



Center for Urban Biblical Ministry
In Partnership with Geneva College



College Catalog 2016–2018



Geneva College at the **Center for Urban Biblical Ministry**

College Catalog 2016–2018

7418 Penn Avenue
Pittsburgh, PA 15208

(412) 247-9010 office
(412) 731-4834 fax
(866) 949-2826 toll free

www.cubm.org

info@cubm.org

Serving the greater
Pittsburgh area since 1988

A Geneva College degree...
The CUBM experience...
The best of two worlds.



General Information

Office Hours

10AM – 6PM

Monday through Friday, except holidays

9AM – 12PM

Saturday

Other office hours are set by need or appointment

Directions

CUBM is housed within the Reformed Presbyterian Theological Seminary at 7418 Penn Avenue near the corner of Penn Avenue and Braddock Avenue in Point Breeze, between Wilkinsburg and East Liberty.

This catalog is intended to provide information for students, faculty, staff, and prospective students.



"CUBM wants to nurture, inspire and assist in your spiritual and educational development. We also want to see Pittsburgh and all urban areas impacted with the power of Christ through well-trained leaders. It has been my privilege to watch CUBM develop over the last 17 years. I invite you to become part of an institution that believes in personal and community transformation through the application of biblical principles and the power of God."

Dr. William Glaze

*CUBM Board President, Pastor
Bethany Baptist Church, Pittsburgh, PA*



"I have seen many students come and go in my 19 years at CUBM, and it has been a pleasure to see them grow and develop into leaders who go back into the community and serve its needs. I invite you to become part of the CUBM family!"

Karla Threadgill Byrd

Executive Director



"I have been with CUBM for 15 years and I am always impressed with the commitment of our students and faculty to create a quality educational experience.

I love teaching classes and taking students on missions trips. Our community is fortunate to have a program like CUBM available to urban leaders."

Dr. John Stanko

Assistant Director and Faculty

Center for Urban Biblical Ministry

A Team of Students and Faculty Working Together



Table of Contents

CUBM Mission Statement 6

CUBM Statement of Faith 6

The CUBM Experience 7

Student Outcomes for Geneva College at CUBM 8

CUBM Program 9-12

The CUBM Curriculum 13-18

Course Descriptions 19-29

School Calendar 30-31

CUBM Board of Directors and Faculty List 32-33

Admissions Regulations 34

Tuition, Financial Aid, and Registration 35-36

Tuition Payment and Financial Aid Terms and Policies 37-40

Student Services 41

Attendance and Grading System 41

Grade Reports and Credit Options 43

Definition of Academic Terms 44

Academic Discipline 45

Graduation Arrangements 46

Student, Staff and Faculty Code of Conduct 47

Geneva College at the Center for Urban Biblical Ministry
Community Standards of Conduct 48-51



Center for Urban Biblical Ministry Mission Statement

CUBM Mission Statement

The mission of the Center for Urban Biblical Ministry (CUBM) is to glorify God by educating urban students in southwestern Pennsylvania for effective service in their local communities. CUBM provides accredited Bible-based degree programs granted by Geneva College and other learning experiences in a Christian community where deep relationships with others of diverse backgrounds are encouraged, equipping students to further the kingdom of Christ and transform society for the glory of God.

CUBM Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His ascension to the right hand of the Father, and in His return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is able to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

CUBM Affiliation

CUBM rents facilities at the Reformed Presbyterian Theological Seminary and offers degree programs granted by Geneva College, a Reformed Presbyterian college. CUBM itself, however, is not affiliated with any denomination. Currently, CUBM students attend congregations throughout the greater Pittsburgh area.

The CUBM Experience



Students of the Center for Urban Biblical Ministry (CUBM) may earn Geneva College associate of arts degrees in Christian ministry, business administration and human services. The programs are designed for busy urban church leaders, future leaders, and persons who have little or no previous college experience. The degrees can be earned in as little as two and one-half years (5 semesters) of full-time study. Part-time study options are also available. Upon completion, the student is eligible to earn a bachelor degree through Geneva College's degree completion program or other more traditional programs at Geneva.

CUBM seeks to promote urban transformation by developing students who know how to serve their communities. With this in mind, the CUBM program is uniquely designed to:

1. Equip urban Christian leaders in western Pennsylvania for the challenges of modern urban ministry and work.
2. Promote Biblical teaching about ministry, business and human services that impacts lives and communities.
3. Help church leaders train members to fully use their gifts to serve the Lord in the urban community.
4. Assist the church to develop urban communities that are economically and spiritually strong.
5. Address the needs of urban families and the crises they face.
6. Encourage all students to pursue excellence in life, service, work and ministry.

The CUBM program is distinctive because of its focus on:

- Ministry in an urban setting.
- A liberal arts curriculum taught from a Christian perspective.
- Convenient class schedules for busy students – evenings and Saturdays.
- A curriculum designed to help students integrate faith and learning.
- Reduced tuition costs and financial aid.



Student Outcomes for Geneva College at CUBM

Education at Geneva College is firmly rooted in its Mission and Doctrinal Statements, Foundational Concepts of Christian Education, Aims, and Statement of Commitment. Relying on these statements as the appropriate points of departure, and acknowledging that our central interest is to understand the implications of a Christian worldview for all that we do, we desire that all students graduating from CUBM Geneva College will have the following:

- 1. Worldview:** Students can articulate the nature, strengths and weaknesses, and use of worldviews, can use worldview analyses critically, articulate the critical elements of an evangelical, reformed Christian worldview.
- 2. Biblical knowledge and Christian life:** Students can articulate the essential biblical truths of the Christian faith, have evaluated their own faith with respect to those truths, have considered the claims of Christ on their own life, and articulate their calling to participate biblically in relationships, family, church and vocation.
- 3. Communication:** Students communicate clearly, responsibly, and with integrity in written and oral forms, and evaluate the written, oral, and artistic communications of others based on the same criteria.
- 4. Liberal Arts and Critical Thinking:** Students demonstrate value in developing the lifelong learning skills necessary to critically respond to world-shaping intellectual and artistic works, and complement those skills with lifelong habits that nurture physical, mental and emotional well-being.
- 5. Cultural Engagement:** Students offer analyses of both historic and current causes and effects of contemporary cultural issues and consider active participation in civic life as shaped by principles of biblical justice.
- 6. Professional:** Students acknowledge that all vocations are arenas for honoring God and demonstrate competency in the essential skills, literacies, data, theory, and methods of their major field to a professionally recognized standard for a graduate and sufficiently for their vocational calling.

The Partnership Between CUBM and Geneva College



History

Geneva College, founded in 1848 as a four-year Christian liberal arts college, is committed to honor the Lord Jesus Christ through quality education. Established by the Reformed Presbyterian Church of North America, Geneva is fully accredited by the Middle States Association of Colleges and Secondary Schools. The college campus is located in Beaver Falls, Pennsylvania, just 30 miles northwest of Pittsburgh.

In the reformed theological view of the world, which Geneva holds, the focus is on the sovereignty of God in all areas of life. Differing viewpoints are expected and handled in a sensitive manner by a faculty that respects students and their various faith perspectives.

In 2009, CUBM added a Human Services degree to assist the many students who wish to serve the people in their communities through counseling and social services. In 2013, CUBM added a leadership degree to equip leaders and potential leaders for effective work in the 21st century.

CUBM Programs and Degrees

The American Psychological Association has established a style that it uses in all of the books and journals that it publishes. Many others working in the social and behavioral sciences have adopted this style as their standard as well. APA workshops are held to help students understand the APA style and how to apply it to assigned class papers and projects.

Associate Degree in Christian Ministry: Many believers enter into ministry without any formal training and little biblical studies. The Christian Ministry degree equips students with the basic biblical and academic skills to heighten their ability to serve or work in local churches or ministries as paid staff or volunteers.

Associate Degree in Human Services: The HSV degree addresses community problems by offering a degree that will educate and train students in human services. Many churches, organizations, and individuals within the community are doing work in the human service area to assist people in need. Although sincere and worthy, many of them lack formal training and, as a result, their services are not as effective as they can be. As economic conditions in America worsen, the need to improve the effectiveness of human service programs will become increasingly important.

Associate Degree in Leadership: Recognizing a need for enhanced leadership capability within the community, CUBM in collaboration with Geneva College is offering an associate of arts degree in leadership. The program's goals and objectives are to develop leaders who have a basic understanding of different leadership styles and skills, and who know when and how to apply them; help leaders and potential leaders understand the need for and importance of ethical leaders at every level of society; educate leaders who know how to apply their faith and Christian principles to leadership positions; help leaders understand how to study, learn from and emulate leaders of the past and then incorporate their lessons into modern situations; and assist each student in developing a relevant, working leadership philosophy that each student can apply to any future leadership position, secular or faith-based.

This new degree will encourage and equip students for participation and leadership in a variety of interdisciplinary and interdenominational Christian ministries, faith-based agencies, community organizations, government agencies and businesses.

