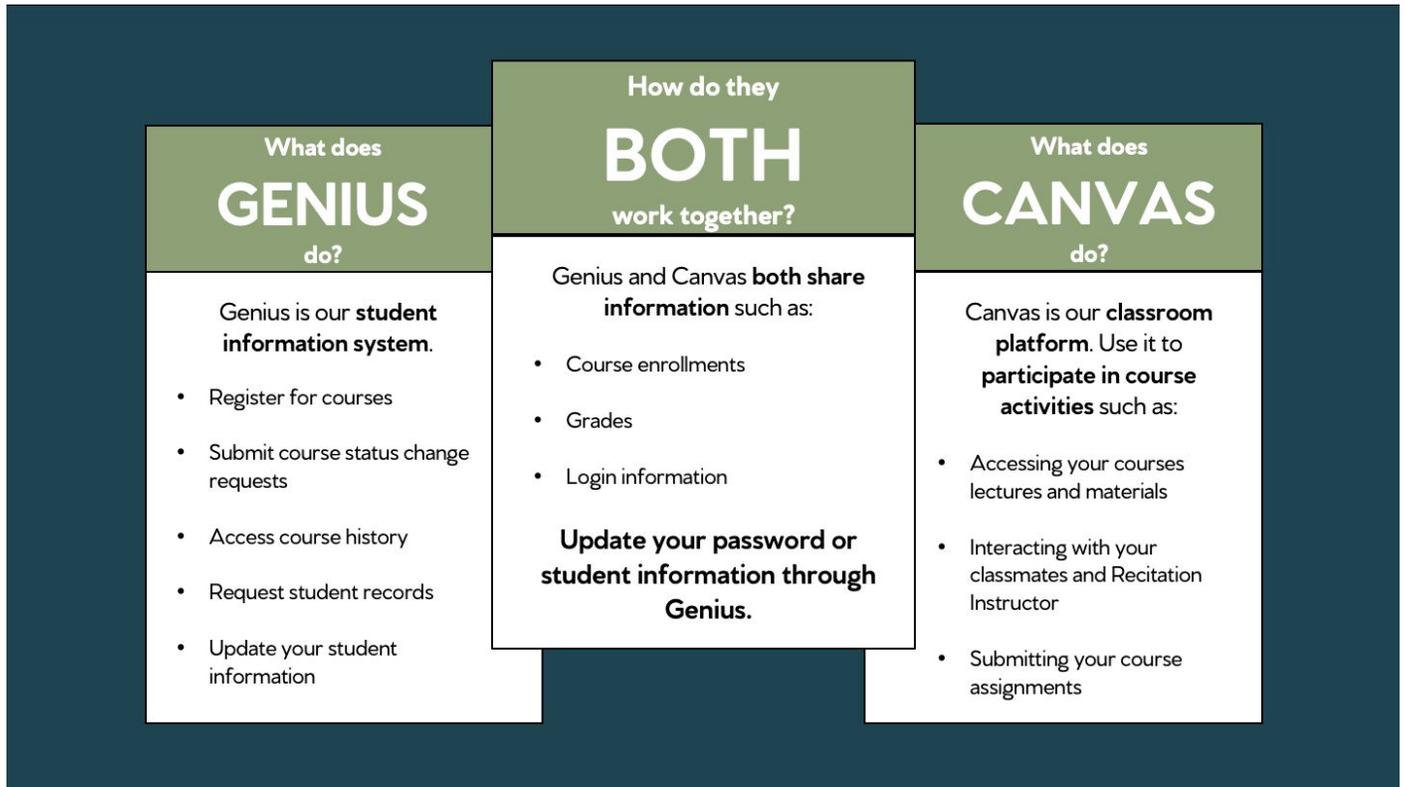
Students enrolled in a course for credit are expected to watch the assigned video lectures (approximately 2-3 hours per week), complete and submit assignments as listed in the syllabus, and participate in Community Discussion Boards. Courses are generally 12-13 weeks long. Credit and non-credit students have access to their courses for six months from the start of the course.

