



student handbook

2026/27



CLEARWATER COLLEGE
EQUIPPING FOR LIFE AND MINISTRY

Contents

Contents	3
Mission Statement	4
President's Welcome	5
Hey!	6
Student Life	6
Campus Culture, Personal Care, Appearance & Dress, Dating/Courtship, Community Students, Medical Coverage & Insurance, Vehicles Leaving Campus, Overnight Absence, Work Detail	
Dorm Life	10
Extended Stays, Housekeeping, Laundry, Appliances, Dorm Hours, Visitors, Volume, Entertainment, Internet, Dorm Meetings, Resident Assistants	
Academics	13
Classroom Guidelines, Assignment Policy, Generative AI Use, Attendance and Tardiness, Extensions and Retakes, Grade Scale, Study Hours, Graduation Requirements, Entering 3rd Year, Academic Awards	
Facilities	19
Mailing Address, General Care, Telephones, Dining Room & Kitchen, Gym, Library Use, Pets, Bulletin Boards, Fire Alarms, Transportation, Campus, Clearwater River, Firearms, Explosives, Fireworks, Weapons	
Mentorship Program	22
Devotion to the Lord	22
Disciplinary Process	23
Appeals	23
Appendix	25
Foundation Lifestyle Principles, Regulations of General Conduct	
Emergency Numbers	27

Mission Statement

Clearwater College of Biblical Studies serves to extend Christ's Kingdom by providing theological education and training that is biblical, practical, and transformational for the purpose of equipping and mentoring Spirit-empowered servant leaders for Christian life and ministry.

Welcome

Welcome to Clearwater College! We are delighted that you have chosen Clearwater College of Biblical Studies to deepen your walk with Christ and to further your education. As our mandate indicates, we focus on equipping for life and ministry.

To effectively do that, we aim to follow the Lord's example by offering our students a temporary period of focused training and then sending them out to be disciple-makers themselves. Through quality Bible teaching, meaningful worship experiences, and the practical ministry opportunities available, there will be many occasions for you to deepen your faith and be equipped for life and ministry.

We recognize that we all come to Clearwater College from different backgrounds, which means there are, at times, different ways and standards of living out daily life. This becomes especially evident where people come together to live in a close community. In light of this, there are two important considerations to keep in mind. First, in order to live in harmony with each other, we need to come with an attitude of grace and humility as we encounter things that may be different than what we're used to. Second, although our community guidelines are meant to be in harmony with biblical principles, we fully recognize that some of our guidelines are our interpretation of what is appropriate in this context. For the sake of the CCBS community and the purposes that we aim to accomplish, we believe that, for your time here, these guidelines are appropriate. This student handbook outlines the principles and guidelines on which our community functions. Familiarizing yourself with its contents will help you make the most of your life on campus.

Our desire is that your time here at Clearwater College will be a fruitful time of building meaningful relationships, connecting with the Lord, and being effectively equipped for life and ministry.

Hey!

We're excited you're here! Use this handbook as a resource to learn about our school's culture, class information and daily campus life.

At Clearwater College of Biblical Studies (CCBS), we recognize our responsibility to promote an atmosphere conducive to mutual health, growth and respect. While our students are responsible for their individual conduct and participation, we are responsible to encourage, support, exhort, and when necessary, correct. We do this to foster a culture where students can thrive and succeed. In the event that we need to address unhealthy behaviour, we will do so with humility and gentleness (Gal. 6:1, Matt. 18:15-17).

Student Life

Campus Culture

At Clearwater College, we love to see students growing in their relationship with Christ. While we value personal freedom, we recognize that we live out our faith together in family and must exercise responsibility to ensure the well being and protection of our entire community. Therefore, we esteem qualities that foster a healthy campus environment. We, as the Clearwater community, will exhibit love and acceptance, mercy and forgiveness, sexual purity, self control, deference to others, encouragement and other attitudes that reflect the essence of our good Father's heart.

Behaviours that destroy community and isolate us in shame do not accurately reflect who we are as redeemed sons and daughters of God. Hostility, divisiveness, critical and judgmental attitudes, abusive speech, sexual immorality (including pornography), gossip, lying and other destructive behaviours are not fitting for our college family. We believe we are all created to live a life of maturing freedom in Christ. When a student exhibits detrimental behaviour, we are committed to address the issue and walk with the student through a restorative process for the sake of the individual and the entire community.

The Dean of Men and Dean of Women are the primary individuals who will be working with students in areas of Student Life. These positions, along with other staff, and the authority and responsibility they carry are to be respected.

The Deans are here to help students succeed. They are happy to offer guidance and support as students face the demands of college life. If you face personal challenges or have questions or concerns related to College policy, please feel free to discuss the matter with the appropriate dean.

The policies and guidelines of Clearwater College are based on Biblical principles, the unique needs of our community and practices that promote effective training. For foundational and biblical principles that undergird our lifestyle philosophy and standards, please refer to the appendix.

Personal Care

Maintaining holistic health and well-being through personal life stewardship is essential to receiving the most benefit from your time at Clearwater College. Life at Bible college is far more than filling your head with Bible knowledge. It is important that you balance your

academic life with times of recreation, social interaction, rest, and solitude. Maintaining spiritual health and growth will require regular personal time alone with God outside of the classroom and times of corporate worship.

Enjoying meaningful friendships will enrich your life in many ways. Our prayer is that you will have a well-rounded experience during your time at Clearwater College. You will find that physical activity and proper rest are healthy for the mind and the emotions as well as the body. We encourage you to take walks, use the gym and workout room/ equipment to maintain and enhance your physical and mental well being.

