



STUDENT HANDBOOK

Revised 2025

Carver Baptist Bible College, Institute and Theological Seminary

8524 Blue Ridge Blvd., Kansas City, MO 64138

816-333-1577 (PHONE) 816.333.6504 (FAX)

GREETINGS FROM THE PRESIDENT

Dear Students:

Welcome to Carver Baptist Bible College, Institute and Theological Seminary! Carver is a fellowship of academic learners and prioritizes spiritual growth and development. We want your experience at Carver to be both harmonious and beneficial for your total living experience, so that you can be all that God wants you to be for His glory. The faculty, staff and I are available to assist you in any way we can to make your time at Carver an effective and blessed experience.

We have designed the academic programs and levels of work to meet your particular needs. Because every organization needs to perform effectively, we have developed administrative and social regulations to help us to operate more efficiently, and to preserve the testimony of the school. Please read the Student Handbook and familiarize yourself with its contents.

Training both the heart and head is priority for us. We are continually evaluating our program and procedures to make sure we are ministering to your needs as students. We are open to change when changes need to be made. We encourage your suggestions and comments; therefore, a staff member is available to discuss any suggested changes.

Again, welcome to Carver Baptist Bible College, Institute and Theological Seminary! I wish you God's best in your academic efforts this year and throughout your stay at Carver Baptist Bible College, Institute and Theological Seminary.

Sincerely in Christ,

Dr. Antoine Richardson

President

Contents

DOCTRINAL STATEMENT..... 6

A-5 HISTORY OF CARVER..... 8

PURPOSE 10

MISSION 10

VISION 10

ADMISSIONS 10

 Application Procedure 10

 Entrance Requirements 11

 Nondiscriminatory Policy 11

 Disability Support Services..... 11

 Assessments..... 11

 Transfer of Academic Credit Policy 11

 Transfer of Academic Credit Evaluation Procedures 11

 Readmission Procedure 12

REGISTRATION 12

 Academic Calendar 12

 Course Schedule 12

 Withdrawal/Add/Drop Procedures 12

 Military Personnel..... 13

 College and Seminary Continuation Provision 13

 Transcripts 13

 Family Education Rights and Privacy Acts (FERPA) 13

 Inspect and Review 13

 Request Amendment..... 14

 Consent to Disclosures..... 14

 File a Complaint 14

 State Authorization Reciprocity Agreement (SARA) Complaint Policy 14

FINANCIAL 16

 Tuition and Fees..... 16

 Explanation of Fees..... 16

 Payments 17

 Refund Policy (Full Semester Courses) 17

Refund Policy (8-week Modular Courses).....	18
Refund Policy (Summer Courses).....	18
Financial Aid.....	18
Scholarships	18
ACADEMICS.....	19
Academic Dean	19
Faculty.....	19
Class Attendance	20
Credit Hour Definition.....	20
Course Load	20
Examinations and Assignments	20
Course Changes	20
Auditing.....	20
Course Descriptions	21
Grade Point Average.....	21
Grading System.....	21
Academic Achievement	22
STUDENT SERVICES.....	22
Dean of Students	23
Chapel	23
Christian Ministry.....	23
Student Grievances.....	23
LIBRARY POLICIES PROCEDURES.....	25
Library Hours.....	25
Library Procedures.....	25
Computers	25
Printing.....	25
Circulation Policy	25
LIBRARY RESOURCES.....	26
Using the Online Catalog	27
Using Ebooks.....	27
STUDENT CONDUCT STANDARDS.....	28
Smoking	28

Discipline.....	28
Dress Standards	29
FACILITIES Parking.....	29
Food/Drinks	29
Faculty Mailboxes	29
Student Lockers	29
Student Lounge.....	30

DOCTRINAL STATEMENT

1. We believe the Scriptures, both Old and New Testaments, to be the verbal, plenary, inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of mankind, and the Divine and final authority for all Christian faith and practice.
2. We believe in one God, Creator of all things, infinitely perfect, one in being, essence and power; yet eternally existing in three distinct person—Father, Son and Holy Spirit.
3. We believe that Jesus Christ is true God and true man, having been conceived of the Holy Ghost and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead and ascended into Heaven, where, at the right hand of the Majesty on high, He now is our High Priest and Advocate.
4. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and during this age to convict mankind, regenerate the believing sinner, and indwell, guide, instruct and empower the believer for godly living and service.
5. We believe that man and woman were created in the image of God but fell into sin. As a result, all human beings are born with a sinful human nature, and only through regeneration by the Holy Spirit can salvation and spiritual life to be obtained.
6. We believe that the shed blood of Jesus Christ and His bodily resurrection provide the only ground for justification and salvation for all who believe.
7. We believe that water baptism and the Lord's Supper are ordinances to be observed by the church during this present age. They are, however, not to be regarded as means of salvation.
8. We believe that the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and united together in the body of Christ of which He is the Head. Their sanctification, edification and security are provided for by the finished work of Christ.
9. We believe that Jesus Christ is the Lord and Head of the Church, and that every local church has the right under Christ to decide and govern its own affairs.
10. We believe in the personal, premillennial and imminent coming of our Lord Jesus Christ for the church and in the subsequent visible and premillennial return of Christ with His church to establish His kingdom on Earth.
11. We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.
12. We believe that Carver Baptist Bible College, Institute and Theological Seminary should have no relationships which would hinder its faculty from exposing apostasy, heresy, or other sin. We stand separated unto God and from worldliness in personal behavior as well as corporate church programs.

13. We believe that all true believers in Christ are brothers and sisters in the family of God regardless of race or skin color. This unity is grounded in a common doctrinal foundation as well as the practical demonstration of love one to another.

A-5 HISTORY OF CARVER

In 1936, Miss Eva Jantz, previously a missionary who had served in Africa, began a vacation Bible school ministry in the Rosedale District of Kansas City, Kansas. By 1939 the Lord had blessed the work with such rapid growth and with so many zealous workers, that they organized themselves into the "Gospel Ambassadors." That year a teacher's training institute was held for the purpose of preparing workers for vacation Bible schools.