All courses are offered as a non-credit option, with the exception of Counseling Abusive Marriages and Case Study Seminar. Non-credit course tuition is half of the credit course tuition rate. Non-credit students will gain access to all course content including audio, video lectures, and readings. Non-credit students can complete all coursework and participate in online community discussion boards for their own benefit. However, they do not have access to a Recitation Instructor, so they do not submit any course assignments or receive graded feedback on individual work done for the course. Non-credit courses do not apply towards a SBC Certificate. Students who complete a non-credit course and wish to enroll in the same course for credit in a future semester are eligible for a 50% discount if enrolling within one year.

If you would like assistance considering whether to take a course for credit or non-credit, please contact Student Services at student.services@ccef.org.

Using Genius and Canvas

Students will regularly use both our student information system (Genius) and our learning management system (Canvas) for courses. Below are some general guidelines regarding when to use which system:





Course Registration and Finances

Registration

The registration open and close dates are as follows:

Registration Dates		
Semester	Open Date	Close Date
Fall	June 1st	August 15th
Spring	October 1st	December 15th
Summer	February 1st	April 15th

Most courses reach full capacity before the registration deadline, so we encourage you to register early.

During registration, students register directly through Genius through the "Register for Course" on the left-hand column. The link to navigate to the Genius Login page is:

<https://ccef.geniussis.com/PublicWelcome.aspx>. We recommend saving or bookmarking the Genius Login page link in some way. If you are a new student or returning student that has not yet used Genius, please select "Don't Have an Account?" and complete the data fields to create an account. Once your account in Genius has been activated, will receive an email from Student Services with instructions to register.

Courses must be paid in full at the time of registration. Once you have completed the registration process, you are officially registered for your course. You will receive course access approximately one week prior to the start date of the semester. Courses typically begin the second Wednesday of January (for spring), May (for summer), and September (for fall). Most courses are 12 weeks long, but a few are 11 or 13 weeks, as well. Please see below for the link with the course schedule and dates.

Dynamics of Biblical Change, Helping Relationships, and Counseling Observation are offered every semester, while most other courses are offered on an every-other semester rotation. [Click here](#) to see a full course schedule and dates.



Tuition

Course tuition is based on the course's credit hours. School of Biblical Counseling course tuition includes fees for course materials, including the rights to download and retain digital audio recordings (mp3 files) of most* lecture material for the course(s) and all supplemental downloadable materials.

**Some course lecture audio is not available for download due to the sensitive nature of the course content.*

Course Tuition			
Credit Hours	Credit		Non-credit
3-credit course		\$650	\$325
2-credit course		\$450	\$225

Financial Assistance and Discounts

Family Discount

The family discount applies to courses taken for credit and allows the second family member to take the course for half price. The second person in the household (spouse, parent, or child) may take either the same course in which the first family member is currently enrolled or a course the first family member has already taken for credit within the past year for half price. This discount only applies to family members living in the same household. Please contact Student Services at student.services@ccef.org prior to registering to obtain a coupon code or if there are additional members of the household, beyond the second person, seeking to utilize this discount.

Completed Certificate Discount for Spouses

This discount allows the spouse of individuals who have completed all three certificates--Foundations of Biblical Counseling, Topics in Biblical Counseling, and Counseling Skills & Practice--to enroll in certificate courses with a 50% discount. Courses outside of the current certificate structure do not qualify (e.g. Counseling Abusive Marriages). Contact Student Services at student.services@ccef.org for more information and to receive a discount code for use at registration.

Other Financial Assistance

If you do not qualify for one of the discount options above, when our resources allow we offer need-based financial assistance. In order to be considered, please email Student Services at student.services@ccef.org.



Tax Credit for Continuing Education

SBC courses are not eligible for Federal tax credits for lifelong learning. SBC does not issue IRS Form 1098T for tax purposes. Only courses taken from accredited institutions are eligible for this tax credit.

Please note: At the present time, SBC is unable to offer any payment plans. All courses must be paid in full at the time of registration. We also recommend discussing your plans with your church leadership or supporting ministry, as many students have received scholarships or financial aid from their churches/supporting ministries to take our courses.