Sustaining a balanced life necessitates that you become aware of your personal “fuel” gauges – spiritually, mentally, emotionally, physically, and socially. Knowing when you are nearing empty and how to keep your “tanks” full will help you minimize fatigue, sickness, and stress. Effective time management and a disciplined lifestyle around established priorities will help you maintain a healthy balance and ensure a rewarding and fruitful time at college.

Appearance & Dress

For the good of our entire community, we value an atmosphere of cleanliness and modesty in appearance and dress. Students will need suitable clothing for a variety of events, weather and work details. To provide clarity, we have established guidelines to help students to dress appropriately for each occasion. At times, more formal or specified attire will be required (banquets, graduation, ministry presentations, etc.).

Please realize that, in our culture, clothing that is appropriate for the gymnasium or dorm is not necessarily suitable for the classroom, chapel or when representing the college. We expect students to be discerning and sensitive in what they choose to wear and to refrain from wearing revealing clothing (low cut tops, excessively tight or short garments, etc.).

As a general rule, the image to the right represents our minimum standards for clothing coverage while a student at CCBS. Specific questions or exceptions may be discussed with the Dean.



Specific requirements for particular settings are as follows:

Classroom & Chapel

We desire to foster both a comfortable and an attentive atmosphere in class and chapel while at the same time avoiding sloppiness and laziness. A wide range of comfortable clothing including jeans or nice shorts and nice T-shirts are acceptable; however, sleepwear or athletic wear (sweat pants, athletic shorts, tank tops, etc.) are not permitted. Clothes should be clean and not ripped or stained. Please avoid printed shirts with worldly slogans or symbols.

Saturate/Worship Nights

Our Tuesday evening service is a time dedicated to pursuing the Lord and allowing the Holy Spirit to do a work in and through us. We want to present ourselves in a way that honors the significance of the evening. As such, business casual is the approved standard for this event. Men should wear collared shirts with nice pants (this would include a clean pair of jeans with no stains or rips, and also slacks or dress pants) and women should wear blouses with a nice pair of pants, a skirt, or a dress.

Tour & Church

During ministry tours, students will have opportunity to minister in churches in western Canada. Because we want to put our best foot forward for church ministry, business casual is the approved standard for such settings. Jeans would not meet this requirement. Men should wear collared shirts with slacks or dress pants, and women should wear nice blouses with slacks or dress pants, a skirt, or a dress. This is also the expected standard for Sunday morning church attendance.

Exceptions are often made for youth activities or service tours that require students to work in food banks and homeless shelters or with ministries like thrift stores. On these occasions, jeans, casual clothing, and, in some cases, work clothes are more appropriate. In a conservative ministry context, students may be asked to remove piercings or cover tattoos out of respect for those we are serving. If you are wanting an exception to be considered, please speak with your respective Dean.

Hats are not allowed to be worn in church or on any tour stop.

Banquets & Graduation

There are a few occasions during the year when students will need to dress more formally. This includes banquets and graduation ceremonies, and may include other events during the year. On these occasions, appropriate men's attire is a suit or sport jacket; or at least a nice collared shirt with a tie and nice dress pants (not blue jeans). Dressier type shoes also need to be worn (e.g. no runners or boots). Appropriate women's attire is a nice blouse with slacks or a skirt, or a dress, with appropriate footwear.

Grooming & Hygiene

A wide range of hair styles is permissible at CCBS. We do ask, however, that all students maintain proper hygiene and neatness in grooming.

Dating/Courtship

At Clearwater College we want students to explore and know who they are as God's adopted children. We want His voice to be the first and most important, speaking identity, worth and validation. While we recognize that single young men will be interested in single young women and vice versa, we ask students to seriously consider dedicating their entire first year to seeking God and building wholesome friendships, reserving dating until after their first year. In this way, we hope students will enjoy each other's presence in healthy group environments, but caution against entering into exclusive relationships too quickly. Finding validation and self worth solely in a dating relationship can be detrimental and codependent.

Though we strongly encourage no dating in the first year, we do not absolutely restrict it. However, because we believe healthy dating relationships are built on a strong friendship, we do not permit any dating until after reading week in the Spring Semester in a student's first year. This allows sufficient time for building wholesome friendships and developing ample familiarity for making wise dating choices. The remaining time of the year allows for students to receive input and/or mentorship from staff as they begin dating.

We ask students who are considering entering a dating relationship during the school year to first talk their plans over with their respective Dean to receive wise counsel and establish accountability prior to establishing any type of relationship. For students who enter into a dating/courtship relationships, we request that they chose a mentor couple from the staff to meet with regularly.

Above all, we expect couples to be wise, honoring and considerate. Overt displays of physical affection are improper for our campus family. Appropriate physical contact in these relationships include hand-holding and/or an arm around the other person. We will address relationships that improperly monopolize students' attentions and detrimentally affect growth and friendships. Our desire is to prepare our students for healthy, life-giving relationships.

Non Dorm Students

Non Dorm are defined as students of Clearwater College who do not live in the dorms (including, but not limited to, married students). Although not living in the dorms, we encourage these students to engage in social activities with others to build that sense of community.

The College requires all full time students to be involved in ALL ministry assignments (Weekend Ministry, Clearwater Youth Encounter, Tour, etc.). At times, this can be especially challenging for married students. Each situation will be handled on an individual basis. It is the responsibility of Community Students to meet with the appropriate Dean to work out such details.

Medical Coverage & Insurance

All students attending CCBS must have their own medical coverage (including foreign students who must have this arranged before they arrive). Students are covered by student accident insurance, which is included in the fees. This gives full-time accident coverage but does not cover health problems not incurred through accidents.