Mrs. Levonia Williams was among those who attended. Because of her hunger for the Word of God, she had earlier attended classes at Kansas City Bible College. She and her husband, Reese prayed fervently for such a work in the Black community. In the spring of 1941, Mr. & Mrs. W. L. McEwen bought a building located at 1301 Vine Street and gave it to the Gospel Ambassadors for a permanent home for the Bible school. Mr. & Mrs. Reese Williams gave themselves and their substance unstintingly to the work until their deaths in 1968. The Annual Williams Bible Conference and the Reese and Levonia Williams Library have been established in their memory.

In 1947, the name was changed to Carver Bible Institute, after George Washington Carver, noted Christian agricultural scientist. The ministry continued at the Vine Street location until forced to move due to the building of the Watkins Project. Thus in 1953, the School relocated to 2637 E. 28th Street.

From the fall of 1944 until 1971, with the exception of two years when Norm Sanders served full-time as Administrative Director, the work was staffed by dedicated pastors, missionaries and other qualified men and women. They volunteered their services on a part-time basis under the apt guidance of Mrs. Erma Criswell, herself a part-time volunteer who gave herself fully to the ministry. God wonderfully used these selfless volunteers for the blessing of many, but the work could not reach its potential without full-time attention.

In 1971, after much prayerful consideration, the Board of Directors extended a call to the Rev. Dean M. Chasteen, a missionary serving in the Central Africa Republic, to come and develop the full potential of the Institute. Just two years later a larger building was bought to accommodate an expanding program.

In order to more effectively provide help and guidance for graduates who were called to be church planters, the governing board made the following decisions early in 1980:

The Institute would be an Independent Baptist school with the purpose of specifically training men for the church planting ministry, and

The School would establish close ties with the Fellowship of Baptists for Home Missions to provide the mission organization support that graduates would need for assistance in planting the churches.

In view of these decisions, the School name was changed in 1981 to Carver Baptist Bible Institute.

Early in 1982, full membership status was granted in the Southern Accrediting Association of Bible Institutes and Bible Colleges (now called the International Association of Bible Colleges and Seminaries). In 1984, arrangements were made with Penn Valley Community College which enables

Carver students to take certain of their general education courses, upon our recommendation, and include them in our program. Thus the way was opened for us to offer the B.A. and B.S. degrees as a new four year course of study in the 1984-85 school year.

In 1990, the Board extended a call to Dr. LeRoy Randolph, Jr. to become the next president. As an African American himself with an earned doctorate, Dr. Randolph gave culturally-relevant leadership to the School. The previous president, Dr. Chasteen assumed the role of President Emeritus. The administrative staff and faculty consist of full-time missionaries who are joined by a number of highly-qualified adjunct faculty from the surrounding area. All staff and faculty come to Carver with successful practical ministry experience.

In the fall of 2005, Carver began its Seminary program to meet the need for additional training among the inner city Christian professionals. Those with a Bachelor's degree either in Bible or a secular major could enroll in Carver Baptist Theological Seminary to earn a Master's degree. The program enabled experienced professionals to earn advanced degrees without leaving their present ministries.

In 2012, the Board extended the call to Dr. Antoine D. Richardson to become the new president of Carver in 2013. Dr. Richardson was challenged by the Board to gain accreditation with an international, Christian, postsecondary, accreditor that is recognized by the US Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). After much prayer, consideration and consultation, Dr. Richardson chose to seek accreditation from The Association for Biblical Higher Education (ABHE). ABHE is comprised of over 150 Christian higher education institutions, which represent over 65,000 undergraduate and graduate students.

In 2015, after much hard work to meet ABHE qualifications, Carver was granted Applicant Status with The Association for Biblical Higher Education at their Annual Spring Meeting. In addition, Carver also became a member of the Evangelical Council for Financial Accountability (EFCA), ensuring that the institution's financial practices meet the highest standards.

In 2017, Dr. Richardson and his team made the decision to integrate all academic, admissions, library, student information, assessment and development information systems into one internet-based, managed system. CampusSIS (now OasisSIS) was the system chosen by Dr. Richardson and his team.

In 2018, Carver moved to 8524 Blue Ridge Blvd. along with Grace Baptist Church, our ministry partner. This location has provided Carver with additional space, access to a gymnasium, and better community exposure.

In 2020, Carver was granted Pre-accreditation (Candidate) Status with The Association for Biblical Higher Education at their Annual Spring Meeting. As a result, Carver is now recognized by USDE and CHEA.

The School continues to have a growing impact in our multi-ethnic community by providing biblically-trained leadership through our graduates.

PURPOSE

We believe that God has raised up Carver Baptist Bible College, Institute and Theological Seminary to meet a great need in this generation. Carver provides an atmosphere of spiritual commitment in connection with a sound academic program of biblically-centered studies that is designed to prepare servants of the Lord for service. Christ commanded that Christians “pray earnestly to the Lord of the harvest to send out laborers into His harvest” (Matthew 9:38, ESV) but those who go must be well-trained in order to rightly divide the Word of Truth.

MISSION

The Mission of Carver Baptist Bible College, Institute and Theological Seminary as a Christian institution of higher education, exists to glorify God by training and equipping Christians for effective church ministry in a multi-ethnic world.

VISION

To equip servant leaders to impact the world for Christ through His church.

ADMISSIONS

The Director of Admissions oversees the admission of all new students, the promotional activity to reach prospective students, and the development of outreach materials.