SBC does not participate in Federal Student Loan Programs. SBC is not an accredited institution, and courses are not presently eligible for reimbursement under GI Bill tuition reimbursement programs.



Certificates and Related Policies

Students may earn three different certificates. Earning a certificate indicates that a student has satisfactorily completed the corresponding courses within that certificate. Students must earn a C- or higher in each of their courses to count towards a certificate. The three certificates and their corresponding courses are as follows:

Foundations of Biblical Counseling	Topics in Biblical Counseling	Counseling Skills & Practice
<ol style="list-style-type: none"> 1. Dynamics of Biblical Change 2. Helping Relationships 3. Biblical Interpretation* 4. Human Personality 5. Counseling in the Local Church 	<ol style="list-style-type: none"> 1. Marriage Counseling 2. Counseling Problems and Procedures 3. Counseling and Physiology 4. Theology and Secular Psychology 	<ol style="list-style-type: none"> 1. Counseling Observation 2. Counseling Children & Adolescents 3. Case Study Seminar*

**Scripture for Life and Ministry (SLM) will be offered in place of Biblical Interpretation (BIN) starting in the Summer 2021 semester. If you have completed BIN previously, you may use either BIN or SLM toward the completion of the Foundations of Biblical Counseling Certificate. Case Study Seminar (CSS) will be offered in place of Essential Qualities of a Biblical Counselor (EQ) starting in the Spring 2021 semester. If you have completed EQ previously, you may use either EQ or CSS toward the completion of the Counseling Skills and Practice Certificate.*

Time Required for Completion

Students no longer need to complete certificates within a certain amount of years. This policy was updated November 2018.

Order of Study & Prerequisites

Students are permitted to take any SBC course in any certificate as long as they fulfill the required prerequisites. All students are required to complete Dynamics of Biblical Change (DBC) prior to other courses as it is foundational to our program. If you wish to enroll in courses as a non-credit student, you must complete DBC as a non-credit or credit student. If you wish to complete courses



for credit, you must first pass DBC as a credit student. DBC must be taken by itself and not as a co-requisite with any other course.

Other courses that require additional prerequisites are Counseling Observation (OBS) and Case Study Seminar (CSS). OBS requires Helping Relationships (HRE) in addition to DBC as a prerequisite. CSS requires the entire Foundations of Biblical Counseling Certificate as its prerequisite. Students may work to complete multiple certificates simultaneously. However, students must complete all requirements of the Foundations Certificate before CCEF will award a Topics or Counseling Skills Certificates.

Describing Your Certificate of Completion

Many of our students who have completed their studies with SBC and who are active in lay counseling ministries in their local church need to publish a brief biography of their qualifications in ministry brochures or on a website. Here is a suggestion on how to describe your CCEF education for this purpose:

Jane Smith has completed the Foundations of Biblical Counseling program offered by the Christian Counseling and Education Foundation's School of Biblical Counseling (www.ccef.org). This comprehensive course of study included courses in a biblical view of personal change and human personality, developing effective helping relationships and caring ministries within the local church, and the effective use of Scripture in counseling.

Awarding Certificates

If you have completed the courses, or are currently completing the final course, for a certificate, please fill out our [Certificate Request Form](#) to request your certificate. Students must earn a C- or higher in their courses to count towards a certificate.

Completion of Previous SBC Certificate Programs

In 2011, SBC transitioned to our current certificate program. Students who were working towards the previous certificate program must contact Student Services to arrange their current course of study. Please contact Student Services at student.services@ccef.org with any questions regarding this transition.



Transferring Coursework

To SBC:

Counseling courses taken at another institution may not be substituted for an SBC course to earn a Certificate of Completion. Only courses taken through SBC, Westminster Theological Seminary's online counseling courses, and Certificate-earning Partners (see below), may be eligible towards a SBC Certificate. To confirm if a course is eligible, please email Student Services at student.services@ccef.org.