Urban Leadership Initiative (ULI): The Urban Leadership Initiative is a program within CUBM that provides students with the fullest possible exposure to the urban communities in which they minister, serve, and live. ULI's programs – seminars, conferences, workshops, and forums – are designed to encourage and equip students for participation in a variety of interdisciplinary and interdenominational Christian ministries, faith-based agencies, community organizations, government agencies, and businesses. ULI uses collaborations, internships, and mentoring relationships to expand the student's education outside the classroom. Many of ULI's programs are available to leaders who are not students at CUBM but are involved in urban leadership positions.

Urban Leadership Initiative International (ULII): The goal of Urban Leadership Initiative International (ULII) is to educate students and the public about the trends, challenges, and opportunities in the ministry world outside of CUBM and its locations. ULII sponsors workshops, classes, and missions trips to provide students with firsthand experience in cross-cultural ministry. By doing so, ULII aims to train global leaders who are ready to face and solve the problems of the modern world.

Urban Leadership Initiative Conference: The first Urban Leadership Conference was held in 2001. Once a year, CUBM and ULI sponsor an intensive weekend program that is part of each student's class schedule for that term. Each conference focuses on one issue pertinent to urban ministry. These conferences are open to the public so that students may meet and associate with proven community leaders. Past conference speakers have included Dr. Bernard Franklin from the Fatherhood Initiative in Kansas City; Dr. Terrell Byrd of Palm Beach Atlantic University in West Palm Beach, Florida; Dr. Tom Fortson of Promise Keepers in Colorado Springs, Colorado; Dr. John Perkins, author of *Reclaiming the Urban Family*; Dr. Carl F. Ellis, Jr., author of *Free at Last*, Dr. Willie Richardson of Stronghold Baptist Church in Philadelphia, and Dr. Cleophus LaRue of Princeton Theological Seminary.



Associate of Arts in Christian Ministry

(subject to adjustment)

PROGRAM WORKSHEET – 63 CREDITS TOTAL

We recommend that students keep this catalog and mark the date taken and the grade received during their enrollment at CUBM.

Core Requirements – 30 Credits

Biblical Studies (6 credits)

_____	BIB 112	Biblical Introduction I
_____	BIB 113	Biblical Introduction II

Social Science (3 credits)

_____	PSY 201	General Psychology
_____	SOC 200	Introduction to Sociology

Natural Science and Math (6 credits)

_____	SCS 105	Environmental Science
_____	SCS 215	Earth and Space Science
_____	CHM 100	Applied Chemistry
_____	CHM 160	Chemistry in Art
_____	BIO 101	Topics in Biology
_____	MAT 491	Fundamentals of Math Modern Applications

Humanities (6 credits)

_____	HUM 304	Contemporary Christian Music
_____	HUM 304	The Bible as Literature
_____	HUM 304	The Civil Rights Movement
_____	HUM 304	Great Books of Religious Thought
_____	HUM 491	Drama and Ministry
_____	HUM 491	Rhetoric of the Civil Rights Movement
_____	HUM 491	African American Literature

Communications (9 credits)

_____	ENG 095	Proficiency English (non-credit class)
_____	ENG 101	English Composition
_____	ENG 102	Academic Writing and Research Process
_____	COM 101	Principles of Communication

Major Requirements – 24 credits

Required Courses (18 credits)

_____	PHI 110	Introduction to Philosophy OR
_____	PHI 212	Ethics
_____	MIN 210	Evangelism
_____	BIB 200	How To Read The Bible
_____	BIB 310	Special Topics in Theology OR
_____	BIB 324	Intro to Reformed Tradition OR
_____	BIB 325	Biblical Theology
_____	BIB 350*	History of Christian Church
_____	MIN 202	Holistic Spiritual Formation

Advanced Courses (6 credits)

(3 credits in Old Testament)

_____	BIB 301	Old Testament Prophecy
_____	BIB 302*	Wisdom Literature
_____	BIB 303	Old Testament Studies
_____	BIB 304*	Psalms
_____	BIB 305*	Isaiah
_____	BIB 306	Daniel
_____	BIB 307*	Judah's Exile and Restoration

(3 credits in New Testament)

_____	BIB 308	Luke
_____	BIB 309	Revelation
_____	BIB 310	Pauline Epistles
_____	BIB 311	Matthew
_____	BIB 312	Mark
_____	BIB 313	John
_____	BIB 314	New Testament Studies
_____	BIB 315	Acts
_____	BIB 316	Romans
_____	BIB 317	Ephesians/Pastoral Epistles
_____	BIB 318	Hebrews
_____	BIB 340	Inter-Testamental Literature

Biblical Language Focus

_____	GRK 101	Elementary Hellenistic Greek
_____	GRK 102	Elementary Hellenistic Greek
_____	GRK 201	Intermediate Greek

* Indicates an approved Humanities Course option.

From time to time, practical one-credit courses are offered in particular areas of student interest that have relevant ministry value for modern ministry.

Associate of Science in Human Services

(subject to adjustment)

PROGRAM WORKSHEET – 63 CREDITS TOTAL

We recommend that students keep this catalog and mark the date taken and the grade received during their enrollment at CUBM.

Core Requirements – 30 Credits

Biblical Studies (6 credits)

_____	BIB 112	Biblical Introduction I
_____	BIB 113	Biblical Introduction II

Social Science (3 credits)

_____	PSY 201	General Psychology
_____	SOC 200	Introduction to Sociology

Natural Science and Math (6 credits)

_____	SCS 105	Environmental Science
_____	SCS 215	Earth and Space Science
_____	CHM 100	Applied Chemistry
_____	CHM 160	Chemistry in Art
_____	BIO 101	Topics in Biology
_____	MAT 491	Fundamentals of Math
		Modern Applications

Humanities (6 credits)

_____	HUM 304	Contemporary Christian Music
_____	HUM 304	The Bible as Literature
_____	HUM 304	The Civil Rights Movement
_____	HUM 304	Great Books of Religious Thought
_____	HUM 491	Drama and Ministry
_____	HUM 491	Rhetoric of the Civil Rights Movement
_____	HUM 491	African American Literature

Communications (9 credits)

_____	ENG 101	English Composition
_____	ENG 102	Academic Writing and Research Process
_____	COM 101	Principles of Communication

Major Requirements – 27 credits

_____	COM 220	Group Dynamics
_____	HSV 240	Introduction to Helping Skills
_____	HSV 241	Child Abuse and Family Violence
_____	HSV 242	Foundations of Addiction
_____	HSV 243	Case Management
_____	HSV 244	Crisis Intervention
_____	PSY 250	Life Span Development
_____	PSY 313	Abnormal Development
_____	SOC 200	Introduction to Sociology

Electives – 6 Credits (*This list is for all four degree programs*)

_____	BIB 292	Christian Ministries Practicum (1-4 credits)
_____	BIB 300	Foundations of Christian Thought
_____	MIN 205	Christian Education in the Local Church
_____	MIN 213	Global Missions in the Local Church
_____	MIN 215	Methods of Teaching the Bible
_____	MIN 216	Practical Preaching
_____	MIN 219	World Christian Movement
_____	MIN 220	Topics in Christian Ministry
_____	MIN 223	Church Management
_____	MIN 224	Missions and Culture
_____	MIN 225	Globalism and Multiculturalism
_____	MIN 242	Children's Ministry
_____	MIN 247	Development of Nonprofit Ministries
_____	MIN 319	Contemporary Adolescent Culture
_____	MIN 233	Pastor Care and Counseling
_____	MIN 240	Introduction to Student Ministry
_____	HSV 230	Family System in Context

Associate of Science in Leadership

(subject to adjustment)

PROGRAM WORKSHEET – 63 CREDITS TOTAL

We recommend that students keep this catalog and mark the date taken and the grade received during their enrollment at CUBM.