Application Procedure

1. A link to the application information may be obtained by contacting the Admissions Office, Carver Baptist Bible College, Institute and Theological Seminary, 8524 Blue Ridge Blvd., Kansas City, MO 64138; Phone (816) 333-1577; admissions@carverbiblecollegekc.org or by requesting an application through our website.
2. The application for admission must be completed in full. In addition, a non-refundable \$30.00 application fee must be paid before the completed application will be processed.
3. Applicants without records of previous college attendance should provide evidence of a high school diploma or an equivalency certificate.
4. All students who desire to receive transfer credit for qualifying courses that were successfully completed at other collegiate institutions, will need to have an official transcript sent directly to the Office of the Registrar at Carver from each institution.
5. Applications will be reviewed when all necessary papers have been received, including personal testimony. To avoid possible disappointments, prospective students should apply well in advance of the semester in which they wish to begin their studies.
6. All approved applicants will be sent a letter of acceptance.

Entrance Requirements

All applicants to the Institute, Bible College, or Seminary must present satisfactory evidence that they have been born again, and that they have a desire to know and follow the will of God. Students should demonstrate a willingness to abide by the teachings of the Word of God and high standards of Christian living that are found therein. Furthermore, it is also important that the student show a spirit of cooperation with our high standards and be able and willing to learn.

College applicants must have a high school diploma or equivalency, or be in the process of earning an equivalency. Degrees will not be granted unless this requirement is met. Seminary applicants must have a college degree.

Nondiscriminatory Policy

Carver admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities at the College. It does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

Disability Support Services

Carver offers Disability Support Services to students with special needs in compliance with the Americans with Disabilities Act (1990) and Section 504. Students with disabilities have the responsibility of informing the Director of Admissions of any disabling condition that may require accommodations at: admissions@carverbaptistbiblecollegekc.org.

Assessments

New college students who have not completed college-level English requirements will be responsible to schedule and complete an English assessment through the English Department prior to the beginning of classes. Additional assessments may be requested to assist in appropriate placement.

Transfer of Academic Credit Policy

Students who have completed college work in another institution of higher education may receive transfer credit for qualified courses which are applicable to the student's designated academic program curriculum. The minimum grade that will be considered for transfer credit is a "C". All students desiring transfer credit considerations should arrange to have "official transcripts" of their previous educational course work sent directly from the Registrar of the issuing institution to the Office of the Registrar, Carver Bible College, 8524 Blue Ridge Blvd. Kansas City MO 64138.

The Office of the Registrar will review and evaluate transcripts for transfer of academic credits and make the final determination regarding transfer credit awards according to Carver standard policies and procedures.

Transfer of Academic Credit Evaluation Procedures

Once an "official transcript" has been received, courses will be evaluated for transfer credit according to various criteria. Unofficial or student copies of transcripts will not be used to award transfer credits. All courses must have been completed with a "C" or better to be considered for transfer. Courses will be evaluated to determine equivalency according to course curriculum required for the student's academic program. Courses accepted for

transfer will transfer credit hours but will not transfer grades, so there will be no impact on the cumulative grade point average. Bible, theology, and practical theology courses may be considered for transfer only after a determination that the sending academic institution is an institution of like-faith, and practice.

The sending school's accreditation status with CHEA (Council for Higher Education Accreditation) or standing with the Department of Education will be reviewed. Coursework from unrecognized or unaccredited institutions of higher education may require additional evaluation steps to determine the coursework equivalency and acceptability for transfer credit award.

Readmission Procedure

Students who do not maintain continuous enrollment in the College or Seminary program (i.e., not enrolling for more than six consecutive semesters – fall, spring, summer) are required to apply for readmission through the Admission's Office. Students not enrolled for two or more years are required to meet graduation requirements from the catalog in effect at the time they re-enroll.

REGISTRATION

The Registrar's Office directs the registration of students and maintains the permanent records for all students. This office is responsible for course scheduling, tracking academic progress, advanced standing evaluation, and distribution of class schedule information.

All students may register in person, by phone, or via OasisSIS. Any and all registration activity must include complete information and be accompanied by the appropriate payment for fees and tuition. Registration on OasisSIS allows for payment by credit card. No phone registrations will be taken without accompanying payment.

Regular registration will be conducted during the specified registration period. Students registering after the specified registration period will be considered "late" registrants and will incur a late fee. This includes registrations for all classes including Modules A, B, and Apples of Gold classes.

Academic Calendar

In order to keep abreast of what is happening, each student is provided with an academic calendar for the school year. The academic calendar may be accessed via OasisSIS under "Community Files." The calendar is also available in our catalog on the Carver website.

Course Schedule

Each student may access their course schedule via OasisSIS by clicking on "Currently Enrolled" under the "My Courses" tab.

Withdrawal/Add/Drop Procedures

A student wishing to withdraw from a class must send an email to the Registrar's Office (registrar@carverbiblecollegekc.org) identifying his/her intent (e.g., drop course, switch to audit, withdraw, etc.). No such action will be final until the email is received and acknowledged by the Registrar. **Failure to follow this procedure will result in a grade of F for the course, which will adversely affect the student's grade point average.** A proper withdrawal will not affect a student's grade point average.

Students utilizing the Monthly Payment Plan who withdraw from a class are still responsible for all related payments.

Military Personnel

Military personnel who are activated and/or deployed will be granted a “Leave of Absence” with conditions established on a case-by-case basis, depending on their deployment circumstances. Military spouses and dependents may apply for a standard “Leave of Absence.”

College and Seminary Continuation Provision

Effective August 2018, acceptance into the College Degree Program or Seminary Degree Program will remain in effect as long as the student is actively enrolled in and is progressing through the Carver-approved curriculum. Active enrollment is defined as ongoing attendance and effort toward successful completion of at least one course during the year. Exceptions to the active enrollment status may be designated by the Office of the Registrar with documented evidence of medical, military, or serious family-related issues.

Should the student allow two successive academic years to pass without active enrollment, the student will no longer be considered enrolled in the College Degree Program or Seminary Degree Program and will need to submit a new application, etc. and reapply to the College/Seminary Program. Students who must reapply due to absence will need to re-qualify or re-select their degree program. The student who reapplies will then be held accountable for the most current changes or revisions to the chosen degree program.