From SBC:

You may request for your course records to be sent to an educational institution, employer, or personal address. There is a \$10.00 fee for each official transcript you request. You can find the request form for your transcript in Genius. Please allow ten business days for your request to be fulfilled.

Licensure and Accreditation

SBC training is primarily focused on training pastors and lay people for service in biblical counseling ministries in churches and para-church ministries. It is not designed to prepare students for licensure, nor is it an accrediting body. It is the prerogative of an institution to acknowledge SBC's coursework towards a degree program.

Licensure as a professional counselor is offered through state agencies. Typically, licensure requires a graduate degree from an accredited institution along with specific requirements for experience as a counseling intern and post-graduate work experience. Please consult the licensing board of the state in which you are seeking licensure to determine the specific requirements. Please save your course syllabi and materials as the state in which you are pursuing licensure may require them. Student Services will not be able to provide course materials to students after their course access has expired.



SBC Partnership Program

One of the best ways to get an education through the School of Biblical Counseling is to come through a partnership. You can read more comprehensively the details pertaining to becoming a partner through our Partnership Information Packet. A brief overview of the benefits of partnership include the following:

- Partners receive \$225.00 discount off of 3-credit courses, and \$140.00 off of 2-credit courses.
- Non-credit courses are 50% off the discounted credit course price.
- International partners qualify for an additional \$100.00 off 3-credit courses and \$75.00 off 2-credit courses.
- Partners have the ability to provide a flexible/customized course schedule, a personalized learning experience through our online learning platform (Canvas), and participation in semester town halls.

The requirements of partners are summarized below:

- Certificate-earning Partners will provide RIs that meet the standards of CCEF's RIs. Self-certifying Partners will provide their own RIs that do not need to meet CCEF RI requirements. RIs will have the ability to meet with faculty during the semester for training and questions.
- Partners are required to provide students with at least one onsite learning experience per course, per semester.
- Partners are required to provide their own administrator to assist with online course customization and maintenance, in addition to registration for the group.

If you have interest in becoming a partner with us, please read through our Partnership Information Packet [here](#). To apply to become a partner with us, [click here](#) to complete the SBC Partnership Application Form. There is a one-time \$250.00 administrative set-up fee.



What to Expect in Your SBC Course

Time Requirements

In addition to lectures, SBC courses include reading and written assignments. Typically, for courses taken for credit we encourage students to set aside 6-9 hours per week, which includes 2-3 hours of lecture videos/audio. The amount of time per week spent on these can vary from student to student and depends on the assignment.

Students taking a course for non-credit are not required to complete any given portion of the coursework. As a result, non-credit students are able to go through the course at a pace that works best for them during the course access period (see more below).

Special Needs (Reasonable Accommodations)

Students who want to request learning accommodations due to disabilities must do so by the first week of classes by emailing Student Services at student.services@ccef.org, who can then notify the student's RI. SBC is willing to make reasonable academic accommodations in accordance with the nature of the disability and within our administrative ability. The student must submit documentation of his/her disability along with a request of specific needs to be accommodated. In some cases, issues may arise during the semester that require accommodations. In these instances, exceptions to this rule will be made to accommodate a student on a case by case basis.

Course Materials

Course Access

Students will gain access to their courses approximately one week before the start date of the course and will have access for six months. For example, if your summer course begins May 15th, you will be removed from the course November 15th. This applies to credit and non-credit courses alike.

You are encouraged to download course materials prior to removal from your course as Student Services will be unable to grant you course access past the six-month mark. If you are concerned that



there is an error in the setup of the course or course materials, please contact Student Services at student.services@ccef.org

Course Syllabus

Each course has a syllabus outlining assigned readings, lectures, and assignments. You are expected to read the syllabus thoroughly and know what is expected of you in the course. Due dates for assignments will be visible in your Canvas course.

Course Required Reading

Please review your syllabus for the required reading for your course as you may be required to purchase or obtain a copy of the course required readings on your own. Cost of books will be determined by the number of books required by the lecturing instructor, source from which you choose to order, and shipping costs, which can vary according to your current location. You can order textbooks from www.amazon.com, www.wtsbooks.com, or from other sources as desired.