Vehicles

No off-road vehicles are allowed on campus without permission. Off-road vehicles owned by campus residents may be driven on the roadways in the campus directly to destination. Drivers must abide by the usual vehicle regulations. Due to the presence of children on campus, please drive carefully and obey the posted speed limit of 20 km/h. Also, please park your vehicles in the student parking areas by the dorms rather than by the office.

All vehicles brought by students on campus must be licensed, insured, and in good working, drivable condition. If a vehicle becomes unlicensed, uninsured, or un-drivable, the student is responsible to remove the vehicle from campus as soon as possible.

Leaving Campus

We ask dorm students to sign out at the front desk when leaving campus. This is for the purpose of knowing where students are in case someone calls or if there is an emergency.

Please be sure to have a substitute arranged for work details, if necessary. Also, if you are going to miss a meal, you are required to sign out the day before.

Students intending to leave classes temporarily or permanently withdraw before the end of the academic year, should notify the office.

Those requiring an exception to normal campus leave policies must obtain permission through the office.

Overnight Absence

Students planning to leave overnight or for the weekend should do the following:

1. Fill out a request slip and hand it into the office or to their respective Dean no later than the Thursday preceding the weekend you wish to leave. The Dean will sign it and place it back in your mailbox for approval.
2. If missing a work detail assignment, you are responsible to find a student to switch your work detail with and get approval from your work detail supervisor.

- Weekends begin after the last scheduled class/event on Friday and end 11:00 PM Sunday evening. If a student wishes to leave before or return after this time, special permission must be obtained from their respective Dean beforehand.
- There are a number of weekends that students are required to remain on campus or participate in other functions related to the College. Clearwater Youth Encounter, Ministry Tours, Youth Group Weekend, Graduation, and other special events as designated by the College, are required functions for all students.
- In addition to approval from the Dean, students going to the home of a member of the opposite sex may need special permission from parents.

Work Detail

There are a variety of work details that students will be involved in, and we encourage students to bring clothes appropriate for such tasks. Dorm students will be required to do dishes after meals. Both Dorm and Off Campus students are required to complete tasks assigned in Campus Work Detail blocks.

Students are required to find their own substitutes and speak to their supervisor for approval if they are unable to complete their work detail at the assigned time. Valid reasons include sickness, emergencies, and possible approved absences.

The supervisor will be able to answer questions related to the specific work detail. All other work detail related questions should be directed to the Work Detail Coordinator. Work Details will be assigned during orientation week, and will change halfway through each semester. If a conflict arises related to your work detail, the student should speak to the supervisor. If there are any issues beyond this, the student should speak to the Work Detail Coordinator.

Dorm Life

The following guidelines are to help maintain a peaceful atmosphere in the dorms and to minimize the frustrations of resident life. Some of the guidelines will also help us to be good stewards of the facilities and the responsibilities that God has given us. Living in community is a big part of Clearwater College, and this calls for a common desire to think of others. This means having sensitivity toward other people's needs, wishes, and expectations.

Extended Stays

Students who arrive before Registration, stay after Graduation, or stay in the dorms over Christmas or Spring Break may be subject to extra fees. In addition, students will need to gain approval from their Dean prior to staying for any of the above mentioned times. See below.

Early Arrival

Dorm students who arrive before the day of the Kick-off Service for the semester will need to pay a rate of \$30/day accommodations. Meals will begin to be served in the cafeteria at supper right before the Kick-off Service. Students arriving before this time will need to provide their own meals (either by bringing food with them or eating at a restaurant).

Late Departure

Students who stay in the dorm more than one day after Graduation will be subject to a \$30/day rate for accommodations. Meals will not be served in the cafeteria after Graduation. Students will need to provide their own meals.

Spring Break or Christmas Break

Any dorm student who desires to stay on campus during Spring Break or the Christmas Break will need to get approval from their Dean and may be subject to a \$100 per week fee. In addition, no meals will be served in the cafeteria during these times. Students who live in the dorms and are intending on continuing from the first semester to the second semester may leave their belongings in the dorm room over the Christmas Break. Students may also leave their belongings in the dorm over Spring Break. However, Clearwater College does not take responsibility for any belongings that are left behind when the student is gone.

Housekeeping

Room checks will take place throughout the year. This is done to ensure a clean and orderly environment for those living in the dorms and to maintain a healthy image for the college. Deans, or their delegate will be the primary individuals conducting regular and/or random room checks. . Students may be subject to an increase in work detail or other consequences if their room does not meet satisfactory requirements.

Laundry

Students are required to do their own laundry and mending. Laundry facilities are available in the dorm buildings.

Appliances

No kitchen appliances are allowed in the dorm rooms, with the exception of kettles and others where there has been permission granted by the office .

Dorm Hours

Each dorm student shall be in his/her dorm by 11:00 PM on Sunday through Thursday and by 12:00 AM on Fridays and Saturdays. Exceptions may only occur with prior permission from the respective Dean.

A bell will sound five minutes before curfew. Students are required to remain in the dorms after curfew. We do not have coed dorms although occasionally Student Council arranges an open dorm evening for special social occasions. Otherwise, no students are to be in the dorms of the opposite sex including long weekends and holidays. The only exceptions are of family members helping a student move in or out (with permission from the appropriate Dean).

Visitors

Visitors staying in dorms must have prior approval from the appropriate Dean. Any other visitors must be arranged by the Facilities Manager. All visitors are required to register at the office upon their arrival and arrange payment for meals and accommodations. Failure to do so for student guests will result in the student being billed. In addition, please inform the appropriate Dean of the visitor's arrival. Visitors are required to follow all student guidelines while visiting. Parents and siblings of students will receive a discounted rate for accommodation, but need to pay the regular meal rate.

