



Restoring Christ to Counseling & Counseling to the Church

Course Policies

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.

In this handbook, you'll find the following sections:

- **Course Registration and Fees:** An overview of the registration process and charts of course fees, as well as information on financial aid.
- **The School of Biblical Counseling Certificate Program:** Information about our three certificates and requirements for earning a certificate from SBC.
- **What to Expect in Your SBC Course:** A detailed section on course policies and procedures, including course materials; assignments and grading; extension requests; changing your registration status; and other information relevant to your course.

Please keep this handbook as a reference for any questions you may have regarding the administration of your courses. If you're unable to locate a particular answer, please contact CCEF Student Services at student.services@ccef.org or 215-690-9173.

Thank you for joining us in the CCEF School of Biblical Counseling!
We look forward to serving you.

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Course Registration and Fees

Prerequisites

Students must register for Dynamics of Biblical Change before taking any other course in the SBC Online program, to ensure that you have a solid foundation for other courses. You may, however, enroll in other courses concurrently with Dynamics of Biblical Change.

Tuition and Fees

Course tuition is based on the course's credit hours. SBC Online course tuition includes an additional fee for course materials, including the rights to download and retain digital audio recordings (mp3 files) of all the lecture material for the course(s) and supplemental downloadable materials. **Please note: the \$40 fee for materials for Online students is non-refundable once students have obtained access to course materials.** Review the tables below for the total cost of our program. *Some course lecture audio is not available for download due to the sensitive nature of the course content.*

Foundations of Biblical Counseling Certificate				
Course	Credits	Online Tuition	On-site Tuition	Hybrid Tuition
Dynamics of Biblical Change	3	\$599.00	\$560.00	\$599.00
Counseling in the Local Church	2	\$415.00	\$375.00	
Helping Relationships	3	\$599.00	\$560.00	\$599.00
Human Personality	3	\$599.00	\$560.00	\$599.00
Biblical Interpretation	3	\$599.00	\$560.00	\$599.00
	Total:	\$2,811.00	\$2,615.00	

Topics in Biblical Counseling Certificate				
Course	Credits	Tuition	On-site Tuition	Hybrid Tuition
Marriage Counseling	3	\$599.00	\$560.00	
Counseling Problems & Procedures	3	\$599.00	\$560.00	
Theology & Secular Psychology	3	\$599.00	\$560.00	
Counseling & Physiology	2	\$415.00	\$375.00	\$415.00
	Total	\$2,212.00	\$2,055.00	

Counseling Skills & Practice Certificate				
Course	Credits	Tuition	On-site Tuition	
Counseling Children & Adolescents	3	\$599.00	\$560.00	
Essential Qualities of a Biblical Counselor	2	\$415.00 + assessment fee (currently \$55.00)	\$375.00 + assessment fee (currently \$55.00)	
Counseling Observation	2	\$415.00	\$375.00	
	Total	\$1,484.00	\$1,365.00	

Registration & Waiting List

The registration deadline is usually the 20th of the month prior to the course term start date. To register for courses, go to the “Registration and Schedule” link in the “Courses” section at the CCEF website (www.ccef.org). Courses sometimes fill up prior to the registration deadline, so we encourage you to register early.

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 an email invitation to join your online classroom approximately two weeks prior to the start date of the course.

Students who wish to register after the registration deadline has passed may sign up on our waiting list on ccef.org. There is a \$50 deposit to be placed on our waiting list. If we can accommodate you into the course, the deposit will count towards your registration. If we cannot accommodate you, we will refund the deposit. If we can accommodate you, and you choose not to take the course, your deposit is nonrefundable. We do not accept waiting list registrations for Helping Relationships or Essential Qualities of a Biblical Counselor.

Our courses are offered either every term, or on an every-other term rotation. Dynamics of Biblical Change, Helping Relationships, and Counseling in the Local Church are offered every term, while all other courses are offered on an every-other term rotation. A schedule that details when we plan to offer each course is available on our website at www.ccef.org/courses/current-students.

Auditing Courses

Students may take any SBC course as an auditor, except for *Essential Qualities of a Biblical Counselor*. Auditors pay half of the course tuition rate. Auditors will have access to all course content including audio and video lectures and readings. Auditors may do all the readings assigned for the course and participate in online community discussion boards. They do not submit any course assignments or receive graded feedback on individual work done for the course. Audited courses do not apply towards a SBC Certificate of Completion.

Remember, one of the chief purposes of a grade is accountability. Taking a course for a grade challenges you to put in the time and effort needed to do your very best thinking and work.