Core Requirements – 30 Credits

Biblical Studies (6 credits)

_____	BIB 112	Biblical Introduction I
_____	BIB 113	Biblical Introduction II

Social Science (3 credits)

_____	PSY 201	General Psychology
_____	SOC 200	Introduction to Sociology

Natural Science and Math (6 credits)

_____	SCS 105	Environmental Science
_____	SCS 215	Earth and Space Science
_____	CHM 100	Applied Chemistry
_____	CHM 160	Chemistry in Art
_____	BIO 101	Topics in Biology
_____	MAT 491	Fundamentals of Math
		Modern Applications

Humanities (6 credits)

_____	HUM 304	Contemporary Christian Music
_____	HUM 304	The Bible as Literature
_____	HUM 304	The Civil Rights Movement
_____	HUM 304	Great Books of Religious Thought
_____	HUM 491	Drama and Ministry
_____	HUM 491	Rhetoric of the Civil Rights Movement
_____	HUM 491	African American Literature

Communications (9 credits)

_____	ENG 095	Proficiency English (non-credit class)
_____	ENG 101	English Composition
_____	ENG 102	Academic Writing and Research Process
_____	COM 101	Principles of Communication

Major Requirements – 24 credits

Leadership Studies

_____	COM 210	Leadership Communication
_____	LDR 105	History of Urban Leadership
_____	LDR 120	Personal Development
_____	LDR 180	Leadership Ethics
_____	LDR 201	Development of Nonprofit Organizations
_____	LDR 210	Professional Development
_____	LDR 285	Leadership Capstone
_____	MIN 320	Urban Theology

Electives – 9 Credits (*This list is for all four degree programs*)

_____	BIB 292	Christian Ministries Practicum (1-4 credits)
_____	BIB 300	Foundations of Christian Thought
_____	MIN 205	Christian Education in the Local Church
_____	MIN 213	Global Missions in the Local Church
_____	MIN 215	Methods of Teaching the Bible
_____	MIN 216	Practical Preaching
_____	MIN 219	World Christian Movement
_____	MIN 220	Topics in Christian Ministry
_____	MIN 223	Church Management
_____	MIN 224	Missions and Culture
_____	MIN 225	Globalism and Multiculturalism
_____	MIN 242	Children’s Ministry
_____	MIN 319	Contemporary Adolescent Culture
_____	MIN 233	Pastor Care and Counseling
_____	MIN 240	Introduction to Student Ministry



Center for Urban Biblical Ministry Course Descriptions

BIBLICAL LANGUAGES

GRK 101, 102 – Elementary Hellenistic Greek I, II

The purpose of this course is to enable students to begin reading and translating New Testament Greek on their own. Emphasis is placed on understanding the basic grammar, developing a working vocabulary, and basic translation methods.

GRK 201 – Intermediate Greek

The student will be able to read, translate into English, and identify the different parts of speech, the grammar and syntax of koine New Testament Greek. *Prerequisite:* GRK 101 and GRK 102.

BIBLICAL STUDIES

BIB 112 – Biblical Introduction I

Creation to the Post-Exilic Period – Introduction to the history of salvation as expressed in the Old Testament. This includes historical and theological study focusing on Israel as the covenant people of God, with special attention on the relationship of the Old Testament to Jesus Christ.

BIB 113 – Biblical Introduction II

Inter-testament Period through Apostolic Age – The political, social, and religious background and setting of the New Testament; the Gospels as witness to Jesus Christ; and the development of Christianity in the first century. *Prerequisite:* BIB 112.

BIB 200 – How to Read the Bible

This course provides an overview of the principles of interpretation from a redemptive historical perspective.

BIB 292 – Christian Ministries Practicum (1-4 credits)

A ministry opportunity under the oversight of a mentor who will impart practical experience to the student in a real-life ministry setting.

BIB 300 – Foundations of Christian Thought

Scriptural concepts under-girding Christian academic work and a biblically directed view of prophetic literature. *Prerequisite:* BIB 112, 113 or permission of the instructor.

BIB 301 – Old Testament Prophecy

Theological and ethical content, with attention to the original life-settings and contemporary relevance of the prophetic literature. *Prerequisite: BIB 112 or permission of the instructor.*

BIB 302 – Wisdom Literature

The wisdom tradition in Israel and the ancient Near East, with special emphasis on Job, Proverbs, and Ecclesiastes. *Prerequisite: BIB 112 or permission of the instructor.*

BIB 303 – Old Testament Studies

Various topics in the Old Testament. This course gives the student an opportunity to study the book of Psalms and a more examination of the Pentateuch or history books.

BIB 304 – Psalms

An in-depth study of the book of Psalms, including how it relates to the ministry of Jesus, the New Testament and the life of the modern church.

An approved Humanities Option.

BIB 305 – Isaiah

A study of the OT Book of Isaiah, with special attention toward exploring its role in the unfolding of redemptive-history, and how its message and imagery contains key themes that were recognized by the New Testament writers as having been ultimately fulfilled in the Person and Work of Jesus Christ. Meets OT upper level content requirement for all majors. ***An***

approved Humanities Option.

BIB 306 – Daniel

An introduction to Biblical Prophecy and the Book of Daniel. Meets OT upper level content requirement for all majors.

BIB 307 – Judah's Exile

A study of Judean history and prophecy from the Babylonian captivity to the return exile. ***An approved Humanities Option.***

BIB 308 – Luke

A study of the gospel of Luke.

BIB 309 – Revelation

A study of the book of Revelation.

BIB 310 – Pauline Epistles

An study of Paul's epistles not covered in other classes.

BIB 311 – Matthew

A study of the gospel of Matthew.

BIB 312 – Mark

An study of the gospel of Mark.

BIB 313 – John

A study of the gospel of John.

BIB 314 – New Testament Studies

Study various New Testament books not covered in other courses, such as Hebrews, Revelation and Acts. *Prerequisites BIB 112, BIB 113 and BIB 200.*

BIB 315 – Acts

A study of the book of Acts.

BIB 316 – Romans

An study of the book of Romans.

BIB 317 – Ephesians and Pastoral Epistles

An study of Paul's pastoral epistles.

BIB 318 – Hebrews

A study of the book of Hebrews.

BIB 320 – Special Topics in Theology

Variable topics in theology. Some courses may be approved as a humanities option. *An approved Humanities Option.*

BIB 324 – Introduction to Reformed Tradition

An introduction to the theology of the Reformation, especially as seen in the Westminster Confession of Faith. *An approved Humanities Option.*

BIB 325 – Biblical Theology

Dominant motifs of biblical literature, emphasizing biblical texts, with some review of theological literature and methods. *An approved Humanities Option.*

BIB 340 – Intertestamental Studies

Examines the history, literature, and religious developments of the Jewish people between the close of the Old Testament and the time of Jesus.

BIB 350 – History of the Christian Church

Dominant motifs of biblical literature, emphasizing biblical texts, with some review of theological literature and methods. *An approved Humanities Option.*

BIB 491 – Special Study (1-3 credits)

A seminar or directed study on an announced topic or set of topics. Credit specified at registration. Repeatable for credit with a new topic.

COMMUNICATIONS

COM 101 – Principles of Communication

Interpersonal, group, and formal public communication. Emphasis on the development of effective oral communication in various settings.

COM 210 – Leadership Communication

The course surveys leadership practices, theories and concepts in the context of various communication processes and media. The student will pay close attention to the communication habits and techniques of his or her case study of an urban example.

COM 220 – Group Communications

Process exercises and games designed to relate insights of behavioral science to practicing managers and students of group and organizational behavior.

COM 310 – Public Speaking

The purpose of this course is to provide students with the tools and strategies needed for planning and executing effective public speaking, particularly in the context of preaching and church administration.

ENGLISH

ENG 095 – English Proficiency

A two-semester development course for students to acquire fundamental writing skills. This course is in preparation for ENG 101 and is worth two credits. Admission by recommendation of the instructor and /or a placement test.

ENG 101 – English Composition

A course designed to promote effective written communication. The student analyzes and synthesizes ideas and presents them in essay form. Students also practice these skills in response to critical analysis of assigned reading that emphasizes rhetorical strategies, stylistic option, and a variety of voices and purposes. Enrollment in this course is dependent on a satisfactory score on the college placement test, successful completion of the appropriate development courses, or by permission of the instructor.

ENG 102 – Academic Writing and the Research Process

This course is intended to serve those students who seek to improve the knowledge, skills, and strategies to find and critically evaluate information. Students then organize the results of their research and communicate them in writing. *Prerequisite: ENG 101.*

HUMANITIES

HUM 304 – Contemporary Church Music

This course seeks to introduce students to the literary genius of the Bible, a book that sets standards for artistry, verbal craftsmanship, aesthetic beauty, and moral truth.

HUM 304 – Great Books of Religious Thought

A survey of musical trends in the modern church. Also provides a theological basis for New Testament worship styles in the local church.

HUM 304 – Rhetoric of the Civil Rights Movement

This is an interdisciplinary course designed to introduce students to the history, rhetoric and social forces surrounding the Civil Rights Movement.

HUM 491 – African American Literature

African-American literature is the body of literature produced in the United States by writers of African descent. This course will not only study the literature but the cultural and historical context in which African American literature was created and made necessary.

HUMAN SERVICES

HSV 230 – The Family System in Context

This class will consider the dynamic family in social context. Different theories and topics such as marriage, parenting, communication, conflict and economics will be discussed. The biblical model of creation, fall and redemption will be the context for the class.

HSV 240 – Introduction to Helping Skills

An exploration of the values, relational skills, strategies and techniques in the helping process. Focus is on developing skills that aid clients in identifying restrictive thoughts, feelings and actions that hinder personal growth, then giving them substantive support to overcome the stumbling blocks to healthy change.

HSV 241 – Child/Elder Abuse and Family Violence

An exploration of the history and dynamics of intimate partner, child, elder abuse and family violence. Students will examine the psychosocial foundations of abuse, as well as the community and legal responses to this behavior.