Please see the Office for costs for room & board, meals, and other related items for guests.

Volume

Please keep the volume from stereos, musical instruments, games and movies at a personal level so as not to disturb students in surrounding dorm rooms.

Entertainment

Students are expected to use discernment in the entertainment they choose to enjoy. If they are not aware of a show or game's content, research it before watching or playing. Sites like www.common sense media.org and www.pluggedin.ca are great resources. Any entertainment engaged in by students during their time as a student must not contain the following:

- Nudity
- Excessive (more than just a few minor instances) sexual content or humour
- Horror/occult themes (there may be some redemptive exceptions)
- Themes that glorify wickedness
- Excessive bad language content
- Graphic violence (again, there may be some exceptions)

Where a student feels there is an appropriate exception, they must obtain approval by their Dean beforehand. This applies to all personal and group entertainment.

We strongly encourage participation of entertainment to be in a group setting. While we are not opposed to all individual entertainment, where it appears to be excessive or is resulting in disengagement or distraction from participation in your program and discipleship, we will work with you to make appropriate adjustments. We want your time here to be well spent and focused on being equipped for life and ministry.

Internet

The internet is an incredible repository of both beautiful truth and horrible brokenness. Along with good, there are many sites filled with everything from hatred to sexually explicit material. We want to provide safe access to the internet as possible but recognize that ultimately, each student is responsible to be vigilant in protecting his/her mind and heart.

Victory Shield: Due to the statistics that indicate a large percentage of men and women engage in pornographic viewing, we mandate all students install Victory Shield. This app discreetly monitors and filters all devices and monitors and/or restricts internet access to pornography sites. As well, students can connect with a self chosen mentor to maintain accountability.

In the current culture of social media and internet/screen addiction it is easy to withdraw with only the company of your phone. Do not allow the enemy to isolate you. No student is alone in this and we want to silence the condemning voice of shame. We want to encourage a trusting, authentic culture where students are called to the standards of a redeemed people, while feeling safe to confide their struggles and ask for help.

We are not so naive as to imagine that our students will be free from all temptation but know that we are re-created in Christ to live above the base temptations our culture offers. You are made to be free. Do not settle for anything less. If temptations and struggles do arise, please reach out to your deans for help.

Dorm Meetings

There is opportunity to create regular men's and women's dorm meetings during the Thursday morning Daybreak time. These times provide opportunity to address specific dorm issues, and provide time for worship, sharing, ministry, and fun. All dorm residents are required to attend dorm meetings. Non-dorm students are welcome to participate as well.

Academics

The academic component to Clearwater College is a part of the journey of discipleship. The purpose of instruction and assignments are such that they become an outflowing and practical application in the students' relationship with the Lord, their Christian character, and practical ministry training. As a student progresses from 1 and 2 year to 3 and 4 year, the academic expectation and requirements are increased. Both Canadian and International Students are eligible to enroll in all of our programs (Certificate of Christian Studies, Certificate in Biblical Studies, Diploma in Christian Ministries and Bachelor of Theology). All of these programs are eligible for a Study Permit.

Classroom Guidelines

We desire a culture of respect in the classroom which means we expect everyone to treat the professors and fellow classmates with dignity and courtesy. The classroom will be an environment where many ideas, opinions, and thoughts will be expressed. This is healthy. In the event that there is disagreement among students or between students and faculty, we expect there to be mutual respect expressed. When disagreements arise, be free to share your opinion, but please do so in a respectful manner. It is at the discretion of the lecturer to terminate discussions and move on. If necessary, speak to the lecturer privately after class.

Cell phone usage is not permitted during class. No texting or calls will be permitted during class. In addition, ringers are to be silenced during class hours. Computers may only be used for class purposes during class.

Please keep beverages in a securely covered, closable container. Otherwise, please refrain from bringing food and drinks to class. Students in the Top Middle Floor classroom (1-2 year class) will need to remove items from the tops of their desks after class each Monday.

Attendance and Tardiness

Students are expected to attend all class times, chapels, and special College events. Exceptions may be made for emergencies or sickness, but must be approved by dean or instructor.

In the event that a student misses a class, all class notes and other items must be made up (including listening to recordings if applicable). Being absent without an appropriate reason and prior permission is not permitted.

Arrival after the scheduled start of class is considered tardiness. Three occasions of tardiness in one course will result in a marked absence.

If a student has missed four classes in a 3 credit course, or two in a 1.5 credit course, the matter will be brought to the Dean of Education, who will review the student's status to determine if any further action needs to be taken.

Students who live off campus may have the opportunity to make alternate arrangements with the Dean and Student Ministry Coordinator relating to certain worship assemblies.

Assignment Policy

- All papers to be handed in must be written in accordance with the standards outlined in The Writer's Guide provided by the college.
- All assignments must be completed in order for a course to be considered completed
- Late assignments:
 - It is the desire of the faculty that a student come to them ahead of the deadlines if they are struggling with an assignment or deadline
 - 1-2 Years: Assignments will be deducted 10% per day for a period of 4 days. (max deduction of 40%) After 4 days, a meeting with the assistant dean needs to be arranged.
 - 3-4 Years: Assignments will be deducted 10% per day for a period of 3 days. (max deduction of 30%) After 3 days, a meeting with the dean needs to be arranged
 - If an assignment is still not completed after the late period, during the meeting with the assistant dean, the use of grace days and/ or the eligibility of a course extension will be discussed.
 - Course extension, if eligible can be purchased for a fee of \$125 per credit and allows the student until Jan 3 or May 9 to complete the course.
- Although each Faculty has their own assignment schedule, the universal deadline time is 11:00 PM on the assigned date. After this, they are marked as late.
- All assignments are to be uploaded into the Clearwater Student Portal.