Financial Aid and Discounts

At the present time, SBC is unable to offer any scholarships or payment plans to incoming students. All courses must be paid in full at the time of registration. If you are unable to take courses due to financial reasons, we recommend you discuss 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 the Federal student loan programs. SBC is not an accredited institution, and courses are not presently eligible for reimbursement under GI Bill tuition reimbursement programs.

Family Incentive

The family incentive 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 incentive only applies to family

members living in the same household. Please contact Student Services (student.services@ccef.org) prior to registering to obtain a coupon code.

Church Group Incentive

SBC loves to partner with churches to train and equip pastors, staff, and members to restore counseling to the local church. The church group incentive allows groups of four or more to receive discounts on their registrations. To qualify for a group incentive, groups of four or more students must register for the same course in the same term. To receive this discount for your group and get information regarding our group registration process, please contact Student Services (student.services@ccef.org) prior to any member of your group registering.

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.

The School of Biblical Counseling Certificate Program

Certificates of Completion and Related Policies

Students may earn three different certificates of completion:

Foundations of Biblical Counseling	Topics in Biblical Counseling	Counseling Skills & Practice
<ul style="list-style-type: none"> • Dynamics of Biblical Change • Helping Relationships • Biblical Interpretation • Human Personality • Counseling in the Local Church 	<ul style="list-style-type: none"> • Marriage Counseling • Counseling Problems and Procedures • Counseling and Physiology • Theology and Secular Psychology 	<ul style="list-style-type: none"> • Counseling Observation • Essential Qualities of a Biblical Counselor • Counseling Children & Adolescents

Time Required for Completion

Students must complete all courses towards a particular certificate in a five-year period.

All three certificates can be completed in one calendar year, fully online, or through a combination of online and on-site courses. For students who wish to study on-site for one year, some online courses will still be required as not all courses are offered on-site every academic year. For students unable to study on campus for an entire year, our 10-day Summer Intensive offers an opportunity to study on-site for a shorter length of time.

Order of Study & Prerequisites

Students are permitted to take any SBC course in any certificate as long as they fulfill the required prerequisites. We require that students begin their studies with *Dynamics of Biblical Change*, as it is foundational to all other courses. Other courses that require additional prerequisites are *Counseling Observation and Essential Qualities of a Biblical Counselor* (These also require *Helping Relationships*.). Students may work to complete multiple certificates simultaneously. However, students must complete all requirements of the Foundations certificate before they can receive a Topics or Counseling Skills certificate.

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 are working towards the completion of a certificate and have completed the last of the courses required within the certificate you are working towards, please fill out our [Certificate Request Form](#) to request your certificate. This form is located on our website at www.ccef.org/course/current-students. 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 a SBC course to earn a certificate of completion. Only courses taken through SBC, either on-site or online, will apply towards any SBC Certificate of Completion.

From SBC:

You may request a copy of your course records to be sent to an educational institution, employer, or personal address. There is a \$10.00 fee for each record you request. Pay for the course record here <http://www.ccef.org/course-completion-record-request> and complete the form that is emailed to you. Please allow five 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 and typically 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.

Sharing Course Materials

All course materials posted on SBC Online are copyrighted. When you register for a course, you agree that you will not duplicate or share the audio, video, and/or printed course materials with another person(s), unless that person is registered for the course on either an audit or a credit basis. If you wish to seek permission to use any of SBC's course materials publicly, you can seek permissions by going to our Copyright Permissions page (www.ccef.org/copyright-permissions).

What to Expect in Your SBC Course

Time Requirements

SBC courses include outside reading and written assignments. Typically, you will need to allow approximately two hours per week outside of class for each hour of weekly lecture or classroom time. This means that a three-hour class will require at least six hours per week or more outside of class, which may increase in some courses due to a more extensive reading list.

Special Needs (Reasonable Accommodations)

If a student has any disability requiring special attention, SBC is more than 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. Please submit this documentation and request to SBC Student Services at student.services@ccef.org prior to the semester's start date.

Course Materials

Course Syllabus

Each course has a detailed course syllabus with information on assigned readings, the lecture schedule, a course-specific grading rubric, and schedule of assignments. You are expected to read the syllabus thoroughly and know when assignments are due. Due dates for SBC Online assignments will be shown in SBC Online.

Ordering Required Textbooks

Required textbooks must be purchased on your own. Cost of books will be determined by the number of books required by the lecturing instructor, source you choose to order from, and shipping costs, which can vary according to your current location. Please review your syllabus for the required reading for your course. You may order textbooks through the CCEF Amazon Store, or through www.wtsbooks.com, or may purchase from outside sources as desired.