HSV 242 – Foundations of Addictions

An examination of the biopsychosocial characteristics of addictive behavior. The course will review the history of substance abuse, and the various treatment approaches developed over time. Students will also study the pharmacological consequences of addiction, physical effects of use, and the sociological conditions caused by and resulting from substance abuse.

HSV 243 – Case Management

This course will cover instruction in the processes and procedures that assure appropriate planning and follow-up on work with clients. Emphases will be on intake procedures, treatment planning and case review with individuals, family/kinship groups and key practitioners in agencies/organization who may be working with the case. Students will be exposed to the principles and concepts of appropriate plan development and monitoring that create dynamic movement in the case. Records management and HIPPA regulations will also be covered.

HSV 244 – Crisis Intervention

This course will examine basic education and training in crisis intervention both theory and application. Course will include topics such as approaches to crisis intervention, basic crisis intervention skills, crisis case handling, telephone and online crisis counseling, culturally effective crisis counseling. The course will review specific types of crises and how to handle crises related to trauma and victimization, suicidality, chemical dependence, grief and loss, crises in schools, and crises related to disaster response.

LEADERSHIP

LDR 105 – History of Urban Leadership

Includes an overview of the unique challenges of urban leaders today, including a study of significant urban leaders from around the world. In this class, the student will choose his or her the urban leader who will be the focus for his or her case study for the remainder of the program. These leaders will chosen from a list including such leaders as W.E.B. Dubois, A. Phillip Randolph, Martin Luther King, Thurgood Marshall, or Whitney M. Young, Jr.

LDR 120 – Personal Development

This course prepares the student for a lifetime of learning that includes skills such as self-awareness, developing a leadership philosophy, developing and following personal values, and understanding the student's own personality type and characteristics as reflected in the DISC profile or similar personality assessment tool. The student will pay particular attention to the personal development path or philosophy of his or her chosen case study.

LDR 180 – Leadership Ethics

This course introduces the students to biblical ethics concerning such topics as power, authority, finances and the decision-making process. This includes a study of servant-leadership and its application and role in business and the faith-based world in the 21st century. The student will then focus on his or her case study to show how ethics, or a lack thereof, contributed to the success or failure of his or her chosen hero.

LDR 201 – Development of Nonprofit Organizations

This course outlines how to develop a Nonprofit, faith-based organization, including staffing, volunteer development, fundraising and legal requirements at both the state and federal level. Upon course completion, students will be ready both to incorporate in the Commonwealth of Pennsylvania and submit an application to the IRS to be recognized as a 501(c)3 corporation.

LDR 210 – Professional Development

This course equips the student for effective and meaningful organizational citizenship and includes working with and leading others in the workplace, that includes such skills as team-building, team dynamics, the need for ongoing training, and business and the principles of servant leadership.

LDR 285 – Leadership Project

In this final course, the student will prepare his or her final presentation on his or her chosen case study for the program. Particular attention will be paid to a study of servant leadership in the life and leadership of the chosen case study individual, along with the historical context of that person. Each student will then give a comprehensive class presentation on the chosen case study, and submit a final paper that includes an introduction, ethical, personal development and communications review of the case study, along with a conclusion that will include leadership characteristics this student will develop to emulate said case study individual.

MINISTRY

MIN 202 – Holistic Spiritual Formation

This course will develop a firm understanding of spiritual formation as the process of learning to become Christ-like in order to advance the kingdom of God.

MIN 205 – Christian Education in the Local Church

An overview of programs and curricula available for 21st-century church life. This class also includes an overview of Sunday School and children's programs. *Prerequisite: BIB 113 or instructor's permission.*

MIN 210 – Evangelism

A study of the theology, theory, and practices of evangelism. *Prerequisite: BIB 112 and 113.*

MIN 213 – Global Missions in the Local Church

This class prepares students for missions work, whether short- or long-term. The classroom work covers missions administration, fundraising, and team development. The course also includes an actual missions field trip.

MIN 215 – Methods of Teaching the Bible

An overview of effective teaching techniques that maximize the impartation of Biblical truth. *Prerequisite: BIB 112 and 113.*

MIN 216 – Practical Preaching

A study of Biblical interpretation and the skills necessary to communicate God's word in the postmodern world.

MIN 219 – World Christian Movement

Selected types of societies, both past and present, that represent varying levels of cultural development. Includes cross-cultural and Christian approaches to case studies.

MIN 220 – Topics in Christian Ministry

An overview of topics pertinent to Christian workers and lay persons alike. *Prerequisite: BIB 112 and 113 or instructor's permission.*

MIN 223 – Church Management

Biblical principles, as they apply to church management, effective leadership, strategic planning, time management, and conflict resolution, will be presented.

MIN 224 – Missions and Culture

This course aims to prepare students for Christian service in societies that differ significantly from their own. Students will research the features of a distant people group from historical and worldview perspectives, and consider how missionaries to such places can adapt themselves to significantly different cultural circumstances while bringing the heart of the gospel into such situations.

MIN 225 – Globalism and Multiculturalism

This course explores the phenomenon of globalism in the 21st century as the world's "global village" is being forged by the inexorable forces of instantaneous communication, international transportation and trans-national corporations. Students will learn how these forces are influencing various aspects of life, from religion to politics to family dynamics, and will be encouraged to consider Christian responses to these forces.

MIN 233 – Pastoral Care and Counseling

This course focuses on the role of pastoral care and counseling in the body of Christ. The student will be exposed to various counseling paradigms and methodologies. The role of prayer and Scripture in the counseling process will be explored.

MIN 240 – Introduction to Student Ministry

Provides an overview of the theology and practical skills needed to build a ministry for modern teenagers. This will also include evangelism strategies for reaching young people.

MIN 242 – Children's Ministry

This course will address the need to understand developmentally appropriate practices for infants through elementary-aged children as a prerequisite for effective children's ministry. Students will develop an understanding of how children learn and the appropriate ways to initiate, nurture, and sustain faith responses as children physically and cognitively grow and develop. A special focus will be given to the importance of family and church connections. In addition, students will learn how to communicate Biblical truths to children.

MIN 247 – Development of Nonprofit Ministries

Studies the development of nonprofit ministries, including staffing, volunteer development, fundraising, and legal requirements. This will also include evangelism strategies for reaching young people.

MIN 319 – Contemporary Adolescent Culture

A survey of the last 40 years of American history investigating social trends and technology that have changed the nature of adolescence and must be considered as we attempt to evangelize teenagers.

MIN 320 – Urban Theology

This course offers an overview of African American theology and the historical conditions that contributed to its development. This will in turn lead to a study of current trends in urban society and the leadership challenges and opportunities for 21st century leaders.

NATURAL SCIENCE

BIO 101 – Topics in Biology

This course is an examination of one biological topic such as human biology, bioterrorism, and nature studies.

CHM 100 – Introductory Applied Chemistry

An introduction to the basic concepts of chemistry with emphasis on utility for daily life.

CHM 160 – Chemistry in Art

Topics include a scientific description of the materials and methods used in making works of art: light and the chemistry of color; pigments and dyes; restoration and conservation; scientific examination of artworks; the identification of fakes; and scientific probes of influence and style. Not applicable toward a major or minor in chemistry.

SCS 105 – Environmental Science

Introduction to physical and biological principles pertaining to environmental issues. Also includes an examination of the impact of human activities on the environment.

SCS 215 – Earth and Space Science

Introduction to physical and biological principles pertaining to environmental issues. Also includes an examination of the impact of human activities on the environment.

PHILOSOPHY

PHI 110 – Introduction to Philosophy

Classical Christian view of ethics, religion, and human nature.

PHI 112 – Ethics

The nature of ethical principles and the analysis of modern ethical issues such as abortion, capital punishment, and world hunger.

SOCIAL SCIENCES

PSY 201 – Introduction to Psychology

Problems, principles, and methods to serve as part of a liberal arts education and as preparation for more advanced work in psychology, or for professional study. Will cover such topics as development, motivation, emotion, learning, intelligence, personality, and abnormal behavior.

PSY 250 – Life Span Development

Covers developmental patterns of human beings from conception to death all in the context of God's created order. Physical, cognitive, social, emotional, and spiritual aspects of development will be considered. Research methods and approaches will be explored as well. *Prerequisite: PSY 201.*

PSY 252 – Adolescent Development

Development and behavior from conception through middle childhood, including genetic influences, developmental processes, and psychological processes related to physical, linguistic, social, intellectual, emotional, and personal development. *Prerequisite: PSY 201.*

PSY 313 – Abnormal Psychology

Empirically-based principles of psychopathology. Surveys classical "mental illnesses" from various perspectives.

SOC 200 – Introduction to Sociology

An introduction to the science of sociology, including a discussion of sociological theory and method, culture and personality, human ecology and population, and social organization and disorganization. Social institutions and processes are analyzed and related to current national and world problems.