Grace Days

In each semester each student will be granted the ability to access three "grace days" upon the approval of the assistant dean. These can be used to remove a late penalty or extend the late period.

Course Retake

If a student has failed to take advantage of the Course Extension and still desires to improve on a previous mark, the student will be required to completely retake the course in question, paying normal fees and completing all necessary requirements within the time frame allowed. In this case, the new mark will replace the old mark for GPA and credit purposes, regardless of which one is higher.

Cheating—Plagerism

- Cheating on assignments or tests could result in failure of the course.
- Plagiarism in all forms is prohibited. We desire to see students learn and develop through their assignments rather than merely strive for high marks. Academic excellence is certainly a worthwhile goal, but not at the expense of integrity. Plagiarizing offences will be handled by the Dean of Education. Anyone caught plagiarizing may fail the course and be subject to further disciplinary action.

Generative AI Use

Generative AI refers to artificial intelligence that generates text, images, video or other data based on prompts or inputs provided by the user. A common example would be ChatGPT, or Gemini.

While an incredibly useful tool in many circumstances, AI also comes with the ability to generate material in a way that compromises the integrity of the student's assignments. Since our goal is not simply to have students hand in assignments, but rather to learn well through the work, Clearwater has adopted the following policy regarding generative AI.

Referencing AI Use

There may be times students will be allowed to use generative AI for their assignments. In every case that generative AI is used by a student for their assignment, the student is required to indicate that usage in their assignment in accordance with the Writer's Guide. This may include elements related to brainstorming ideas, outlining a paper, getting feedback on anything written, directly quoting, summarizing, etc. The only time you would not need to reference AI use is if you input a prompt and the resulting generated data provided nothing useful for your assignment.

Any referencing must include the prompt used by the student to generate the material used (e.g. "What are the different views of the sons of God in Genesis 6?").

It should be noted that AI generated information is not a primary source. Any facts that would normally require a reference (i.e. footnote) will need a reference from a source other than the AI program.

Providing Access to AI Material

Students must be able to produce the entirety of the AI generated material as well as the student's inputs related to a particular assignment, if requested by the teacher. The teacher may desire to simply require that by default. To keep a history of inputs, the student may be required to have an account with the AI program. It is up to the student to ensure this information is available.

Pre-approved uses of Generative AI

Students may use Generative AI for the following purposes without getting preapproval:

- Brainstorming ideas for an assignment
- Finetuning a research question
- Help with establishing an outline for an assignment
- Finding information on a topic

Forbidden Uses of Generative AI

Student may not use AI for any of the following purposes:

- Writing any portion of your paper for you, other than perhaps a brief quote or reference to something generated by AI.
- Having AI rewrite your paper to make it sound better. Please use the free version of Grammarly or the program associated with your word processing software for spelling, grammar, punctuation, etc., if you would like a program to help you in this area.
- Submitting AI generated material as your own.

Every other use except the pre-approved uses, unless specifically allowed by your teacher.

Study Hours

Recognizing the need for increased structure to help increase student self-discipline, CCBS has adopted mandatory study hours for students. Study hours will be in effect from 3:30–5:30 PM every regular class day except the last class day of the week (usually Friday).

Students will be required to in the top floor of the middle building for the duration of the study hours. Other than necessary washroom breaks or emergencies, there should not be any movement outside of this area.

Study hours are a quiet time. This means that students cannot be playing music or doing anything else that can be heard (students may listen to music via headphones). In addition, students are expected and required to work on homework during these hours. Supervisors are available during this time to assist the students. Monday–Taycee; Tuesday–Shelley; Wednesday–Doc; Thursday–Glenn/Bruno (Supervisor schedule may vary)

Exceptions

Students are not required to participate in mandatory study hours under the following circumstances:

1. During scheduled Clearwater College's evening services or gatherings that students are required to attend
2. During pre-approved Student Ministry evening involvement
3. If the student is not a dorm student
4. If the student has received a 3.0 or higher GPA from CCBS in the previous semester
5. If the student has transferred into the 3rd year program from another Bible College with a GPA of 3.0 or higher

After receiving an academic exemption, if a student's scholastic performance suffers, CCBS reserves the right to rescind the exemption privilege.

Any student who is exempt from study hours must not interfere in any way with those who are mandated to participate in study hours. Rather, we strongly recommend exempted students to make use of the time and to also set a good example for the other students.

Grade Scale

Grades shall be rendered as follows:

Letter	Percent	Grade Point
A+	98-100%	4.0
A	95-97%	4.0
A-	90-94%	3.7
B+	87-89%	3.3
B	84-86%	3.0
B-	80-83%	2.7
C+	76-79%	2.3
C	73-75%	2.0
C-	70-72%	1.7
D+	66-69%	1.3
D	63-65%	1.0
D-	60-62%	0.7
F	0-59%	Failure

W	Voluntary Withdrawal
IN	Incomplete
TR	Transfer
PA	Pass
FA	Fail

In order to receive credit for a course, a student’s final grade for that course must be at least 60%.