Journal of Biblical Counseling

If you are required to read Journal of Biblical Counseling (JBC) articles for a particular course, these articles will be provided to you in SBC Online. Please note that some of the required reading for these courses (both textbooks and articles) exists in earlier formats (either JBC issues or on the JBC CD-Rom.) If you own this material in a previously published format, you are welcome to use it for the courses.

Other Required Readings

Selected courses may require you to read an excerpt of a book or a short article. Any required short excerpts and articles will be available in SBC Online, and a portion of your materials and technology fee for your course is used for the required copyright fees to distribute these items electronically to you.

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 SBC Online, by 11:55 PM EST on the due date specified in SBC Online.

General Paper Guidelines

1. *Follow the directions:* Read the assignment description carefully, and make sure you adhere to both the directions (what the assignment is supposed to encompass) and guidelines (word count/length, name of file, etc.). It is easy to get off track and forget part of the assignment.
2. *Remember the writing process:*
 - a. Brainstorm ideas; get thoughts out.
 - b. Narrow and focus your thoughts in a clear, organized way so that you are building an argument for your audience.
 - c. Edit, edit, edit yourself ruthlessly (Some ideas are meant for another project or are not essential to be included –and that's okay!).
 - d. The final version is the fruit of your labors (not the labor itself). Related to this, take a step back to see how your paper "flows." Is it logical? Does it naturally progress from one idea to another? It may be helpful to have another person read your paper.
3. *Proof-read your work:* Grammatical errors, misspellings, run-on sentences, sentence fragments, and/or punctuation can significantly obscure content. Those types of errors may not be marked on your paper, but they will be noticed! A well-written paper (free of typos, misspelled words, etc.) demonstrates thoughtfulness and attention to detail. It is a good idea to have another person read your paper to check for those things. Spellcheck does not always catch errors!
4. *Don't procrastinate:* Papers should not be written at the last minute. Though some papers are more informal than others, they should not contain sloppy, slapdash thinking or mere stream-of-consciousness. It is evident when assignments are rushed.

Response Papers

Many SBC courses require weekly reading response papers. It is a given that there are some people who have more talent or gifting in writing than others and that some people are more insightful. So, these students will tend to write more creatively and richly, and it's simply because they are gifted in that way or have more ministry/life experience (These are A papers.). In our experience, most people fall into the category of someone whose work exhibits good, honest effort (i.e., they're honest about their lives, they saw something really important in what they read, and they wrote decent papers about it. These are B papers.). Below are some more detailed guidelines used for grading reading response papers:

1. Are you getting what is the driving force of this particular reading?
2. Are you personally wrestling with/honestly grappling with the driving force of this particular reading? How is the material relevant to the details of your own life and ministry? Can you provide concrete, specific examples?

- As stated above, it's not just a book report, nor is it just your own personal story/feelings. It's something really unique that is at the intersection of those two things.
- Are you going beyond the "just" syndrome? Consider this really wonderful theological truth: *Trust the Lord*. The "just" syndrome is when you go into great detail about the problem and then posit as the solution "Just trust the Lord." It means well, and it's the right answer, but it's not grappling. Grappling would involve asking yourself: "How do we grow in trusting in the Lord?" How does that "just" get translated into a life that's hard, that's confusing, that's difficult? What would that look like? What are the specifics?

There should be a balance of both personal application and meaningful interaction with the assigned reading or topic in your papers. If you simply summarize the authors or are abstract – in other words, if they don't see anything of you, your life-lived, and your ministry in what you write – your Recitation Instructors (RIs) may wonder if you are really learning to apply what you're learning to your own heart and ministry. The authors you are reading seek to write significantly about real life. Are you letting the reading engage you, as "iron sharpening iron"? If your RIs see you interacting meaningfully with what you've read, they get excited. May it be increasingly true of you what was spoken of Jonathan Edwards: "His theology was all application and his application was all theology." Edwards learned that from reading the Bible!

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 your course syllabus for specific guidelines.