Transcripts

Students who have completed college work in an institution of higher education may receive transfer credit for courses which are applicable to the College curriculum. The minimum grade that will be accepted is a “C.” All students who desire to receive transfer credit for qualifying courses that were successfully completed at other collegiate institutions will need to have an official transcript sent directly to the Registrar’s Office at Carver from each institution.

Family Education Rights and Privacy Acts (FERPA)

Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The provisions of FERPA prohibit the College from releasing grades or other information about academic standing to parents unless the student has released such information in writing. This document may also be obtained in the Administrative Office.

Inspect and Review

The student has the right to inspect and review the student’s education records within 45 days of the day Carver receives a request for access. Students should submit to the Registrar, Academic Dean, head of Academic Department, or the appropriate official, written requests that identify the record(s) they wish to inspect. The official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Carver official to

whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Request Amendment

Students have the right to ask Carver to amend any part of their education record that they believe is inaccurate or misleading. They should write the Carver official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If Carver decides not to amend the record as requested by the student, Carver will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Consent to Disclosures

The student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Carver in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Carver has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

File a Complaint

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Carver to comply with the requirements of FERPA. The name and address of the office that administers FERPA is listed below.

*Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605*

State Authorization Reciprocity Agreement (SARA) Complaint Policy

Carver Baptist Bible College, Institute & Theological Seminary participates in the State Authorization Reciprocity Agreements (SARA). SARA is an agreement among member states, districts, and territories in the U.S. that provides a framework to regulate postsecondary distance education uniformly, particularly for students taking online courses across state lines.

SARA ensures that students enrolled in distance education programs offered by SARA-participating institutions have a clear process for filing consumer protection complaints. The agreement primarily

covers complaints related to institutional misrepresentation, fraud, or other deceptive practices. Examples of consumer protection complaints for SARA purposes include, but are not limited to:

- Veracity of recruitment and marketing materials;
- Accuracy of information about tuition, fees, and financial aid;
- Complete and accurate admission requirements for courses and programs;
- Accuracy of information about the institution's accreditation and/or any programmatic/specialized accreditation held by the institution's programs;
- Accuracy of information about whether coursework meets any relevant professional licensing requirements or the requirements of specialized accrediting bodies;
- Accuracy of information about whether the institution's coursework will transfer to other institutions; and
- The operation of distance education programs consistent with practices expected by our institutional accreditor (The Association for Biblical Higher Education).

SARA Complaint Policy

Students with a complaint must first attempt to resolve the issue at Carver by completing Carver's complaint process. Exhaustion of all informal and formal institutional processes, including any applicable system processes, is a prerequisite to filing any formal complaint with the DHEWD.

If dissatisfied with the resolution of the Carver's student grievance process, the student may contact the department by calling (573) 522-1377 or emailing joshua.fischer@dhewd.mo.gov (note: no relation to Carver's Academic Dean), by contacting the student's home state SARA State Portal Entity (visit <https://nc-sara.org/sara-student-complaints-process-information-state/> for SARA Student Complaints Process Information by State).

The student will be directed to submit the complaint in writing, using a complaint form provided by the DHEWD. It may be mailed, scanned, or faxed to the department and must include supporting documentation. If there is no indication that institutional remedies have been exhausted, the complaint will be returned for that purpose. Complaints that fall within the jurisdiction of the department will be investigated and resolved as appropriate by the relevant unit of the DHEWD. All parties to the complaint will be notified of its resolution.

FINANCIAL

Tuition and Fees

The Seminary, College, and Institute offer Christ-centered Bible training at minimum cost to the student. It is possible to provide a quality education at considerably less than actual costs only through the sacrificial giving of concerned individuals and churches (donors) using missionaries on the administrative staff and utilizing qualified volunteer instructors. Tuition on the Seminary level is \$210 per credit hour, the College level is \$150 per credit hour and \$80 per course on the Certificate level. Apples of Gold Teacher Refresher courses are \$100 per course.

Explanation of Fees

TUITION AND FEES

COLLEGE TUITION

Application Fee (one time only)	\$ 30.00
Registration Fee	\$ 20.00
Resource Fee	\$ 10.00
Tuition (per credit hour)	\$150.00
Audit (per credit Hour)	\$ 80.00
Service Fee (for students on the payment plan)	\$ 20.00
Graduation Fee	\$ 50.00

CERTIFICATE TUITION

Application Fee (one time only)	\$ 30.00
Registration Fee	\$ 20.00
Resource Fee	\$ 10.00
Tuition/Audit (per course)	\$ 80.00
Service Fee (for students on the payment plan)	\$ 20.00
Graduation Fee	\$ 50.00

APPLES OF GOLD

Tuition (per course)	\$100.00
Graduation Fee	\$ 35.00

SEMINARY TUITION

Application Fee (one time only)	\$ 30.00
Registration Fee	\$ 25.00
Resource Fee	\$ 20.00
Tuition (per hour)	\$210.00
Service Fee (for students on the payment plan)	\$ 30.00
Graduation Fee	\$100.00
Continuation Fee (If course work is prolonged beyond acceptable academic schedule.)	\$ 30.00

GENERAL FEES

Late Fee (after registration period)	\$ 30.00
Student ID Fee	\$ 15.00
Student services fee (includes WBC)	\$ 40.00
Payment Plan Late Fee	\$ 20.00

Payments

1. All tuition and fees are due and payable at the time of registration. Obligations may be paid by cash, money order, check, or credit card. In case of inability to pay in full at registration, the student may use the monthly payment plan.
2. Any student using the monthly payment plan is to pay a minimum of 25% of tuition and all fees at registration. The balance of the obligation is to be paid in three equal monthly payments on the first day of each month during the semester according to the following schedule:

FALL SEMESTER

- (25% of tuition and all fees due on registration day)
- One fourth of the balance on or before September 1st
- One fourth on or before October 1st
- One fourth on or before November 1st

SPRING SEMESTER

- (25% of tuition and all fees due on registration day)
- One fourth of the balance on or before February 1st
- One fourth on or before March 1st
- One fourth on or before April 1st

SUMMER SESSION

- (50% of tuition and fees all fees due on registration day)
- Remainder before the final exam

3. All bills are to be paid promptly and must be settled before final exams or before any certificate, diploma, transcript, or grade report can be granted.
4. All financial obligations to the school must be settled before any credit will be given.
5. No student may register for another semester until a proper financial settlement has been made for the previous semester.
6. We reserve the right to refuse the monthly payment option to anyone who has abused the privilege in prior semesters.