Graduation Requirements

In order to fully complete the student’s chosen program of studies, the following requirements are in effect:

- Completion of all course and ministry requirements for the program of study
- A minimum GPA according to the chart following.
- Work Detail responsibilities completed in full
- Recommendation of Faculty and Deans
- Agreement with CCBS’s Statement of Faith
- All college financial obligations paid in full
- Have an adequate ability in the English language

Program	GPA *
One Year Certificate in Christian Studies	1.0
Two Year Certificate in Biblical Studies	1.5
Three Year Diploma in Christian Ministries	2.0
Bachelor of Theology Degree	2.5

*Minimum average cumulative GPA for graduation

Students who are short six credits or less for their program, are slightly below the minimum GPA, have not quite completed the work detail requirements, and/or have not yet paid all of their outstanding bills to Clearwater College may still be eligible to walk the stage during ceremonies. This is considered on a case by case basis.

Entering 3rd Year

Students desiring to enter their 3rd year of studies at CCBS are required to fill out a short application and have a follow-up interview with some of the faculty and their respective Dean. This is in addition to the other basic requirements to enter 3rd year (e.g. minimum GPA).

Academic Awards

Dean's List

The Dean's List acknowledges solid academic performance and is determined each semester. Students must meet the following qualifications to receive this recognition:

- Take a minimum of 12 credits during the semester at CCBS
- Pass all classes in that semester without paid extensions
- Receive a GPA of 3.0 or higher for that semester
- Receive the recommendation of the Faculty (factoring in character)

President's List

The President's List acknowledges superior academic performance and is determined each semester. Students must meet the following qualifications to receive this recognition:

- Take a minimum of 12 credits during the semester at CCBS
- Pass all classes in that semester without paid extensions
- Receive a GPA of 3.5 or higher for that semester
- Receive the recommendation of the Faculty (factoring in character)

Dean's Award

The Dean's Award acknowledges solid academic performance for students who complete a program of studies at Clearwater College. Students must meet the following qualifications to receive this recognition:

- Complete an entire program of study (excluding internship for B.Th. students), including a minimum of 27 credits within the year of completion
- Pass all classes in the program
- Receive a GPA of 3.0 or higher for their entire program
- Have all other Graduation requirements met
- Receive the recommendation of the Faculty (factoring in character)

This certificate is presented during the Graduation ceremonies.

President's Award

The President's Award acknowledges superior academic performance for students who complete a program of studies at Clearwater College. Students must meet the following qualifications to receive this recognition:

- Complete an entire program of study (excluding internship for B.Th. students), including a minimum of 27 credits within the year of completion
- Pass all classes in the program
- Receive a GPA of 3.5 or higher for their entire program
- Have all other Graduation requirements met
- Receive the recommendation of the Faculty (factoring in character)

This certificate is presented during the Graduation ceremonies.

Other Scholarships and Awards

At each Graduation, scholarships and awards are presented to students who meet certain criteria. Please see the catalogue for the details of these awards.

Facilities

Mailing Address

The mailing address for all students is:

(Student's Name)
Box 100
Caroline, AB T0M 0M0

You will be assigned a mail box at the College. In-house or outgoing mail can be placed in the mail slots at the office. Stamps can also be purchased at the office. Parcels must be mailed from the postal outlet located at Caroline Supply in Caroline.

Students may have their mail forwarded for up to one month after Graduation (excluding parcels). Students are responsible to provide a forwarding address. Any additional forwarding will involve extra costs.

General Care

We ask that students take care of their dorm rooms and other facilities that they use, for the benefit of others, and for the benefit of the College. Students are not permitted to move any furniture or permanent fixtures in the dorm rooms, and must only use tacks to put up posters, pictures, calendars, etc. Also, stickers, glow in the dark items, or any other items that stick to the wall are not permitted. If paint is damaged because of items that should not have been placed on the wall, it will be deducted from your damage deposit. Please notify the maintenance department of any damage or anything dangerous that needs attention. Help us make our buildings last!

Cell Phones and School Phones

Students may bring cell phones, but must use them appropriately during class or other college functions (e.g. Chapels).

Cell reception with certain carriers can be unreliable on campus at times, and Wi-Fi assist may be needed to maintain cell call connection.

Extended cell phone screen time poses serious risks to physical health, mental well being and time management. Risk of eye strain, neck pain, sleep interruption, anxiety, and social isolation are all hazards associated with extended use. If you are struggling in this area, reach out to your dean or another staff member for help.

Dining Room & Kitchen

The following is a list of guidelines for the Dining Room & Kitchen:

- Calorie intake and portion control are encouraged due to changing metabolism and the sedentary nature of college life.
- If a student is planning to miss a meal or bring a guest, the cook must be informed the day before by signing in or signing out in the kitchen. Those bringing guests must also register them at least a day in advance and make arrangements for payment of meals. All meals are \$10 per person.
- Meals are served for ½ hour after the posted time. Please make an effort to arrive on time. If you are late, you may find out that there is nothing left.
- Please be considerate when entering the kitchen area—it is not a to be used as a short cut to other areas.

- Those who have work detail responsibilities in the kitchen need to be diligent in doing their work. Other students are asked to not interfere with these students who are doing their work detail.
- Food, dishes, and equipment may not be taken from the dining room, kitchen, or storeroom except by permission from the kitchen staff. If a student must take a meal to fellow student who is sick, they are responsible to return the tray and dishes immediately following the meal.
- While the kitchen is not to be used by the students after meals, the dining room is always open for use.
- During long weekends and holidays, students are encouraged to go home to spend time with family. Please feel free to invite other students who are a long way from home to come with you as well. For those who choose to stay on campus, the kitchen will not be serving meals during these times. Food will be provided for you, however, you may need to prepare it yourself and do your own cleanup. The last meal served by the kitchen on these occasions is the last meal on the last day of classes before the weekend (usually Friday supper).