Required reading from the *Journal of Biblical Counseling* (JBC) or short excerpts of books and articles will be provided to you electronically through your Canvas course. These readings are indicated in your course syllabus. Please note that some of the required reading for these courses (e.g., books, articles, etc.) exist in alternative formats. If you own this material in a previously published format, you are welcome to use it for the courses.

Sharing Course Materials

All materials provided to you for this course through Canvas are copyrighted by CCEF and publishers from whom CCEF has been granted permission for use. This includes, but is not limited to, the course syllabus, course outlines, assignments, articles, video lectures, and audio lectures. When you register for a course, you agree that you will not share any course materials without the prior permission of CCEF. If you wish to seek permission to use any of SBC's course materials, please email Student Services at student.services@ccef.org.

Assignments

This section will provide an overview of preparing for various assignments in the CCEF courses, as well as resources available to assist you in improving your writing skills. All assignments will be turned in electronically, via Canvas, by 11:55 PM EST on the due date specified in Canvas.



Response Papers

In response papers students are invited to reflect and respond to course content. Response papers vary from course to course but always require the student to think biblically, practically, and personally in their writing.

Papers/Projects

In most SBC courses, there are lengthier papers and/or projects that force you to explore the concepts presented in each lecture in greater depth. Guidelines for these papers and projects vary according to the faculty's guidelines and specific course (including word count, format, and instructions). Please see the specific instructions within your course in Canvas.

Exams and Quizzes

Most SBC courses require students to take timed exams and/or quizzes. These may consist of short answers, essay questions, and/or multiple choice. All exams/quizzes are closed book/notes unless otherwise stated. Some (but not all) may allow the use of an unmarked Bible. You may NOT use an electronic or online Bible. Some lecturing instructors have provided study guides for some exams/quizzes. If available, these will be posted in Canvas. Please see the specific quiz/exam instructions within your course.

Participation

Community Boards

A key part of effective online learning is learning in community. Therefore, online Community Boards are an integral part of your class participation for each course. In most courses, weekly discussion questions will be posted for your response, or read and respond to comments made by fellow students. Your participation, thoughts, ministry experiences, and questions can sharpen the other students in your course section. It is also a venue to develop your understanding and synthesis of the course material. There may also be times when a question or idea will be posted by your classmates to which you can respond.

ONLY students in your course section, your RI, and the SBC team have access to this forum. We cannot emphasize enough that you are not permitted to share the contents of these discussions with anyone outside of your course section.

Live Town Hall Q&A

Live town halls will be offered in most courses once during the semester. This is a time where faculty will answer pre-submitted and/or live questions from students in the course. All town hall meetings will be held via Zoom and require reliable internet access.

We realize the timing of these meetings may not be convenient for students living overseas. All town halls will be recorded and sent out to the entire class so those unable to participate can benefit from the discussion.



For more information regarding town hall instructions, please consult your Canvas course.

Grading, RIs and Feedback on Coursework

The chief purposes of a grade are to be informative about how you have done and to help hold you accountable. Taking a course for credit challenges you to put in the time and concentrated effort needed to do your very best quality thinking and work. Your life and ministry depend upon your growing wisdom. We want to handle truth well; we want to walk well. Put off the competitiveness or fear of failure that lurks within and competes with our Father's goals for our education. Jesus' disciples are learners by definition, unashamed of our continual need to grow in knowledge, wisdom, and love (James 1:5; Matt. 5:3). The grading is a tool to help hold you accountable to those goals and desires that led you to register in the first place.

We have outlined some general grading guidelines to give perspective and help students understand the criteria for evaluation.

Recitation Instructors (RIs)

RIs are a key strength of the School of Biblical Counseling program. RIs have a master's degree in counseling or a related field and have successfully completed the School of Biblical Counseling Certificate Program. They are responsible for guiding students through the course material and are available to answer questions that you may have about course content and what you are learning. RIs evaluate and grade your assignments but also provide feedback to help you grow. It is our hope that they will help clarify and move you towards a better understanding of Biblical Counseling.