Refund Policy (Full Semester Courses)

1. All fees are non-refundable.
2. If a student withdraws within the first week of school, full tuition (up to the amount paid tuition)

will be refunded.

3. If a student withdraws within the second or third week of school, half tuition (up to 50% of paid tuition) will be refunded.
4. If a student withdraws after the third week of school, no tuition will be refunded.
5. If a student utilizing the Monthly Payment Plan withdraws after the third week of school, all tuition will continue to be due and payable at the time of withdrawal.

Refund Policy (8-week Modular Courses)

1. If a student withdraws within the first week of school, full tuition (up to the amount of paid tuition) will be refunded.
2. If a student withdraws within the second week of school, half tuition (up to 50% of paid tuition) will be refunded.
3. If a student withdraws after the second week of school, no tuition will be refunded.
4. If a student utilizing the Payment Plan withdraws after the second week of school, all remaining 50% of tuition and fees will continue to be due and payable at the time of withdrawal.

Refund Policy (Summer Courses)

1. If a student withdraws within the first week of school, full tuition (up to the amount of paid tuition) will be refunded.
2. If a student utilizing the Payment Plan withdraws after the first week of school, the remaining 50% of tuition and fees will continue to be due and payable at the time of withdrawal.
3. If a student withdraws after the second week of school, no tuition will be refunded.

Financial Aid

God has graciously provided sources of financial aid for our students in the form of scholarships and grants through donors. It is our desire that nobody from the urban core will fail to have an opportunity to study God's Word for a lack of money. Students must be in good academic standing to receive financial aid. Assistance toward meeting the cost of education is called financial aid, but may be further identified as a Loan (repayable), or a work study (implying the student gives service in exchange). Funds available for financial aid are limited. However, among students of approximately equal need, it is necessary to consider each student's achievements. A scholarship, therefore, tends to imply that the student holding it excels in achievement. The institution follows the practices described below.

Should you need financial assistance beyond the monthly payment plan, please contact the Registrar's Office at 816-333-1577, ext. 7101 for further information.

Scholarships

Applications for scholarships and other financial aid are to be made before the beginning of each semester. Scholarship applications are considered in the order in which they are received by the Financial Aid Committee.

Academic Scholarship

Academic Scholarships are awarded as funds permit. To earn an academic scholarship, a student must be full-time and achieve a minimum GPA of 3.0 in the semester under consideration.

- One-half tuition scholarship to be offered for the highest GPA each semester (for full-time students). This will be applied toward the following semester's work.
- One-fourth tuition scholarship to be offered for the second highest GPA each semester (for full-time students). This will be applied toward the following semester.

Note: A senior in the last semester of work will not be eligible for this scholarship.

Spouse Scholarship

A one-half tuition scholarship will be awarded to the spouse of a full-time student. The spouse must also be a full-time student.

Dr. Gloria Vaughn Memorial Scholarship

This award was established to honor the achievements of Dr. Gloria Vaughn, a distinguished alumna of Carver, who loved the school, championed education, and who provided a wonderful example of a life lived totally based on an understanding of the Word of God. This award is intended to assist Carver's full-time students who might be experiencing financial difficulty that could jeopardize their ability to continue their education.

Dr. Charles J. Briscoe Memorial Scholarship

This award was established to honor the late Dr. Charles J. Briscoe, a beloved member of the Carver faculty and our community. Dr. Briscoe served in pastoral ministry for over 50 years and served as a spiritual father to many in our city and around our nation. This *tuition free* scholarship is offered to new full-time (12 to 16 credit hours) college students, for *one full year* of academic training. This scholarship requires that the candidate secures a recommendation from his/her pastor in order to qualify.

ACADEMICS

Academic Dean

The Academic Dean is the chairman of the faculty and oversees all matters pertaining to the academic program of Carver. This office is in charge of curriculum, faculty recommendations and assignments, and the development of the academic program.

Faculty

A list of faculty and contact information may be found in the Carver Directory. This directory is provided to members of the board, faculty, staff, and students at the beginning of each semester.

Class Attendance

The privilege of being a student at Carver Baptist Bible College, Institute and Theological Seminary is the result of the sacrifice of many people. Regular and prompt attendance at all class sessions is expected. However, as emergencies do occur, one unexcused absence per semester hour and one excused absence per semester hour will be allowed, if necessary. Any absence in excess of this may adversely affect the final grade.

Credit Hour Definition

Academic credit is measured in semester hours. A semester hour represents one class period of 50 minutes per week for one semester of fifteen weeks (excluding the final exam period) or equivalent, supplemented by two hours of preparation for each hour of instruction for the average student. In the case of an intensive summer session, a semester hour equals fifteen fifty-minute classes or equivalent, supplemented by two hours of preparation for each hour of instruction for the average student.

Course Load

Day Courses

The normal course load is 16 credit hours per week, however, 12 credit hours or more is considered full-time. About 2 hours outside preparation should be allowed for each credit hour in the classroom. The College reserves the right to limit the academic load of students who must carry excessive employment or whose academic progress is deficient.

Evening Courses

Since most evening students are working during the day, the normal course load is six credit hours.

Examinations and Assignments

Students are expected to take all examinations on their assigned dates. Should a student be absent for an examination, the instructor is not obligated to give a makeup examination. Students who have obtained prior permission from their instructors may make up the examination within a week of returning to class.