Center for Urban Biblical Ministry

2016-2018 Academic Calendar

SUMMER 2016

May 16 – Summer classes begin
May 30 – No classes, Memorial Day
June 10 – Last day to drop class with no refund
June 13 – Midterm exams week
July 4 – No classes, Independence Day
July 26 – Final exams week
August 1 – Final exams end
August 2 – Faculty meeting
August 5 – Final grades due

FALL 2016

August 5 – New student orientation
August 8 – CUBM office closes for the week
August 15 – CUBM offices reopen
August 22 – Fall classes begin
September 2-5 – Labor Day weekend – no classes
September 9-10 – Student Development Workshop
September 16 – Last day to drop class with no refund
October 3 – Midterm exams week
November 21 – Thanksgiving break begins
November 22 – CUBM office closes
November 28 – Office reopens, classes resume
December 5 – Finals week
December 12 – Faculty meeting
December 13 – New student orientation
December 16 – Final grades due
December 21 – CUBM office closes

SPRING 2017

January 4 – Office reopens
January 9 – Winter classes begin
January 16 – No classes, Martin Luther King holiday
January 27 – Last day to drop class with no refund
February 20 – Midterm exams week
April 10 – Easter break begins
April 13 – CUBM office closes at noon
April 17 – Office reopens, classes resume
April 24 – Final exams week
May 2 – Final grades due
May 8 – Graduation

Center for Urban Biblical Ministry

2016-2018 Academic Calendar

SUMMER 2017

May 15 – Summer classes begin
May 29 – No classes, Memorial Day
June 9 – Last day to drop class with no refund
June 12 – Midterm exams week
July 4 – No classes, Independence Day
July 24 – Final exams week
July 31 – Final grades due
July 31 – Faculty meeting

FALL 2017

August 4 – New student orientation
August 7 – CUBM office closed
August 14 – CUBM office reopens
August 28 – Fall classes begin
September 4 – No classes, Labor Day
September 22 – Last day to drop class with no refund
October 9 – Midterm exams week
November 22 – Thanksgiving break begins, offices close
November 27 – Office reopens, classes resume
December 11 – Final exams week
December 12 – New student orientation
December 18 – Final grades due
December 18 – Faculty meeting
December 21 – CUBM office closes

SPRING 2018

January 2 – Office reopens
January 8 – Winter classes begin
January 15 – No classes, Martin Luther King holiday
February 2 – Last day to drop class with no refund
February 19 – Midterm exam week
March 28 – Easter break begins, offices closed
April 3 – Office reopens, classes resume
April 23 – Final exam week
May 1 – Final grades due
May 7 – Graduation



CUBM Board of Directors

Rev. Earlene Coleman

Bethlehem Baptist Church
McKeesport, PA 15132

Karen Farmer White

Retired
Pittsburgh, PA

Rev. Dr. William R. Glaze

Bethany Baptist Church
Pittsburgh, PA

Rev. Dr. Richard Wingfield

Union Baptist Church
Braddock, PA

Sue Maloney

ParenteBeard CPA and
Business Consulting
Pittsburgh, PA

Mrs. Ann Wollman

Geneva College
Beaver Falls, PA

Dr. John H. White

Geneva College
Beaver Falls, PA

Dr. David Wollman

Geneva College
Beaver Falls, PA

Center for Urban Biblical Ministry

Faculty List

Todd Allen

Speech and Humanities Instructor
B.A., Geneva College; M.A., Univ. of
Akron; Ph. D, Duquesne Univ.

Andrews Amoh

Biblical Studies Instructor
B.A., Academy of
New Church College;
M. Div., Reformed Presbyterian
Theological Seminary; M.A.,
Univ. of Pittsburgh

Danielle Blackburn

Speech Instructor
B.A., American Univ.; M.A.,
Duquesne Univ., Ph. D, Rhetoric and
Philosophy of Communication

John Burwell

Humanities Instructor
A.A., Community College of Allegheny
County; B.S., Point Park Univ.

Karla Byrd

Mentoring Coordinator
B.S., California Univ. of Pennsylvania;
M.A.T., Univ. of Pittsburgh

Oliver Byrd

Business Instructor
B.S., Harvard Univ.; M.B.A.,
Univ. of Pittsburgh

Paul Edwards

Instructor of Biblical Studies
B.A., The Univ. of the West Indies; M.
Div., Pittsburgh Theological Seminary;
D. Min., Pittsburgh Theological
Seminary

Valetta Ford

Social Science Instructor
B.A., Duquesne Univ.; M.A., Univ. of
Pittsburgh; M.A., Geneva College

Barbara Gunn

A.A., Geneva College
M.TS., Reformed Presbyterian
Theological Seminary

Helen Jackson

Leadership and Ethics
B.S., Geneva College
M.S., Geneva College

Lauraine M. Key

B.S., The City University of New York
M.S., The University of Michigan

Regina Jones

Human Services Instructor
B. S., Carlow College
M. S., Robert Morris University

Shaunda Miles

Humanities Instructor
B.A., Dartmouth College
M. FA., Yale University

Dr. Melvin Rippy

B. S., Geneva College
M. Div., Virginia Union University
D. Min., Howard University

John Stanko

Biblical Studies, Humanities,
Ministry and Missions Instructor
B.A., Duquesne Univ.;
M.A., Duquesne Univ.;
D. Min., Reformed Theological
Presbyterian Seminary

Jonathan Watt

Biblical Studies Instructor
B.S., Syracuse Univ.; M. Div., Reformed
Presbyterian Theological Seminary;
M.A., Univ. of Pittsburgh; Ph.D.,
Univ. of Pittsburgh

Richard Wingfield

Christian Education and
Preaching Instructor
A.A., Center for Urban Biblical
Ministry; B.S., Geneva College; M.Div.,
Pittsburgh Theological Seminary

Center for Urban Biblical Ministry

Admissions Regulations

The application process is not complete until a student has submitted the following items.

Degree students complete Steps 1 - 6

Personal Enrichment Students complete Steps 1, 4, 5 and 6

1. Admission application
2. Official high school transcript or GED records
3. College transcripts
4. Pastoral reference form*
5. Student essay
6. Signed Statement of Faith

*The pastoral reference form must be completed by your pastor, elder, or deacon to verify church membership and involvement.

All forms required can be downloaded from our website admission page.

<http://cubm.org/admissions.html>

Applicants are required to have all transcripts forwarded to CUBM from each institution attended. Geneva will evaluate transcripts and inform applicant of credits they will accept from other accredited institutions and approved Bible college programs.

Upon receipt of ALL the above documents: online application, transcript(s), essay, and the pastoral reference form, an interview conducted, and a criminal background check conducted, an admission decision will be made within two weeks. The candidate will be informed by letter regarding admission and, if accepted, registration materials will be forwarded. The coursework will be contingent upon being admitted to the program.

Applicants on a Sex Offender List

If at any point during the admissions process, or while a student is currently enrolled, the College learns that an individual is on the registered sex offender list, the College will meet with the individual to discuss the continuation of the admissions process or continuing as a student of the institution. If this information is brought forward during the admissions process, the admissions director may choose to consult with both of the Academic Deans before an admissions decision is made.

In addition, it is important to note that students must indicate on their application whether they have been convicted of a felony or misdemeanor. If a student does not disclose the conviction and the College later learns of the event, this would be means for immediate dismissal from the College.

Center for Urban Biblical Ministry

Tuition, Financial Aid, and Registration

TUITION AND FEES

- \$25 application fee
- \$2,610 per three-credit course*
Tuition may increase without notice in this Catalog.
- \$250 personal enrichment courses (non-credit)
- \$70 activity fee (each semester except summer)

* Each CUBM student automatically receives a 35% per course grant toward the tuition cost listed above.

Tuition must be paid in full with the completed registration form. Tuition is payable to Geneva College. Registration and tuition must be sent to the CUBM address ten days before the term begins. Book costs are additional and it is generally the student's responsibility to order his or her textbooks.

DROP COURSES

We highly recommend that you consult with the executive director regarding any schedule changes. Never drop below six credits per semester, for this could affect or negate your financial aid.

REGISTRATION PROCEDURES

The available paper registration form is for use by students who are unable to register on the web. All students had a registration hold that can only be released by the executive director. Otherwise, login to www.mygeneva.edu and view the registration video, then click Current Students, Registrar, Web Registration Information. Follow the instructions to register for classes in the upcoming semester. The executive director can advise you on classes you need for completion of your degree requirements.

WITHDRAWAL FROM A CLASS

An incomplete grade is awarded only when a student has been unable to complete the work due to circumstances beyond his or her control due to personal illness. The student must be doing satisfactory work with four weeks of the end of the semester. The incomplete grade is considered temporary and the student must make up the work without repeating the course. The incomplete grade must be replaced by a letter grade by the date specified by the instructor or within eight weeks of the semester's end, whichever date comes first for traditional semester courses. If the work is not completed, the incomplete will be overt to the grade specified on the incomplete grade form. Exceptions to the policy require approval of the executive or assistant director.