Meal times are as follows:

	Monday to Friday	Saturday	Sunday
Breakfast	7:15 am Help Yourself	Weekend Cooks Brunch 11 am Self Serve 5 pm Supper 5 pm Supper	
Lunch	12:30 pm		
Supper	5:30 pm		

Gym

Equipment shall not be taken out of the gym except for specific college functions. Youth and children may not use the gym without permission. Only clean running shoes should be used in the gym. Please be sure to turn off the lights and close all the doors when you are the last person out.

Library Use

The library is established for the purpose of benefiting all students and staff. The resources are there for all students to use, and we encourage students to use the library as much as possible. We are glad to provide more than 13,000 entries for their use. All of these books, videos, tapes and magazines should be a great help with studies and we ask that all patrons take good care of them. Below are a few library guidelines.

- Absolutely no food or drinks are allowed in the library.
- No personal items should be left in the library at the end of the day.
- Reference books (designated with an R) must remain on the top floor of the middle building and should not be signed out. These books must be returned to the library before curfew. Students may be fined if found in possession of these books outside of this area.
- Please keep the books neat and tidy on the shelves. This includes avoiding pushing the books to the back of the shelves.
- If you remove a book and do not know where it goes, please leave it on the top of the

book cart for the library assistant to deal with.

- Only minimal talking is allowed (whisper when you do talk).
- No music is to be played "out loud" in the library. Please wear headphones and make sure it cannot be heard by others.
- You may sign out a maximum of ten (10) books at a time for a period of two weeks. After this they must be returned or renewed.
- Books are to be renewed or returned on time. A late slip will be placed in your mailbox if your books are overdue. The cost for overdue books is \$0.25 per book per day, payable to the library assistant. Fines start to accumulate one day after the due date.
- If you lose a book, you will be charged at least \$25.
- The computers in the library are for word processing and research only.

Pets

Students living in College housing (including dorms) are not permitted to have pets, unless special arrangements have been made with the Facility Manager.

Bulletin Boards

Anyone wishing to post materials on the bulletin boards must first acquire permission from the office. The Facility Manager must sign and date all material posted on the board.

Fire Alarms

Activate the fire alarm in case of fire or a definite emergency that merits it. Fire regulations, safety, and prevention will be discussed during orientation. Fire drills will take place occasionally throughout the year. The meeting place for a fire emergency is the volleyball court area south of the gym.

Transportation

Students that need CCBS to provide rides to and from the airport or other places (including doctor, other appointments, etc.) should check with the office to see if transportation is available and must pay the current mileage charge.

Campus

We are very blessed to be in the beautiful setting that we are in. We desire to preserve this beauty, and we ask students to help us with that. Please do not break or cut down any trees.

Clearwater River

There is a path to the river which students are welcome to use. However, DO NOT swim or boat in the Clearwater River as it flows very fast and has too many hidden rocks and undercurrents.

Firearms, Explosives, Fireworks, Weapons

Any firearms must be checked by the designated faculty member (currently Dean of Education). No explosives or fireworks are allowed on campus, unless the Facility Manager gives permission, and a fireworks permit is obtained since we are in a forest protection area. No weapons (swords, large knives, guns, etc.) are permitted in the dorms.

Mentorship Program

Over the years, mentorship at CCBS has taken place in one of two formats:

One-on-one Mentoring:

Some years, each student is partnered with a CCBS staff or community member for the purpose of growing and advancing in areas that are either a little more personal, or are not really "classroom" issues. Examples would include developing a more consistent devotional life or overcoming personal issues. Under this model, each student is teamed up with a staff member for the year. They will meet regularly to pray and fellowship, and to identify and develop an action plan for growth goals.

Group Mentoring

In this model, students are placed in small groups of their own gender for the purpose of fellowship, prayer, discussion, and accountability. Each group will meet weekly and cover a variety of life-relevant topics that are of interest to the group. These groups also provide opportunity for personal ministry and from time to time recreational enjoyment.

Devotion to the Lord

Our assumption is that our students have chosen to attend CCBS to learn more about, grow closer to, and become more like Jesus. This is our heart as well. In doing so, we recognize that this journey is about far more than attending classes or writing papers; it's about a purpose that impacts and informs our entire lives. As a result, we aim to facilitate a program that works with the whole person in their discipleship process, whether in or out of the classroom. Part of this means we have adopted some intentional practices based on what the early church did as recorded in Acts 2:42, where it says, "They devoted themselves to the apostles' teaching and to the fellowship, to the breaking of bread and to prayer." From this passage, we have adopted the following practices:

1. "The Apostles' Teaching". We are intentionally focused on providing students the opportunity to develop a habit of regularly being in the Word.
2. "The Fellowship". All students are required to be active participants in a local fellowship. In addition, all students are required to walk in the light (confession, transparency, accountability) with another mature believer or believers.
3. "The Breaking of Bread". We celebrate communion regularly to remind us that everything we do is because of Christ and His finished work.
4. "Prayer". We encourage personal prayer and have a prayer room open throughout the day for students and staff to use. In addition, we have one hour each week dedicated to a corporate prayer time that all students and staff participate in.

Disciplinary Process

If a situation arises where the disciplinary process is needed, please understand that any discipline comes with the motivation of restoration. The process of discipline often begins with the Resident Assistant. If the matter is not resolved, or the issue is more serious, it is brought to the Dean. If it is still not resolved, the matter will be brought to the Disciplinary Committee.

Our purpose as a College is to make disciples of Christ. The goal of every Christian should

be to be conformed to His image. So where issues arise, our goal is to bring the issue before the Lord, address it appropriately, work toward a restorative solution, and see God bring about His glory in the situation. Depending on the issue, the individual, and the attitude of the heart, this may require anything from a simple conversation to more substantive measures.