If at any time during your courses you have a concern regarding your RI, please do not hesitate to be proactive in contacting Student Services at student.services@ccef.org. We want to ensure you are receiving timely and responsive answers to your inquiries and have a positive learning experience.

Grading Standards

RIs have had significant training and experience within CCEF and in the courses that they are facilitating. This training may have been through courses, serving as a CCEF intern, or counseling at CCEF or other locations. RIs have been trained to grade using the same standards as the lecturing professor has requested. RIs are overseen by our RI Support Team which includes our Online Instruction Manager and Online Instruction Assistant.

Feedback on Your Work

Students often ask what kind of feedback they can expect on their assignments. Feedback will vary according to the course, the particular assignment, and the individual style of the faculty member, or Recitation Instructor. Typically, response papers will receive very few written comments, while longer papers will receive more feedback. RIs may ask questions to provoke more thought as you



apply what you are learning to your life. Generally, your RI will offer one positive comment and two comments on an area that could have strengthened your paper. Papers that are well-written may receive less feedback whereas more feedback may be given in cases where papers need improvement. If there are general patterns contained within a specific assignment, you may receive a course-wide email so that you get a sense of how the entire class is learning and growing or needs to be stretched.

Papers, quizzes, exams and/or projects will be emailed back to you as they are graded, within two weeks of the due date. Final assignments (projects, papers) will be returned within three weeks of their due dates while exams are returned within two weeks. Extension requests may impact how quickly the RI can return your papers. Confirmation of your official final grade will be emailed to you by Student Services after your final assignments are graded and returned. Please retain a copy of your course record and grade for your personal files.

Grade Meanings

Most assignments will be assigned a numerical grade. The points for individual assignments and the course syllabus will provide information on the weight of each assignment towards your final grade. Final grades will be a letter grade.

The following sample grading rubric provides a general guideline for how grades may be determined for written assignments and a structure to approach your assignments. Your course syllabus may include a rubric that is specific for the assignments given in that course.



	A	B	C	D-F
Letter Grade and Grade Summary	You added dimensions to your work that went above the required assignment.	You successfully fulfilled the requirements of the assignment.	You missed some important aspects of the assignment.	You did not fulfill some or all of the assignment requirements.
Discussion	Discussion is insightful, thorough, and interesting.	Discussion is interesting.	Discussion is interesting but lacks depth.	Discussion is uninteresting and/or too shallow for the assignment.
Understanding	Demonstrates thorough understanding of the material.	Demonstrates fair understanding of the material.	Demonstrates partial understanding of the material.	Demonstrates lack of understanding.
Application	Applies several key concepts from course resources to personal observations and experiences.	Applies at least one key concept from course resources to personal observations and experiences.	Implies key concepts, but doesn't make clear link to course resources.	Does not apply course concepts.
Grammar, Mechanics, Spelling, & Structure	Clear writing with no grammar or spelling errors.	Clear writing with minimal grammar or spelling errors.	Multiple grammar or spelling errors. Mechanics get in the way of clarity.	Numerous spelling or grammar errors. Difficult to read.

Final Course Grading Scale

The grading scale for all CCEF courses is as follows:

A	95 and above	C	75-77.9
A-	92-94.9	C-	72-74.9
B+	88-91.9	D+	70-71.9
B	85-87.9	D	68-69.9
B-	82-84.9	D-	66-67.9
C+	78-81.9	F	< 66

Note: Counseling Observation courses are graded on a pass/fail basis



Improving Your Writing Abilities

The Center for Theological Writing at Westminster Theological Seminary in Glenside, PA has developed some helpful tools for students to sharpen their writing abilities. Here are specific links that you may find helpful as you tackle your SBC assignments:

- Writing for Counseling:
<https://www.wts.edu/ctw/becoming-a-theological-writer/counseling/>
- Tips for Counseling Writing:
<https://www.wts.edu/ctw/becoming-a-theological-writer/counseling/tips-for-counseling-writing/>