STUDENT IDENTIFICATION

At the beginning of each semester, new students have the opportunity to receive a Geneva College identification card. The number on this card is critical for registration, financial aid, grades and for any communication with the Geneva administration. In order to receive his or her identification card, each student must come in to be photographed at the designated time. There is a \$50 fee for replacement cards if lost.

STUDENT ORIENTATION

Each new CUBM student is expected to attend a 3-hour orientation prior to the start of classes throughout the school year.

WITHDRAWAL FROM CUBM

To withdraw from CUBM, a student must complete a withdrawal form, available from the site director. If the student receives financial aid, he or she must notify the Financial Aid Office.

READMISSION AFTER WITHDRAWAL

A full- or part-time degree candidate who, for any reason, is out of college for a semester or more must apply for readmission to the executive director. The application must include official transcripts of all grades earned at other institutions since leaving Geneva and CUBM and should be filed at least 60 days prior to registration to assure proper clearance.



Tuition Payment and Financial Aid Terms and Policies

AWARDS AND GRANTS

All financial aid forms are available on the Geneva College website.

Federal Assistance. CUBM participates in the Pell Grant Program and the Ford Direct Loan Program. To be considered for financial aid from these funds, which are administered according to guidelines established by the Department of Education, a student must annually file the Free Application for Federal Student Aid (FAFSA).

The FAFSA form is available through the Financial Aid Office at Geneva College, the CUBM office, or online at <http://www.fafsa.ed.gov/>. If a student drops a course or receives a failing grade, financial aid for the following semester may be withheld.

State Programs. CUBM students are eligible for the PHEAA state grant program as outlined by the regulations of that program. A student must file the FAFSA application mentioned above.

CUBM Grant. Every CUBM student automatically receives a 35% grant toward all tuition expenses.

DEFINITION OF FINANCIAL AID TERMS

Alternative (Private Educational) Loans. Alternative loans are available if you will need additional funding. These loans are borrowed in the student's name and payment is deferred while the student is in school. Interest rates are variable. The borrower and co-signer must pass a credit check. Visit www.elmselect.com to compare alternative loans.

Award Letter. Each student who receives financial aid will receive an award letter. This letter must be completed, signed, and returned to the financial aid office before aid can go to a student account.

Deferment. Postponement of principal and/or interest payment for authorized reasons such as a period of unemployment or enrollment in school.

Expected Family Contribution (EFC). Indicates how much money a student is expected to contribute toward the cost of attendance for the school year. If the EPC is below a certain amount, a student will be eligible for federal and state grants, assuming all other eligibility requirements are met.

Free Application for Federal Student Aid (FAFSA). The form used to obtain financial aid. Forms are available through the CUBM office, the Geneva College financial aid office, or electronically at www.fafsa.ed.gov.

Pell Grant. Federal grant awarded on the basis of financial aid to assist undergraduate students.

Ford Federal Direct or Stafford Loan Program-Subsidized. Federal loans awarded on the basis of financial need to undergraduate students. Loans listed on the award letter have a 3% maximum origination fee charged by the government. When the funds are transferred to the student account, the fee is deducted.

Ford Federal or Stafford Loan Program-Unsubsidized. Federal non-need based loans awarded to undergraduate students.

Financial Aid. The purpose of financial aid is to assist the student when the family's financial circumstances limit his or her ability to contribute toward educational expenses.

Forbearance. A temporary suspension or reduction of payments while interest continues to accrue. Forbearance is generally granted at the lender's discretion.

Loan Fees. Ford or Stafford Loans listed on your award letter have a 3% (maximum) origination fee charged by the government. When the funds are transferred to your student account, the fee is deducted.

Master Promissory Note. This document enables the student to receive multiple subsidized and unsubsidized Ford Federal or Stafford Loans over a maximum ten-year period.

Pennsylvania Office of Vocational Rehabilitation. OVR is a state agency that helps persons with disabilities help themselves to prepare for, start over, or maintain a career. Prospective students should apply if 1) they have a disability; 2) the disability causes substantial problems in preparing for, getting, or maintaining a career; and 3) the prospective student wants to work. For information, call the district office responsible for the county in which the student lives.

PHEAA. Pennsylvania Higher Education Assistance Agency. This agency assists state residents to secure a post-high school secondary degree.

PHEAA Grant. State grants awarded to undergraduate Pennsylvania residents on the basis of financial need.

Rights and Responsibilities Check List. This document is a checklist of items concerning the student's loan. This form must be completed and returned to the financial aid office before loans can go on the student's account.

Student Aid Report (SAR). The report is derived from the information submitted by the student on the FAFSA form.

Tuition Reimbursement Verification Form. A part-time PHEAA grant recipient and his or her employer complete this form. The forms are available from the Geneva College financial aid office or a CUBM site office. The form must be completed and returned before state grant aid can be credited to the student's account.

Verification. The federal processor selects approximately 30% of all FAFSA forms for a process called verification. The financial aid office will need to receive copies of tax returns and W-2s and the verification form in order to check the information entered on the FAFSA. Students will not be awarded aid until the financial aid office has received and reviewed this information.

Veterans Educational Benefits or Veterans Vocational Rehabilitation Benefits. For forms and information, contact either the VA office at 1-800-827-1000 or contact the CUBM site director.

Workforce Investment Acts (WIA). This was formerly the Job Training Partnership Act (JTPA). For information, prospective students who are designated as "dislocated workers" should contact the local CareerLink office in the county in which they live or the CUBM site director.

FINANCIAL AID POLICIES

It is critical that students promptly respond to all financial aid correspondence. Failure to do so can result in loss of all financial aid and delay in educational plans.

CUBM offers financial aid from several federal sources. Full information can be obtained through the CUBM offices. Continuation of financial aid from year to year depends on the student making "satisfactory progress" toward a degree and meeting filing deadlines. Satisfactory progress is defined as follows:

Part-time students must complete 75% of all credits attempted. In order to receive any financial aid funds, all students must have a minimum GPA of 1.7 at the beginning of the second year.

Hours completed will only be those with grades of "A" through "D" and grade "CR" for credit/no credit courses. No other grades will be considered as hours completed; these include "F," "AU," "IN," "NC," and the grades "A" through "D" for any repeated courses where the original grade was not an "F."

GRADUATION PROCEDURES

Students must obtain a graduation application from the director during the semester prior to their anticipated graduation. This will enable the director to advise the student of all necessary graduation requirements and to insure that each student will meet those requirements. Graduating students in cap and gown will be eligible to participate in the CUBM graduation held at a local site near CUBM's campus. Special note: A student must earn a C- or better in ENG 101 in order to graduate.

ELECTRONIC BILLING

Geneva College has switched to Nelnet electronic billing for all students. The paper bills are no longer sent out.

PAYMENTS

All checks should be made payable to Geneva College and should include the student's identification number. Students may use MasterCard or VISA to make tuition payments. (Students paying by credit card will be subject to a 5% surcharge. Tuition and fees for the semester are due ten days before the first day of classes. Interest of 1.25% per month is charged to accounts not paid in 30 days. All charges, minus financial aid, are to be paid ten days before the start of classes.

REFUND SCHEDULE

Students may withdraw from the College or a course at any point through four weeks into the semester and be given a refund of tuition on a pro-rata basis. After four weeks, no further refunds are granted, although a student may still withdraw from the college until the drop deadline. Should a student have a documented medical withdrawal after the fourth week, either a pro-rata refund will be made or the administration and faculty will work with the student to complete the course of study if feasible.

Geneva tuition charges are refunded according to the table below:

Before the first day of the term – 100%

Before the end of the first week of the term – 80%

Before the end of the second week of the term – 60%

Before the end of the third week of the term – 40%

Before the end of the fourth week of the term – 20%

After the fourth week – no refund

In all cases, the official course start date and course end date per the Registrar's Office are used in calculations. Students should be aware that the course start date does not always correspond with the first day that the class meets. Keep in mind that if federal financial aid funds are returned, the student may owe Geneva money. This may occur if the student withdraws before completing at least 60% of the semester.

FEDERAL AID REFUND POLICY

The financial aid office is required by Federal statute to recalculate Federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period term. The Federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal return of Title IV funds formula:

1. Percentage of payment of period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.). This percentage is also the percentage of earned aid.
2. Funds are returned to the appropriate Federal program based on the percentage of unused aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.
3. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Federal Title IV funds are returned, the student may owe money to Geneva.
4. If a student earned more aid than was disbursed to him or her, the institution would owe the student a post-withdrawal disbursement that must be paid within 120 days of the student's withdrawal.
5. Funds are allocated in the following order: unsubsidized direct loans (other than PLUS loans); subsidized direct loans; Federal Perkins Loans; Federal Parent (PLUS) Loans; Direct Plus Loans; Federal Pell Grants (for which a return of funds is required); Federal Supplemental Opportunity Grants (for which a return of funds is required); and then any other assistance under this Title for which a return of funds is required.