Although our end goal is not simply punitive measures, at times consequences are an appropriate part of the disciplinary process. In those situations, these may include extra work detail, extra assignments, extra reading, certain privileges being taken away, extra guidelines put in place, fines, probation, etc. Each situation will be assessed individually. Students who violate any of the Regulations of General Conduct (see "Appendix") or other serious offences may be subject to dismissal.

If the initial disciplinary process does not bring any change in the student's attitude and/or behaviour within a reasonable period of time, the measures taken will be reevaluated by the Disciplinary Committee. The Committee may determine at that time to adjust the disciplinary measures in place. If the Committee sees that these new measures still fail to produce change, the student will be asked to remove themselves from the program and the campus. Details related to the dismissal of a student will be outlined as the situation is dealt with.

Appeals

While we continually strive for harmony and seek the Lord's wisdom in decision making there may be times where an appeal, or at least a discussion, of a decision is desired. We invite these discussions for the sake of resolving outstanding issues.

In the spirit of the biblical parameters of accountability and readdress of issues needing resolution, Clearwater College includes in its enabling documents, especially the catalogue and student handbook, the specifics of the appeal process related to students. Covered in this are academic issues, handbook matters, decisions relating to student discipline and probation, and authority related conflict resolutions.

The type of appeals include, but are not limited to:

1. Academic
2. Student Handbook
3. Catalogue
4. School policy
5. Admin/faculty decisions

When making an appeal, ask yourself these questions:

1. What is your motive?
2. What is the purpose?
3. What is the underlying issue (principle or personal)?

Appeals should be made on the basis of the Scriptures, the Student Handbook, the Catalogue, and the College position papers and policy documents.

When making an appeal, the process is as follows:

- Self-examination first with prayer and consulting the Word.
- For peers, go to the person individually in the spirit of Ephesians 2:4
- For faculty and staff, appeal to the person individually first, then seek the next "Chain of Command". If needing help or guidance, consult the appropriate Dean.

Appendix

Foundation Lifestyle Principles

The policies and guidelines of Clearwater College are based on Biblical principles, the unique needs of our community and practices that promote effective training. The following "one another" passages provide us with guidance as to how to live out our faith in relationship with others. As such, they provide an ideal framework for our involvement in the Clearwater College community.

Love one another	Romans 13:8; John 13:34-35
Serve one another	Galatians 5:13
Forgive one another	Ephesians 4:32
Edify one another	Romans 14:19
Accept one another	Romans 15:7
Bear with one another	Ephesians 4:2
Submit to one another	Ephesians 5:21
Comfort one another	1 Thessalonians 4:18
Encourage one another	Hebrews 13:3
Confess your sins to one another	James 5:16
Pray for one another	James 5:16
Prefer one another	Philippians 2:3; Romans 12:10

Regulations of General Conduct

We believe that there are important passages in Scripture that give guidance for Christian living. Clearwater College recognizes that in some of the following areas, Christians have varying viewpoints (i.e. some forms of gambling and responsible alcohol consumption).

However, out of respect for our campus standards and for the sake of community harmony, we ask students to refrain from the following practices while attending Bible College.

1. Foul, abusive, or profane language (Ephesians 4:29-32; James 3:1-12)
2. Stealing and cheating (Exodus 20:15; Ephesians 4:28)
3. Gambling (Proverbs 13:11; Luke 12:15; 1 Timothy 6:9-10)
4. Outbursts of anger or fighting (Galatians 5:16-26; Ephesians 4:29-32)
5. Gossip (Proverbs 11:13; Matthew 18:15-20)
6. Pornographic material, pre-marital sexual activity, promiscuity, and homosexuality (Matthew 5:27-30; 1 Corinthians 6:9-11, 1 Thessalonians 4:1-8, 1 Timothy 1:8-11)
7. Alcoholic beverages, marijuana and tobacco (1 Corinthians 6:9-11; 1 Corinthians 8)
8. Illegal drugs and the non-medicinal use of prescription or over-the-counter drugs (Romans 12:1-2; 1 Corinthians 6:20)
9. Occult activities (Galatians 5:16-26; Revelation 22:14-15)
10. Other behaviours contrary to the Word of God

Consequences for participating in or promoting any of the above are outlined under the Disciplinary Process section of this handbook.

As we carry the light of Christ wherever we go and as we seek to glorify the Father, we require students to use discretion and restraint in attending any public entertainment, buildings, or activities, and participating in conduct that would compromise their witness. As a guideline for what is acceptable and what is not, Paul gives these three principles in 1 Corinthians 8:

1. Obey what is clearly written in Scripture
2. Evaluate how your action will affect you
3. Evaluate how your action will affect others

If the answer to all three is to the glory of God, by all means take part. However, if the answer to any of these is negative, or if a student is unsure, it is expected that they will use wisdom and refrain from that activity.

Emergency Numbers

In the event of an emergency, students are asked to contact the appropriate person listed below. If it involves the personal well-being of a student, students are asked to inform their respective Dean once the appropriate first responder has been contacted.

Daytime	Office	403-722-2225
Student Emergencies	Dean of Men (Bruno Wind)	403-418-7210
	Dean of Women (Shelley Dyrland)*	403-352-1118
	*After Hours, please contact Frances Ankle	403-847-8411
Facility Emergencies	Facility Manager (Glenn Stone)	403-895-0499
General Crisis Line	ALL EMERGENCIES - fire, ambulance, RCMP	Dial 911

GPS Location: N 52.085 W 114.902
Land Location: NW11, 36, 7, W5
Municipal Address: 71077 TWP RD 36-2