Students are expected to turn in all assignments on time. Grades may be reduced for late work. Students are responsible for assignments given during their absence. It is the sole responsibility of the student to find out what assignments were given, due dates, and in what manner it is to be completed. Emergency situations will be given special consideration.

Course Changes

Students may only change courses during the first two weeks of school for full semester courses. No courses may be added after that time. The course change must be approved by and processed through the Registrar or Academic Dean.

Auditing

Auditing of courses is permitted for college and institute, but not seminary. An auditing student is not

required to take examinations or to prepare assignments, and no credit is given. The auditing student will pay all of the required fees (registration, resource, etc.) and the tuition for the audited class(es).

Course Descriptions

Current course descriptions are available upon request from the Registrar’s Office or in the catalog, which is accessible on our website (carverbiblecollegekc.org).

Grade Point Average

The Grade Point Average (GPA) is a numerical measure of overall academic achievement. It is calculated by dividing the total number of grade points earned by the total number of credits attempted (excluding courses marked WP, P, and repeated courses). The student's GPA is based only upon courses taken at Carver Baptist Bible College and Theological Seminary. For all courses receiving a grade of I (Incomplete), work must be completed within one week after the end of the semester or by special arrangement with instructor. If such work is not completed, the grade will remain as given at the end of the semester.

Grading System

A	100 to 96	4.0
A-	95 to 94	3.6
B+	93 to 92	3.3
B	91 to 89	3.0
B-	88-86	2.6
C+	85-84	2.3
C	83 to 81	2.0
C-	80 to 78	1.6
D+	77 to 74	1.3
D	73 to 71	1.0
D-	70 to 69	0.6
F	Below 69	
AU	Audit	
P	Satisfactory Completion	
W	Withdrew during first week (modules) or 2-weeks full semester	
WP	Withdrew Passing	

WF	Withdrew Failing	
I	Incomplete	
U	Unsatisfactory Completion	

Academic Achievement

Recognition of student achievement is called an honor or award, given without consideration of financial need. With some exceptions, there is no tangible value attached to a recognition such as a monetary award; but the intangible value of the recognition may be considerable. Publicity is given to the student designated for a recognition. There are recognitions of academic achievement in general or in a specific area (a) in a recent period, such as the last semester, or (b) cumulatively to date.

Honor Roll

Each semester, an Honor Roll containing the names of students who excelled in scholarship during the preceding semester will be announced.

Dean's List

Students earning at least 12 semester hours of credit and receiving a GPA of 3.0 or more in any given semester will be placed on the Dean's List. This list will be posted following the issuance of grades.

President's List

Students earning at least 12 semester hours of credit and receiving a GPA of 3.6 or more in any given semester will be placed on the President's List. This list will be posted following the issuance of grades.

Hall of Honor

Students earning an accumulated GPA of 3.8 or more throughout the diploma or degree programs will be placed in the Hall of Honor.

Graduation with Honors

Students who have accumulated a grade point average of 3.2 or better may be designated as honor graduates. In addition to the student's academic record, other factors may be considered. The upper one-third of students in the honor group may be designated as graduating "with highest distinction." Students in the remainder of the honor group may be designated as graduating "with distinction."

STUDENT SERVICES

Dean of Students

The Dean of Students oversees academic counseling and planning assistance for all assigned students. This advisor will guide the student in the planning of a program that will achieve his/her personal goals and objectives. All decisions regarding class changes must be approved by the Dean of Students.

The Dean of Students will also serve as a developmental counselor and communication instrument for any suggestion, concern, criticism, or messages to the staff or authorities of the school. The student may feel free to voice these matters to the Dean of Students, who will in turn bring them to faculty/staff meetings for consideration and report back to the student with any relevant decisions.

Chapel

Chapel gives the students, staff, and faculty an opportunity for prayer, fellowship, singing, testimonies, preaching, and announcements in a worship service.

Chapels are scheduled once per month during the semester. Selected chapel speakers represent a variety of Christian ministries. We believe that much is gained from exposure to what God has done and is presently doing in many areas of service. The insight gained from those who are serving the Lord as pastors, teachers, missionaries, and lay ministers contributes to the building of character and a passionate commitment to ministry. This chapel gathering during the month is a valuable investment in our individual and collective Christian walk.

The following guidelines are to be observed, unless otherwise designated:

1. All students on all levels are required to attend chapel.
2. Excuses from chapel attendance must be secured.

Christian Ministry

The Bible tells us to “be doers of the Word and not hearers only.” Therefore, each student is expected to maintain a Christian ministry in a Bible-believing church where they can put into action that which they have learned. The Administrative Office is ready to help in any way possible to make it a rewarding and meaningful experience.

Student Grievances

Policy

To maintain good relationships, grievances should be initiated and processed as rapidly as possible. Every effort will be made by all parties to expedite the process. Informal resolution of grievances should be pursued whenever possible. While students have the right to file a formal grievance, we encourage students to first follow an informal resolution process by initiating open communication with the offending party as indicated in Matthew 18.

If the issue is not resolved through the informal process, students are encouraged to file a formal grievance. Once a formal grievance has been made, the Dean of Students will work with the

student toward a satisfactory resolution. Acknowledgement of beginning a formal grievance investigation will be provided to the student within five days of receipt.

Procedure

The student must initiate a grievance within the time frame listed below:

Grievance	Timeline to Submit a Student Grievance Form
Grade Dispute (other than final grade in course)	Within five business days of notification of grade
Final Grade Appeal	Within one month after the grade is posted
Issue with an Instructor or Staff	Within one month of the incident (or within one month after the grade is posted for a course)
Issue with a course	Within one month after the grade is posted
Issue with a college procedure	Within one month of the incident

Step One

The student contacts the instructor or staff member with whom the student has a difference or a dispute via face-to-face conversation, phone, or email. Every reasonable effort should be made by all parties to resolve the matter informally at this level. No written records of the matter will be placed in the student’s official file.

Step Two

If the issue cannot be resolved at the first step, a Student Grievance Form must be submitted by the student within the time frame listed in the table above. The steps outlined on the form must be followed.