VETERANS' BENEFITS

Geneva College and CUBM are approved for education of veterans under Public Law 894, and Chapter 34 of the G.I. Bill. Veterans should check with the Veterans' Administration regarding their eligibility for educational or other veteran benefits.

Veterans may receive two credits in physical education by filing in the Registrar's Office a photostatic copy of their Separation Record. Upon presentation of appropriate records, credit for service school courses may also be granted as recommended in "A Guide for the Evaluation of Educational Experiences in the Armed Forces".

STUDENT SERVICES

Library

CUBM students have full library privileges at the Pittsburgh site located in the Reformed Presbyterian Theological Seminary. They can also access the Geneva College online library.

Missions

Missions opportunities are available to CUBM students, with a particular emphasis on Africa. All interested students should talk to the executive director and register for all necessary mission class prerequisites.

Proficiency Assistance

New students may be tested in English, Bible knowledge, and mathematics and, based upon the results of these tests, may be required to enroll in remedial classes prior to the start of regular classes. These are non-credit courses but may be eligible for financial aid.

ATTENDANCE AND GRADING SYSTEM

Attendance

Students should attend all of their classes. Each faculty member may establish policies for class attendance that may include penalties for excessive absences; these penalties will be published in the course syllabus. The student is responsible for knowledge of such requirements.

Excused Absences

A student is responsible for reporting excused absences to the faculty member of each class. Excused absences include verified illnesses, serious emotional illness, death of a family member, or hospitalization of an immediate family member, or other unusual circumstances. It is a student's responsibility to make all arrangements to make up work missed due to an absence. In the case of an unexcused absence, the professor has no obligation to permit the make up of missed work.

Grade Point Average (GPA)

The grade point average is the number of grade points earned divided by the semester hours receiving grades "A" through "F". Each semester a "term GPA" and a "cumulative GPA" are calculated and reported on the Grade Report. These two averages are used to determine the student's academic status and eligibility for various offices, honors, or courses.

Hours graded "F" are included in the computation of the GPA but do not count toward graduation requirements. Repeating a course that was grade "F" does not increase the hours to determine GPA but will increase both grade points and hours toward graduation according to the new grade earned.

Repeating a course for which credit has been granted will not increase hours of credit toward graduation, but the new grade earned may be substituted for the old in determining grade points. It is the student's responsibility to notify the executive director and the Geneva College Registrar if a course is repeated.

GRADING SYSTEM

Grade	Evaluation	Points per hour
A+	Excellent Plus	4.0
A	Excellent	4.0
A–	Excellent (minus)	3.7
B+	Good (plus)	3.3
B	Good	3.0
B–	Good (minus)	2.7
C+	Satisfactory (plus)	2.3
C	Satisfactory	2.0
C–	Satisfactory (minus)	1.7
D+	Poor (plus)	1.3
D	Poor	1.0
D–	Poor (minus)	0.7
F	Failure	0.0
IN	Incomplete	
IP	In Progress	
CR	Credit (CR/NC Option)	
NC	No credit	
WX	Withdrawal before judgment could be formed	
WP	Withdrawal, passing	
WF	Withdrawal, failing	
AU	Audit (no credit)	

Incomplete Grades

An incomplete grade is awarded only when a student has been unable to complete the work due to circumstances beyond his or her control. The student must be doing satisfactory work within four weeks of the end of the semester. The incomplete grade is considered temporary and the student must make up the work without repeating the course. The incomplete grade must be replaced with a letter grade by the date specified by the instructor or within eight weeks of the semester's end, whichever date comes first. If the work is not completed, the incomplete will be converted to the grade specified on the incomplete grade form. Exceptions to the policy require approval of Geneva's Vice President of Academic Affairs.

GRADE REPORTS

Change of grade. When a final grade has been reported to the Registrar, it cannot be changed, except by the executive director in consultation with the Vice President of Academic Affairs and the instructor.

Condition for issuing a transcript. All indebtedness to the Geneva College and CUBM must be satisfied before any official transcript of record will be issued.

Low Grade reports. At the end of seven weeks in every regular semester, instructors report the current grade of any student who, at that point, has achieved below a “C” level. These grades are sent to the student and to the site director.

Regular grade reports. At the end of each semester, each student can access his or her final course grades online. No reports are mailed to students any longer.

CREDIT OPTIONS

Credit by Exam. A student may receive credit for course exemption by passing a comprehensive examination approved by a Geneva College department head. The eligible courses are determined by the department offering the course and the examination may be taken only once for each course. Credit can be obtained by receiving a passing grade, which varies with every test. Examination and credit fee schedules may be obtained from the Registrar’s Office by calling 724-847-6745.

Military. Some military training may qualify for college credit. For those students seeking credit, the College Registrar can provide you with further information.

Transcript Evaluations. All transcripts will be reviewed by the Geneva College Registrar to determine what credits will be accepted for transfer.

TRANSCRIPTS

Current and past students may obtain transcripts online through the National Student Clearinghouse by going to <https://secure.studentclearinghouse.org/tsorder/faces>. A valid major credit card and an email account are required.

Definition of Academic Terms

Core Requirement

A course or courses that must be completed by all students to receive a degree.

Course

A program of study involving regular classes or laboratories.

Credit

Recognition given for study completed, usually expressed in hours.

Credit Hours

Units of credit based upon the number of hours in class per week for a semester.

Credit Point

Number value assigned to the grade a student receives in each course.

Electives

Courses chosen by a student to complete total hours required for a degree but not needed to meet either core or major requirements.

Grade Point Average (GPA)

Total credit points divided by total hours graded. The GPA is a measure of the student's level of achievement that helps to determine individual progress and eligibility for special honors or privileges.

Intensive Course

A course offered in a special format that condenses a semester's work into a short period, often just a week, with full-time and concentrated work.

Major

The student's primary field of study. Each student must complete the requirements in one such field.

Options

A group of courses from which one or more must be chosen to meet some requirement.

Personal Enrichment

Attendance in a class without formal participation is allowed by registering for the class as personal enrichment. The cost is \$250 and no credit is earned, nor is a grade given.

Prerequisite

A course that must be completed, or any condition that must be fulfilled, before enrolling in a particular course.

Semester

A four-month period, usually extending from the third week of August through the first week of December, or from the first week of January through the first week of May. The CUBM calendar for the next two years is published within this catalog.

Center for Urban Biblical Ministry

Academic Discipline

Intellectual Honesty. As a Christian community with the goal of promoting intellectual and personal growth, Geneva College and CUBM place a high value on honest and independent work. Cheating on examinations and other assignments or plagiarizing the work of another writer may result in failure of the course. A second offense may result in expulsion from Geneva College and CUBM.

Academic Deficiency. A student who fails to pass sufficient hours or whose cumulative average falls below 2.0 required for graduation will be warned, placed on probation, suspended, or dismissed, depending on the seriousness of the deficiency.

Probation. When a deficiency is serious enough to require considerable improvement in grades for more than one semester in order to achieve the 2.0 required for good standing, a student is placed on academic probation and urged to seek counsel.

Suspension. When the deficiency is serious enough to cause doubt about the possibility of correcting it, the student is suspended from the program for at least one semester. Readmission following suspension will be based upon evidence of improved academic performance, evidence that difficulties encountered can be overcome, and that eventual completion of degree requirements can be reasonably expected. To improve their record, suspended students may take credits as a part-time student at Geneva, CUBM, or transfer credits from other institutions, if these courses are approved in advance.

Readmission. One or more semesters following academic suspension, a student may apply for readmission if there is evidence of improved academic work. Readmission applications can be obtained from the executive director. Official transcripts of all work done at other institutions must be submitted to the Registrar at the time of readmission.

Dismissal. Academic dismissal occurs when a student's performance indicates that it is unreasonable to anticipate eventual completion of degree requirements. Since dismissal is intended to be permanent, only the lapse of a year or more and a drastic change in circumstances can justify application for readmission, which may be granted by the executive director in consultation with the Vice President of Academic Affairs in rare instances.

Center for Urban Biblical Ministry

Graduation Arrangements

In order to graduate, each student must submit a graduation application form as early as possible during his or her final semester. An academic advisor will then review the application and determine if the student has completed all program requirements. All financial obligations must be satisfied, including the graduation fee. The fee is \$110 and covers the cap, gown, and invitations.

CUBM conducts commencement at the end of each spring semester. Degree candidates are expected to present themselves in cap and gown at the CUBM commencement to receive their diplomas. Individuals who are unable to participate should notify the executive director at least two weeks in advance.

GRADUATION HONORS AND AWARDS

Graduating students who have achieved a cumulative GPA from 3.50 to 3.69 receive an Executive Director's List award. Those with a cumulative GPA from 3.70 to 3.89 receive an award for High Distinction. Graduating students with a cumulative GPA above 3.89 receive an award for Highest Distinction.

Awards are also given at graduation to recognize the valedictorian and excellence in writing and spiritual matters.