Exams and Quizzes

Most SBC courses require students to take timed exams and/or quizzes. Below is some general information to remember as you prepare for exams and/or quizzes:

1. Most exams will become available on SBC Online one week before the due date.
2. You are on your honor to not open the file until you are ready to take the exam/quiz. You may not look at the exam/quiz and then study the material again. Once you have seen the exam/quiz, you must continue on and complete it. Opening the file to read the questions is considered a violation of the honor code that you will sign upon completion of the exam/quiz.
3. If you cannot take the exam/quiz during the assigned time, please make arrangements well in advance with your RI/Student Services to reschedule. We ask you to reschedule **prior** to the assigned time.
4. Some lecturing instructors have provided study guides for some (not all) exams/quizzes. If available, these will be posted on SBC Online.
5. 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.
6. You will be asked to save your exam/quiz with a specific file name on your computer. Pay close attention to the specific instructions included on the exam/quiz.
7. Make sure to save periodically while you take the exam/quiz so you won't lose any work in the event of a technical problem.
8. Pay close attention to the time allotted for the exam/quiz. You will be asked to record your start and end times on the exam/quiz.

9. After you receive your exam/quiz grade, please delete all files pertaining to the reading quiz. SBC does not permit the distribution or showing of the exam/quiz in any manner. (This includes family members, as they may take the course in the future.)

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, and you will be asked to 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.

Your initial response to the interaction questions should be between 250-300 words. This will encourage discussion, and ensure that all class members' postings are read. Your Recitation Instructor is not looking for your responses to demonstrate agreement with other students, or even the lecturer. He/she is looking for posts that express thoughtful interaction with the material. Feel free to think out loud and push the boundaries of your understanding, stretching yourself and the rest of us, while being careful to maintain a constructive and respectful tone.

ONLY students in your course section (including auditors), your RI, and the SBC Online 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.*

Course Evaluations

Course evaluations are considered one of your final assignments. It is an opportunity for you to provide us feedback on the course content, the overall SBC program, your Recitation Instructor, or your professors. We take your feedback very seriously and use your comments/reflections to both improve our current program and develop new training initiatives. Information regarding this aspect of the course will be emailed to you towards the end of the course term.

Improving Your Reading and Writing Abilities

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

- Becoming a Demanding Reader: Good Writing Requires Good Reading
http://www.wts.edu/resources/westminster_center_for_theolog/becoming_a_demanding_reader_ma.html
- Becoming a Better Writer (specifically the section entitled "Writing Clearly and Coherently")
http://www.wts.edu/resources/westminster_center_for_theolog/become_writerhtml.html
- Writing for Counseling:
http://www.wts.edu/resources/westminster_center_for_theolog/paper_formatshtml/practical_theology/writing_for_counseling.html

Citations (A Word on 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/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:

http://www.wts.edu/academics/acadwts/plagiarism_2.html. 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.

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. Please refer to your course syllabus for specific guidelines and grading rubrics on individual assignments.

Recitation Instructors (RIs)

RIs are a key strength of SBC Online. They are responsible for guiding students through the course material. Unlike a traditional teacher's assistant, they are forming relationships with each of you. They will be grading, but they are available to answer questions that you may have about course content and what you are learning. They also provide feedback (not just a numerical grade) on the assignments that you submit. 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 SBC 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.

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 a bit more feedback. RIs may ask questions to provoke more thought (which they may or may not request that you answer). Generally, your RI will offer one positive comment and two comments on an area that could have strengthened your paper. 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, generally within two weeks of the due date. Final assignments (projects, papers, and exams) will be returned within four weeks of their due dates. 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.

Letter Grade and Grade Summary	A You added dimensions to your work that went above the required assignment.	B You successfully fulfilled the requirements of the assignment.	C You missed some important aspects of the assignment.	D –F 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.

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!

The general policy for late work is that papers/projects will be marked five percentage points off per day late. 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. If you do not turn in a response paper or quiz (a minor assignment), a grade of "0" will be factored in for that assignment.

Concerning final exams, papers, or projects: If you do not turn in a final assignment (as marked on your syllabus) by the due date given, you will receive 10 points off per day, up to four days. After the fourth day a final assignment is late, you will automatically fail the course.

All late work must be turned in by the due date of the final exam or final paper, unless an extension has been granted.

Please note: If a missions 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 SBC Online. During the course term, all requests to hand in work late must be negotiated 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 Online Program Administrator.

Course Extensions

The School of Biblical Counseling Online considers two different types of extension requests: an extension for final assignments (final exams and final papers/projects depending on the course) and an extension for all other assignments (response papers, quizzes, projects, etc.). Please note that the policy for individual assignments is that course extensions will not be granted for a previously scheduled mission trip, vacation, or other planned event. If an unexpected situation arises 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 Mid-Course Assignments:

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. If you do not notify your RI within the 48-hour time frame, you will receive the standard grade deductions for the assignment (5 percentage points off for every day that it is late). Extension requests for these assignments will only be granted for extreme circumstances (sickness, ministry or family crises, etc.). If an extension request for a mid-course assignment is granted, your RI can give you between a 48-hour and a 1-week extension to turn in the work without a late penalty. If you feel that you are unable to complete the work in the allotted time, you should apply for a course extension with Student Services (see below).