Citations and Plagiarism

If you use another person's words (whether exact or paraphrased), ideas, or flow of argument without proper citation in the body of the paper, or in the bibliography, whether you have intended it or not, you have plagiarized. Your RI should have no doubts whether or not what he or she is reading is your original thought or the borrowed thoughts of another. Westminster Theological Seminary details what constitutes plagiarism and what does not at <https://www.wts.edu/ctw/citation-formatting/plagiarism-guide/>

If, after reading through the text of the website listed above, you are still uncertain, please communicate with your RI. Violations will be taken seriously and could result in a failing grade for the course.

Late/Missing Work

Our goal is to help you to do the work, for your sake -- to profit from the course. Sometimes unexpected and extenuating circumstances (sickness, technical, ministry or family crises, etc.) make lateness unavoidable. We will certainly work with you to help you get caught up. Don't suffer, avoid, procrastinate, struggle, get overwhelmed, or be confused in silence. Be proactive in communicating with your RI and the SBC team!



The policy for late work is that papers/projects/exams will be marked ten percentage points off per day late up to one week, after which time the assignment will be given a “0”. Any exceptions to this policy will be made on a case-by-case basis, to be fair to students who turned in their work on time.

Students with extensions will be graded based on the new extension deadline given.

Please note: Extensions will not be granted for a previously scheduled mission trip, vacation, or other planned event. If a mission trip, vacation, or other event is already scheduled in your calendar that interferes with you handing in an assignment on time, you are responsible to turn in work that is due during the planned absence before leaving for the event.

All work is due by 11:55 PM EST on the due date listed in Canvas. All requests to hand in work late must be discussed with your Recitation Instructor. Any exceptions to this policy by your RI will be made on a case-by-case basis, and with approval of the SBC administrative team.

Course Extensions

The School of Biblical Counseling considers two different types of extension requests: one that is up to a week in length, and those longer than one week. Extensions will not be granted for a previously scheduled mission trip, vacation, or other planned event. If an unexpected situation arises (one you were unable to reasonably anticipate) and you would like to request more time for an assignment, please read the following as to what steps you will take.

Extension Policy for up to one week:

If an unexpected situation arises and you feel that you need an extension for an assignment during the course, please notify your RI 48 hours before the assignment is due. Requests made after this 48-hour time frame may not be reviewed by your RI before the assignment is due, and late assignments that do not receive a retroactive extension will receive the standard grade deductions (ten percentage points off for every day that it is late, and a “0” after one week).

Extension requests for assignments will only be granted for extreme circumstances (sickness, ministry or family crises, etc.). Your RI can grant you a 48-hour to 1-week extension to turn in work without a late penalty. If you feel that you are unable to complete the work in the allotted time, you should consider applying for a longer course assignment extension with Student Services (see below).

Extension Policy for Assignments Past Your RI-Granted Extension:

If you feel that you cannot complete the upcoming assignment within the extended time granted you by your RI, you can apply for a lengthier extension from Student Services. These extension requests are only granted for unexpected and extenuating circumstances such as a death in the family



or a major illness. The RI will be notified when an extension request is received and whether the extension is approved along with the new due date.

To receive an assignment extension longer than one week:

1. Complete the extension request form found in Canvas.
2. You will receive an email within 2 business days with the results of your request.

Withdrawing, Switching from Credit to Non-credit, and Switching from Non-credit to Credit

Students may withdraw from a course, change their enrollment from credit to non-credit status, or switch to credit, depending on when the request is made (see below). More information about each type of course status change can be found below along with deadlines and refund information. Please submit all requests through Genius.

