



STUDENT POLICIES & PROCEDURES

Attendance and Certificate Requirements

- **ATTENDANCE:** The academic year is made up of 30 weeks of class, divided into roughly two 15-class semesters. Our typical year runs shortly after Labor Day until late May. Students can miss six weeks of class throughout the year (or 2 Super Saturdays). Students may attend class at another location in the same year of study during a given week to avoid an absence. Additional absences may be allowed in certain circumstances, but only with the permission of the instructor, however no more than 10 can be missed for any reason (or 3 Super Saturdays). Please note that work done at home does not substitute for class attendance.
- **HOMEWORK:** Students must complete all homework assignments, even if the answers are short, which is perfectly acceptable. Assignments are due each week in class. However, an assignment may be turned in late if agreed upon by the instructor. All assignments must be completed and turned in to the instructor no later than May 31. Students can earn a free homework pass by attending the following CBS/CCS events: Fall Retreat, Servant of the Word Workshop, and Lenten Workshop. Additional opportunities to earn a free homework pass will be offered to students during the year. Suggested answers to homework questions are available in the Student Workbook; however, students are strongly encouraged to complete their homework before consulting the suggested answers.
- **ASSESSMENTS:** A pass/fail take-home assessment is given at the end of each semester. Students are encouraged to challenge themselves on their tests but are permitted to consult their materials if they need those resources. Students must pass both assessments to continue to the next study year and/or graduate.
- **TUITION:** Tuition must be paid in full by May 15 of the spring semester. Failure to pay tuition may adversely impact the student's ability to continue with the Biblical/Catechetical Schools in future years. See Page 2 for details.
- **REGIS UNIVERSITY CREDIT:** Students may seek college credit for Biblical School class (3 hrs/year) and Ladder of Ascent class (6 hrs/yr) from Regis University. In order to qualify, (1) register for class and pay for RU credit no later than October 15; (2) turn in your completed "Application for Regis University Credit Form" to CBS office no later than October 15; (3) complete all assessments as closed book (without using notes/texts or any additional supplemental resources) and (4) complete all homework, plus additional assignments, as directed by instructor. All Regis tuition is non-refundable after November 1. Instructors submit end-of-year grades to Regis by June 15. Students may contact their instructor regarding their grade, and official RU transcripts can be ordered at www.regis.edu. For questions about RU credits offered through our Schools, contact the CBS/CCS office directly.
- **AUDITING STUDENTS ONLY:** The auditing option is available only to clergy and those students who have graduated from the four-year Biblical School or two-year Catechetical School program. Auditors can register online (contact office for link) or coordinate with their instructor. Auditors (1) attend only the lecture portion of class and may not participate in the small group discussions, and (2) are not required to purchase texts. However, auditors can purchase the Student Workbook or any other books/materials from the instructor.
- **Certificates of Biblical/Catechetical Studies** will be granted to those students who successfully complete the four-year Biblical School program or the two-year Catechetical School program. Until a student's tuition balance is paid in full, the Schools reserve the right to hold his/her certificate.

Tuition Payment Policy and Options

- A \$20 non-refundable registration fee is due at the time of registration.
- The first tuition payment is due on or before September 15.
- The entire tuition balance must be paid by May 15 of the spring semester. Failure to pay your tuition can adversely affect your ability to move on to the next year of study, enroll in future CBS/CCS classes. Graduating students must pay their tuition before they will receive their Certificate of Biblical/Catechetical Studies.
- Several tuition discounts are available. See our registration website for details.
- Financial Assistance: Please contact the office to request the Financial Aid Request Form if you have a true financial need. All financial awards and discounts are limited to a maximum of 50% of the full class tuition (excludes registration fee). Because available funds are **very limited**, we ask that you request only the amount that you truly need. Deadline to submit your request form is September 1. You must be registered for class and have paid the \$20 registration fee to be considered for financial assistance. Late submissions will be considered on a case-by-case basis; financial awards for late submissions may be limited to lesser amounts.
- There are three tuition payment options:
 - Full payment by September 15
 - Pay by the Month: Nine monthly payments, due the 15th of each month, from September through May
 - Pay by Semester: Half payment due September 15; final payment due January 15
- Our payment system DOES NOT have the capability to automatically charge your bank account or credit card.
- Monthly email reminders: The office sends out monthly email reminders during the year to all students who have a tuition balance. If you are making your tuition payments on time, please disregard these monthly reminders.
- Payment can be made as follows. (Checks should be made payable to "Denver Catholic Biblical School" or "CBS"):
 - Pay online through link on our website at <https://sivlaydivision.org/>
 - Give payment to your weekly instructor (cash, check, charge)
 - Mail payment directly to the office
 - Call office to make payment over the phone
- All tuition payments are non-refundable; however, exceptions will be made on a case-by-case basis.
- It is the student's responsibility to monitor and manage his/her tuition account. If you believe there are any errors or discrepancies, please contact the office.
- Our tuition does not qualify for any education tax credits on income tax returns. Please consult your tax preparer for details.