- **Step 2A:** The student provides a description of the grievance.
- **Step 2B:** For **academic issues**, the student schedules a face-to-face meeting (or telephone conference) with the Academic Dean. Following the meeting, the Academic Dean will have a chance to respond to the student’s complaint. The Academic Dean will notify the student of the decision. For **non-academic issues**, the student schedules a face-to-face meeting (or telephone conference) with the Dean of Students. Following the meeting, the Dean of Students will respond to the student’s complaint and will notify the student of the decision.

Step Three

If the student is not satisfied with the outcome of the grievance, then:

1. The student must submit a written request for a hearing with the President within five business days of receipt of the decision given in Step 2B of the grievance process. If, based on the preponderance of evidence, the President decides that the appeal and record of previous actions indicate an appeal is not warranted, the President will notify all involved parties within five business days after receipt of the appeal.

2. If the President determines that an appeal is warranted, a date will be set for a face-to-face meeting (or telephone conference) and the student will be notified of the time in which the meeting will take place. The meeting will take place no later than ten business days after receipt of the written appeal of the student. The President will notify all involved parties of the decision in writing within five business days after hearing the appeal.
3. A copy of the appeal and the decision of the President will be placed in the student's official file and a copy will be retained by the President's office. The decision of the President is final.

Note: If the nature of the offense involves criminal activity, physical or sexual assault, do not attempt informal resolution. Call the police and then notify the School. You may be asked to provide additional details following the notification.

LIBRARY POLICIES PROCEDURES

Library Hours

The library is always open when classes are being held. Library staff are available on Tuesdays and Thursdays from 10:30am to 4:30pm.

Library Procedures

Students, faculty and staff are requested to sign in to the library using the library sign-in notebook.

Please be considerate of other library users by keeping your voice down. Place cell phones on vibrate and make and receive calls outside the library.

When you are finished using materials, please do not reshelve them. Place them in the basket marked 'Books Used in Library' in the Room 404 side of the library so that we can make sure they are shelved correctly and keep a record of books that are being used.

Computers

There are two desktop computers available in the library for student use. Additionally, there are laptops available for checkout and use only in the library. Please inquire in the Carver Administrative Office for additional laptops.

Printing

Print jobs can be sent to the Brother HL-3170CDW printer in Room 403. There is no charge for small print jobs

Circulation Policy

A maximum of 10 items may be checked out at a time.

The checkout period for items is 28 days for students and 150 days for faculty. Items may be checked out in either of two ways:

by using self-checkout in the OasisSIS software (1) log in to OasisSIS using your email address and password (2) under the Navigation Bar, choose 'Library: OPAC' (3) in the black column on the left of the screen, choose 'Self Check Out' (4) click 'Pull Student Record' button (5) type in barcode, e.g. 1005027 or cbbc623;

by filling in your name, the date, and the barcode of the item on the Checkout clipboard in the library.

A fine for overdue materials of \$.25 per day, up to the cost of replacing the item, may be charged. Fines must be paid at the end of the semester to receive final grades.

Materials may be renewed two times unless they are on hold for another user.

Holds can be placed on checked out materials by contacting a staff member. Either call the library at 816-333-1577 ext. 7106 during hours when staff are in the building or use the contact form on the Library page of the Carver website. Please do not use the 'Place on hold' button.

Items in the Reference or Reserved area may not be checked out. They must be used in the library.

If items are lost or damaged, borrowers may be charged the cost of replacement of the item. Items may be returned by placing them in the 'Book Return' basket in the library. Slips of paper are provided to write the date of return and place inside the book.

LIBRARY RESOURCES

The General Text collection is in the Room 404 side of the library. All items in this area are available for checkout. Please do not reshelve any items that have been used but not checked out. Place them in the 'Books Used in Library' basket in the Room 404 side of the library.

Periodicals are displayed at the entrance to the library. Please do not reshelve used periodicals. Leave them in the 'Books Used in Library' basket in the Room 404 side of the library.

The Reference Collection is in the Room 402 side of the library on the south wall. Materials include commentaries, dictionaries, concordances, etc. They are labeled with green Reference stickers on the spine. These materials are to be used only in the library. Please do not reshelve used reference materials. Place them in the 'Books Used in Library' basket in the Room 404 side of the library.

Reserved Books are at the right end of the Reference shelves. These are textbooks currently being used by courses. These items may only be used in the library. Occasionally extra copies of textbooks can be found in the General Collection. Please do not reshelve used reserved materials. Place them in the 'Books Used in Library' basket in the Room 404 side of the library.

The Teacher's Reference Collection, CDs and DVDs are at the right end of the Reference shelves underneath the Reserved Books. These items may only be checked out to faculty.

Ebooks are accessed by going to the Library page on our website and clicking 'Ebooks,' or you can click on the link for individual ebooks in our Online Catalog. An ID and password are needed to use the ebooks. The current ID and password are listed in Oasis in the Student and Faculty modules under Community Files.

Galaxie Theological Journal Database contains the full-text articles from 39 evangelical journals. The database can be accessed by logging into Oasis SIS. Then select Student or Faculty under Module (upper right corner). An alphabetical list of Resources will be on the right side of your screen. Click on Galaxie Theological Journal Database.

Using the Online Catalog

The Online Catalog is available by either going to <http://carverbiblecollegekc.org/library/> and clicking 'Access Online Catalog' or by signing into the Oasis SIS software system with your email address and password and, in the far right corner under Module, choosing the Library: OPAC.

By default, the catalog is set to look up items by Title, but by clicking in the down arrow in the Title box, you will see that you may also search by author, subject, key word, series, Dewey number or barcode.

Click on the 'View' button to see full details about the book and check its availability.

If you have logged into Oasis SIS, you may check out items, renew items, check your account and your history of checkouts.

Using Ebooks

One person at a time can use our ebooks. They are not checked out for a given time period. When the user exits out of the ebook or when the software sees that the user has not interacted with the ebook for 30 minutes, another person can use the ebook.