All requests to withdraw from a course or switch to another course should be submitted through your Genius account by selecting "Withdraw from Course" on the left-hand side of your Genius dashboard. Status change refunds will be based on the date requests are submitted through Genius. Because each class week starts on Thursday, the deadline to be eligible for a particular week's refund is Wednesday at 11:55 PM (U.S. Eastern Time) of that week. See the calendar below as an example.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<i>Deadline for Week 1 refund</i>	Week 2 begins		
			<i>Deadline for Week 2 refund</i>	Week 3 begins		
			<i>Deadline for Week 3 refund</i>	Week 4 begins		

Withdrawals

For a withdrawal, you will be "dropping" the course and welcome to sign up for it again when you are ready. Students may withdraw from a course at any time. This is a preferable option if you are



unsure when you will be able to take the course in the future. Please refer to the chart below for our refund policy.

Credit to Non-credit Switch

Should you desire to stay in the course and have access to course materials, but not continue submitting assignments, switching from credit to non-credit is a good option for you. Students may switch from credit to non-credit through the last day of the fifth week of classes. After week five, students do not have the option of switching from credit to non-credit. Please review the chart below for information regarding your eligible refund. Students who wish to enroll in the same course for credit in a future semester are eligible for a 50% discount if enrolling within one year.

Non-credit to Credit Switch

If you register for an upcoming course as a non-credit student and decide you would like to switch your registration to the credit version of the course, your request must be submitted to Student Services at student.services@ccef.org prior to the close of registration for that semester. Requests will be accommodated based on the amount of space available in the course at the time of the request.

**Please note that partnerships may have different refund policies and partners should refer to their signed agreement for more information.*



	Withdrawal Request Refund	Credit to Non-credit Refund
During registration	100% 3 credit course \$650 2 credit course \$450	50% 3 credit course \$325 2 credit course \$225
Before course access, but after registration closes	90% 3 credit course \$585 2 credit course \$405	40% 3 credit course \$260 2 credit course \$180
After course access, but before Week 1	80% 3 credit course \$520 2 credit course \$360	30% 3 credit course \$195 2 credit course \$135
During Week 1	70% 3 credit course \$455 2 credit course \$315	20% 3 credit course \$130 2 credit course \$90
During Week 2	60% 3 credit course \$390 2 credit course \$270	10% 3 credit course \$65 2 credit course \$45
During Week 3	50% 3 credit course \$325 2 credit course \$225	0% 3 credit course \$65 2 credit course \$45
During Week 4	40% 3 credit course \$260 2 credit course \$180	0% 3 credit course \$65 2 credit course \$45
During Week 5	30% 3 credit course \$195 2 credit course \$135	0% 3 credit course \$65 2 credit course \$45
During Week 6	20% 3 credit course \$130 2 credit course \$190	No switch available
During Week 7	10% 3 credit course \$65 2 credit course \$45	No switch available
During Week 8 through the end of the semester	0%	No switch available



Course Evaluations

Course evaluations are an opportunity for you to anonymously provide us feedback on the course content, the overall SBC program, your Recitation Instructor, and your professors. We take your feedback very seriously and use your comments and reflections to both improve our current program and develop new training initiatives.

Student Conduct

Students are expected to participate at all times to the glory of God and to the best of their ability in keeping with Colossians 3. As a Christian ministry, our organization desires to create a learning environment that is consistent with the teachings of Scripture. We desire that students also conduct themselves in a way that is consistent with Christian character and in compliance with all applicable policies.

Misconduct

Unethical/inappropriate conduct will result in immediate review by the SBC administrative team and the SBC director. Conduct considered may include present or past actions. Upon review, the SBC administrative team may issue a variety of penalties to the student that include, but are not limited to: written warnings, grade deductions, awarding a failing grade for assignments or courses, probationary periods, and/or removal from the SBC program and other CCEF events.

Consequences for Lack of Biblical Counseling Comprehension

In addition to consequences for misconduct, the SBC administrative team may also occasionally pursue similar consequences in a very different set of circumstances wherein a student consistently fails to demonstrate an understanding of the biblical counseling precepts set forth in the SBC courses. In this situation, the consequences would not aim to be punitive but rather to communicate that the student is regularly failing to both understand the heart of biblical counseling and convey that spirit of humility and compassion in their writings. In this case, warnings and letter grade reductions convey to the student that CCEF believes they are failing to attain the goals of the course, even if the student may otherwise receive a passing grade.