Student, Staff and Faculty Code of Conduct

CUBM shares the conduct code of Geneva College. Both entities seek to develop in all students those Biblical qualities essential to a successful life: proper thoughts, attitudes, and motives. It is important that each person learns to think and act in a manner pleasing to Christ, that each person learns to cooperate and work harmoniously in groups, that each person learns when to stand alone and knows when to defer to the opinions of others, and that each person seeks to glorify and enjoy God.

As members of a college community, we accept certain standards as essential to the accomplishment of our corporate mission. If viewed negatively, these standards limit the freedom of the individual. When considered positively, they provide reasonable boundaries within which freedom can be exercised by all, without compromising the rights of others. It is expected that students, staff, and faculty will abide by the standards set up by the Geneva College and CUBM communities, in both spirit and behavior.

An atmosphere congenial to Christian education results primarily from the establishment of academic and co-curricular opportunities consistent with Christian concepts and ideals. In addition, an atmosphere conducive to Christian growth is enhanced by certain standards.

The College and CUBM have the right at the end of an academic term to deny the re-enrollment of any student when in the opinion of the school such action is deemed to be in the best interest of Geneva College or CUBM and/or the student. In an effort to establish clarity, each student and faculty member is asked to read and attach a signature to the following standards of conduct.





Geneva College at the
Center for Urban Biblical Ministry

Ministry Community Standards of Conduct

“Love the Lord your God with all your heart, and with all your soul, and with all your mind...and...love your neighbors as yourself” (Matthew 22:37-39).

The term “community” refers to a group of people who work interdependently toward a common purpose. The purpose of the Geneva College at the Center for Urban Biblical Ministry (GC/CUBM) community is to glorify Christ in our commitment to learning, respect for each other, and submission to His lordship in all areas of life. It is our desire to:

- Be a community where individuals are committed to learning both inside and outside the classroom, in an effort to discover how to be life-long learners.
- Create an environment in which theory and experience come together.
- Create an environment where unity, reconciliation, understanding, and awareness are actively pursued.
- Intimately know the fullness of Christ individually and corporately, and to see His influence in all that we do.

In all communities, individuals are asked to show consideration for others and the good of the community as a whole. Likewise, each member of the GC/CUBM community is asked to make a commitment to abide by a set of standards designed to protect both the individual and the community. By virtue of enrollment at GC/CUBM, it is expected that each student will accept the responsibilities of community membership and will respect the leadership and regulations that govern it.

INTRODUCTION OF COMMUNITY STANDARDS

The GC/CUBM Community Standards are based on Biblical principles, prudential policies, preferred operational procedures, and applicable federal, state, and local laws. They are intended to promote both a healthy community and the personal character development of community members. Students are therefore expected to be aware of and to abide by the GC/CUBM Community Standards.

Each member of the GC/CUBM community also has a responsibility to call those who fail to abide by these standards into account. In some situations this will require that students confront one another in love. At other times it will require

that an administrative staff member be made aware of the situation. While discipline is not the primary role of the administrative staff, the personal character of our students and the health of the GC/CUBM community are central to the role the administrative staff plays.

ADDITIONAL EXPECTATIONS FOR STUDENT LEADERS

While it is expected that all students will abide by the specific policies noted on the pages to follow, it should be noted that student leaders are expected to meet a higher standard.

While there are many definitions of leadership, there are basic expectations that a leader must meet. These expectations include a strong moral character, acceptance of the responsibility of being a role model, and willingness to subject oneself to the accountability of others. Finally, we expect our leaders to have a respect for the lordship of Jesus Christ.

Students are encouraged to consider the Community Standards outlines below before stepping into leadership. Those in student leadership positions who are unable to live within the outlined standards may be asked to step down from their positions. While we always desire to come along side of our student leaders, we realize that there will be times when a leader must step down for the sake of those who are served, GC/CUBM, or the leader's own growth.

COMMUNITY STANDARDS DEFINED

The following standards listed below clearly outline the behavioral expectations of the GC/CUBM student body and have been adopted for the well-being of both the individual and community at large. While some individuals may not agree with all of the expectations, these standards were established to maintain harmony within the community. GC/CUBM reserves the right to take disciplinary action against any student or student organization that violates the Community Standards of Geneva College at the Center for Urban Biblical Ministry. All students are expected to adhere to the Community Standards as defined below.

We expect our students to be:

- 1. BIBLICALLY PRINCIPLED** – Members of the student body are to abide by the wisdom of Scripture and are expected to avoid behavior that is in conflict with its teaching. Morally unacceptable practices according to Biblical teaching are not acceptable for members of the GC/CUBM community. Specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of harassment, all forms of dishonesty, involvement in or depiction of occult or satanic activity, sexual sins (i.e. premarital sex, cohabitation with a member of the opposite sex, rape, adultery, homosexual behavior, etc.), and the use or display of obscene and/or pornographic materials will not be tolerated.

- 2. HONEST** – all members of the student body are expected to demonstrate a commitment to the truth and to personal integrity. Failure to be truthful and/or to act with integrity is considered a violation of the GC/CUBM Community Standards.

Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

- a) Academic dishonesty, including, but not limited to plagiarism, cheating, and/or interfering with the academic progress of self for another.
- b) Knowingly making a false statement, either orally or in writing, to any GC/CUBM employee or agent on a GC/CUBM-related matter (this includes but is not limited to lying, forgery, and/or giving a false report, and/or falsely claiming not to have knowledge of a specific incident).

- 3. RESPECTFUL OF OTHERS** – Members of the student body are expected to treat each other as children of God. Students should refrain from behavior that may, or in fact does, cause physical or emotional harm to another person or cause reasonable apprehension of such harm. Such behavior may be intentional (a conscious decision to engage in the conduct) and/or reckless (conduct which could reasonably be expected to create substantial risk of harm to another person).

Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

- a) Communicating by voice, graphic means, electronically, or by telephone (whether or not a conversation takes place) or using any other information resource that has the effect of harassing and/or alarming another person (intentionally or unintentionally).
- b) Abuse (verbal or physical) of a GC/CUBM official during the fulfillment of his or her job responsibilities and/or in retaliation for fulfilling those responsibilities.
- c) Gestures, comments, threats, or actions which place a person in reasonable fear of unwelcome physical contact or harm.
- d) Attempts to cause or actually causing bodily injury to another person (intentionally or unintentionally).
- e) Striking, shoving, kicking, or otherwise subjecting another person to unwelcome physical contact or attempting threatening to do so.

- 4. COMMITTED TO COMMUNITY** – Members of the student body are expected to value one another to the point of considering the good of the community as a whole. Specifically, students are expected to abide by policies and procedures outlined in the Student Handbook.

- 5. RESPECTFUL OF OTHERS' POSSESSIONS** – Members of the student body are expected to show respect for the property of others and should refrain from the theft and/or destruction of property belonging to others.

Examples of behavior that constitute a violation of this Community Standard include, but are not limited to:

- a) Unauthorized taking or possession of another's property or services (including that of GC/CUBM).
- b) Using another person's GC/CUBM ID card or allowing another to use one's GC/CUBM ID.
- c) The unauthorized possession of a temporary ID card.
- d) Violation of any rule(s) listed in the Computer Policy.
- e) Intentional or reckless behavior which may, or in fact does, deface or cause damage to GC/CUBM property or the property of others.

6. RESPECTFUL OF AUTHORITY – Members of the student body must show respect for those whom God has placed in positions of authority. It is expected that students will respond to the verbal and/or written request of a GC/CUBM official during the lawful performance of his or her duties.

Examples of behavior which constitute a violation of this Community Standard include, but are not limited to:

- a) Intentionally obstructing or failing to comply with the request of a GC/CUBM official or employee in the lawful performance of his or her duties.
- b) Intentional or reckless interference with standard GC/CUBM activities and functions. Examples of such activities/functions include but are not limited to studying, teaching, public speaking, research, administration of GC/CUBM or emergency (security, fire, or police) operations.
- c) Failure to appear in a timely fashion before the executive director for a disciplinary hearing when charged with a violation of the Community Standards and when duly notified of the hearing.
- d) Failure to appear in a timely fashion before the executive committee of the board of directors for a disciplinary hearing when charged with a violation of the Community Standards and when duly notified of the hearing
- e) Failure to abide by any disciplinary sanction imposed as a result of a disciplinary hearing (e.g. failure to honor a monetary fine, serve community service hours, satisfy terms of probation, or fulfill a behavior sanction) within the specified timeframe.

7. GOOD CITIZENS – Members of the student body are to be good neighbors in the community at large. Therefore, students are expected to be law-abiding citizens and to be considerate of members of the GC/CUBM and Pittsburgh communities.



7418 Penn Avenue
Pittsburgh, PA 15208
(412) 247-9010 office
(412) 731-4834 fax
(866) 949-2826 toll free

www.cubm.org

info@cubm.org

*Serving the greater
Pittsburgh area since 1988*