Extension Policy for Final Assignments/Exams and Mid-Course Assignments Past Your RI-Granted Extension:

If you feel that you cannot complete the upcoming final assignment (final project or paper/final exam depending on the course), you can apply for a course extension request 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 a course extension:

- 1) Complete the extension request form found at www.ccef.org/courses/current-students
- 2) You will receive an email within 2 business days with the results of your request.

Withdrawing, Transferring, and Switching from Credit to Audit

For any changes made to a student's registration (withdraw from a course, transfer your registration to the next semester the course is offered, or change your enrollment from credit to audit status), please contact CCEF Student Services (student.services@ccef.org or 215-690-9173). **There is a \$50.00 administrative fee for any of these changes and an additional \$40 non-refundable materials fee charged once you have received access to the class materials.**

Status changes will be based on the date requests are made. The deadline for requests is Tuesdays at 11:55PM EST to be eligible for that week's refund. See the April – May Summer term calendar below as an example. As you can see, week 6 begins May 18th, and so the last day to request a switch from credit to audit or transfer would be Tuesday May 17th by 11:55PM EST.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10	11	12	13 • Week 1	14	15	16
17	18	19	20 • Week 2	21	22	23
24	25	26	27 • Week 3	28	29	30
May 1	2	3	4 • Week 4	5	6	7
8	9	10	11 • Week 5	12	13	14
15	16	17	18 • Week 6	19	20	21

- **Withdrawing:** Students may withdraw from a course at any time. Your refund will depend upon when you request your withdrawal. Withdrawals after the course begins will be recorded as a "W" in your records.
- **Transferring:** Students may transfer their course registration to the next time the course will be offered up to the **first day of the sixth week** of classes. After this time, students do not have the option of transferring. If you subsequently decide to withdraw from the next course offering you were transferred into, you will be issued a refund according to the tuition refund policy, based on the date the ***original*** transfer request was made.
- **Switching from Credit to Audit:** Students may switch from credit to audit up to the **first day of the sixth week** of classes. After this time, students do not have the option of switching from credit to audit.

Withdrawals

For a withdrawal, you will be "dropping" the course in effect and free to sign up for it again when you are ready. This is a preferable option if you are unsure when you will be able to take the course in the future. You are eligible to withdraw up to any point in the semester. You would also receive a refund according to our policy, which is detailed with the chart below:

Term deadlines	% Refund	Fee	Refund			
			3 credit	2 credit	3 audit	2 audit
Before invitation	100%	\$50.00 administrative	\$549.00	\$365.00	\$249.50	\$157.50
Before course start date	100%	\$50.00 + \$40.00 materials	\$509.00	\$325.00	\$209.50	\$117.50
1 st week of course	80%	\$50.00 + \$40.00 materials	\$407.20	\$260.00	\$167.60	\$94.00
2 nd week	30%	\$50.00 + \$40.00 materials	\$152.70	\$97.50	\$62.85	\$35.25
3 rd week	15%	\$50.00 + \$40.00 materials	\$76.35	\$48.75	\$31.42	\$17.62
Over 3 weeks	None	- \$50.00	None			

**Please note if you would like to withdraw from Essential Qualities, please contact Student Services at student.services@ccef.org.

Transfers

A transfer, which costs a \$50 administrative fee, would move your registration to the very next semester the course is offered. You are eligible to transfer up to the **first day of the 6th week of the course**. You can only transfer once, so it is a good option if you are fairly certain that you will be able to take the course at that time. If you have already transferred this course once before, you unfortunately are not eligible to transfer it now. Because you can only transfer once, if you are unable to complete the course, your refund for your withdrawal or switch from credit to audit will be determined based on your original transfer date, or the date which you request your withdraw, whichever is later (See the withdrawal chart above.).

Credit to Audit Switch

Should you desire to stay in the course and have access to course materials, but not continue submitting assignments, switching from credit to audit is a good option for you. Please review the chart below for information regarding your eligible refund.

Term deadlines	% Refund	Fee	Refund for 3-credit course	Refund for 2-credit course
Before course start date	100%	\$50.00 administrative	\$249.50	\$157.50
1 st week of course	80%	\$50.00 administrative	\$199.60	\$126.00
2 nd week	30%	\$50.00 administrative	\$74.85	\$47.25
3 rd week	15%	\$50.00 administrative	\$37.42	\$23.62
Over 3 weeks	None	\$50.00 administrative	None	