Snow/Class Closure Policy

For snow closures, the Biblical and Catechetical Schools follow the lead of the parish. Due to the diversity of our locations, weather conditions can vary greatly. So, a closure for one class does not automatically mean other classes in other locations have been cancelled. Please refer to the procedures below and contact your instructor with any questions. If the parish is closed, regardless of what the school district does, class is cancelled. Notifications will be posted with the following process:

1. The CBS instructor will email his/her class whether the class is still on or cancelled. Do not assume cancellation.
2. The CBS instructor will leave a message on his/her business voicemail as soon as the closure of any location has been determined.
3. The closure will be listed on the school website.
4. If the class has created a telephone tree, the tree will be activated. If you have volunteered to be part of a telephone tree, please contact the person(s) you have volunteered to contact.
5. The school will send an email to all students in that year of study about the closure.
6. This process will be used for the cancellation of any class for any reason.

Please note: It is suggested that you check your email before going to class for any last minute information regarding your class.

Miscellaneous Matters

- **MINIMUM CLASS ENROLLMENT:** The schools are committed to remaining at a parish location for either the two-year Catechetical School (Ladder of Ascent) program or the four-year Biblical School program. To be good stewards of our limited resources, all classes are subject to a minimum enrollment and we regularly evaluate attendance at each location. In the unfortunate situation that we must cancel a class location, it will be handled as follows:
 - If a new first year location does not meet our enrollment projections, we will merge that class with another location and students will be notified accordingly. Any tuition paid for a canceled location will be refunded should the schedule at the new location not work out for a student.
 - In the event that a subsequent year (i.e., CBS 2, 3, 4 or Ladder 2) location drops below a sustainable enrollment level due to unusual attrition, we will evaluate suitable alternatives and may have to cancel that class location. Students will be notified accordingly, and any tuition paid for that following year may be refunded at the request of the student.
- **SMALL GROUPS:** The success of the Biblical and Catechetical School's program is due in part to the small groups. Through the small group format, students are able to form bonds of friendship and community in the common pursuit of study and prayer. Groups are changed each year in order for students to meet other classmates. Family members and spouses are separated in small groups to enable more discussion and engagement with other students.
- **MINORS:** Due to lecture content and small group discussions on mature and complicated life matters, only adults age 18 or older are received into the program. However, minors are allowed to attend an Enrichment Course when accompanied by an adult because the class is just a lecture format and doesn't have small groups with adults.
- **INFANTS IN CLASS:** Mothers are allowed to bring nursing age infants into class so long as the baby is quiet and peaceful. However, because there are also other tuition-paying students in the class who will want to concentrate on the lecture and not be distracted, once the baby begins to fuss and cry, it will be best to leave the child home with another guardian.
- **COPYRIGHTED MATERIAL:** Workbook materials are proprietary information. No copyrighted materials are sent in an electronic format. Please do not reproduce any copies for use outside of the school without written permission. Additionally, audio recordings of class lectures may be allowed with permission of the instructor. Audio recordings can be shared with class members only and should not be distributed to others outside of the class location. For questions on copyrights, please contact the office.
- **VIDEO RECORDINGS:** It is possible that the Lay Division may have a film crew in class to record content for advertising purposes. Students' image and likeness may be momentarily captured in the process, but they will never be interviewed unless expressed asked with a signed waver. Students must opt-out by notifying the office if they do not want to be in an advertising video at all.
- **BLOG:** All students within the Lay Division will automatically be included in our weekly faculty Blog, *The Scribe*, as a benefit for their studies and formation. Students can unsubscribe at any time if they no longer wish to receive articles.
- **CLASSROOM/SCHOOL EVENT DECORUM:** As stated in the Archdiocese of Denver Code of Conduct, "*Our behavior toward one another is at the essence of discipleship ... The intent is to reinforce our Lord's commandment to love one another through certain practical principles and guidelines. As members of the Church founded by Christ, those who minister must always seek to uphold Christian values and conduct. As good citizens and responsible members of society, we must endeavor to act properly at all times, obey all laws which seek the common good and employ morally licit means to attain the common good. As followers of Jesus, we are all called to live the Gospel and its mandates.*"

We believe this to be true for the behavior of our students as well, and as such, we ask that students:

- Exercise just treatment of others;
- Seek to relate to all people with respect and reverence; small group discussions are to be conducted with patience and courtesy toward the views of others;
- Seek to support others, encouraging each person in living the life to which God calls him or her;
- Support the classroom atmosphere with behavior that is conducive to the learning process, including minimizing classroom disruptions.

(revised on 08/01/2019)