Instructions for getting into our ebook collection:

Go to the carverbiblecollegekc.org website and click on the Library link near the top right.

Click on 'Ebook collection' link.

Type in User ID and Password. (You can find the current User ID and Password by signing into Oasis, going to the Student or Faculty module, and going to Community Files for 'Info for Access to Ebook Collection'.)

Searches by keyword, so you can type in title, author, or subject.

Click on 'EPub Full Text' or 'PDF Full Text' to see the entire contents of the ebook, or go to the Table of Contents and select the area you want to view.

Library Webpage

In addition to the link to the Online Catalog, the library webpage at <http://carverbiblecollegekc.org/library/> has several features:

[Link to ebook collection](#)

[Instructions for accessing the Galaxie Theological Journal Database](#)

[Links to local public libraries](#)

[Instructions for reciprocal borrowing from Calvary University](#)

[Instruction on information literacy](#)

[Tools for writing research papers](#)

[Links to online resources relating to Biblical studies, apologetics and more.](#)

STUDENT CONDUCT STANDARDS

Students are expected to maintain the standards set forth in the Word of God. Although the Bible does not give an endless list of specific examples or rules of conduct for the believer, it does make clear that the believer's "body is the temple of the Holy Spirit" (1 Cor. 6:19, NKJV). This principle should be applied in every area as to what activities are acceptable; it is necessary as a Christian higher education institution to set more specific guidelines for students and faculty.

Carver believes that the use of profanity, involvement with gambling, pornography, etc. are certainly not glorifying to God, nor are they edifying to the believer. Students are therefore expected to refrain from such practices. Carver reserves the right to dismiss a student who, in the opinion of the school administration, exhibits behavior that is in conflict with these standards. Carver students are expected to maintain a good testimony for their Lord and for Carver at all times.

Smoking

This building and the surrounding area, including the parking lot, are to remain smoke-free at all times.

Discipline

Carver Baptist Bible College, Institute and Theological Seminary reserves the right to suspend or dismiss any student when in the judgment of the administration, such actions is for the good of Carver. Let it be understood that attendance at Carver is a privilege and not a right, and that this privilege may be withdrawn in the case of any student who is antagonistic to the administration of Carver, its purpose and ideals, fellow students, or the regulations of Carver; or who is unwilling or unable to adjust to Carver environment.

A student who is suspended will be considered absent for all classes until the end of the term, and a **zero** grade recorded for each absence. The grade achieved in the course will be the grade received.

Carver desires that all students ultimately graduate, and every effort will be made by the faculty and staff to assist students who appear to be falling short of that goal.

A student may be suspended or dismissed: (1) because he/she fails to maintain the necessary grade point average; (2) because in the opinion of the administration, the student is not investing his/her time wisely in academic pursuits; (3) because of unscriptural conduct detrimental to the testimony of Carver.

Dress Standards

The Bible instructs us to dress modestly, decently, and with good taste, befitting the spiritual character of our inner being. Therefore, Carver seeks to maintain a dress standard that is an example and a testimony to others.

FACILITIES

Parking

Students may park in the parking lot in front of the School.

Food/Drinks

Your student services fees allows us to provide snacks, coffee and water in the Student Lounge. You may also choose to purchase snacks and drinks from the vending machines in the corridor near the front entrance. These are provided and supplied by an outside vendor who handles all related business.

Faculty Mailboxes

Each faculty member has an assigned mailbox in which the student may have someone in administration place any communication or papers he/she wishes to give to an instructor.

Student Lockers

Upon request, students actively enrolled in courses may receive use of a locker on campus. Locker usage will require a deposit each semester of \$25.

Lockers assigned will be in the School's main hallway and include both full (1-2; 33-131) and half-size (3-32) lockers.

Failure to comply with any of the rules below will result in the loss of locker privileges and forfeiture of deposits.

Rules for use:

1. Lockers are assigned to students but remain at all times the property of Carver Baptist Bible College and are accessible by the School.
2. Students are accountable for the condition and contents of the locker assigned to them. Valuables should not be brought to school or placed in lockers. It is the responsibility of the student to keep their locker clean at all times.
3. Combinations will be assigned to the student and located in Oasis. Students are not to share their locker combinations with others. Should students choose to place a personal lock on the locker, they must provide a duplicate key to the office.

4. Any issues or incidents regarding the vandalism of lockers or theft of property should be reported to the office staff immediately.
5. Under no circumstance should students switch lockers without administrative approval.
6. Students may not store any perishable food in the lockers overnight or over the weekend.
7. No weapons or flammable gasses or liquids are allowed in student lockers at any time.
8. Writing on lockers or placing damaging materials in or on the surface of the locker is not allowed.
9. The administration reserves the rights to:
 1. Open and inspect the contents of any lockers without prior warning.
 2. Conduct routine security checks of lockers without the prior consent of the user.
10. Should there be any problems with the function of the locker, please notify the office immediately.
11. Lockers must be cleared out and cleaned at the end of each term. Once the locker is cleared and found to be in acceptable condition, the student will have their deposit returned. Failure to clear the locker by the last day of the term will result in the forfeiture of the student's deposit.

Student Lounge

Student Lounge Hours

The Student Lounge is opened at 9:00 a.m. and is closed when the last class of the day ends.

Location

The Student Lounge is located on the north side of the school next to the men's restroom.

Purpose

The Student Lounge is a place where students can fellowship with one another, study and do homework. There are light snacks, water, and coffee available to students. There is also a television available to be used at any of the student's free time.

Please take note not to leave your personal items lying around the Student Lounge. It is important to have a clean environment and a place that all people can enjoy.

Student Lounge Policy

Kindly note the guidelines below:

1. Eating and drinking is permitted on the **tables only**.
2. All individuals that use the Student Lounge must clean up after themselves.

3. All food items must be removed from refrigerator
4. Questions about this policy should be directed to the Dean of Students.