

STUDENT HANDBOOK

2020 - 2023

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Welcome

The Administration and Faculty of the College of Theological and Interdisciplinary Studies welcome you to CTIS. We pray that your time spent with us will be a fulfilling and rewarding life experience.

This handbook has been prepared to make your life at CTIS comfortable, by equipping you with the relevant information that governs how we operate and your interactions with us. In this handbook, you are provided with information on important areas such as admissions, examinations, assessment regulations, department, and graduation.

It is the student's responsibility to become familiar with the content of this book. All rules and regulations apply to all students enrolled at CTIS. It is our expectation as well that all students will uphold all rules, procedures, and conduct, governing our relationships.

CTIS has the right to alter any information appearing in this or any other publication relating to admission, its programmes, the continuation of study, fees and the requirements for the granting of the degree, diploma or certificates, and any other matter.

This handbook is updated every two years.

CTIS HISTORY

The College of Theological & Interdisciplinary Studies (CTIS), formerly The Jamaica Open Bible Institute (J.O.B.I.) was founded in 1954 as the official theological training institute of the Open Bible Standard Churches of Jamaica. Its objectives included the training of workers and leaders for ministry in the local churches.

Founded by Drs. Ivan and Katherine Morton, the Institute was originally staffed by missionaries from the United States of America. The first graduation was held in 1957.

The school which began in St. James was relocated to Manchester and then to Kingston in 1970 and to St. Catherine in 1997.

CTIS, which is now fully staffed by Jamaicans, has been served by Rev. Dr. Hugh Neil, who was Dean for 34 years, and Rev. Florizel Allen, the former Principal. Rev. Ezekiel Curtis serves as Chairman of the Board of Governors.

CTIS is located on a 5-acre plot of land at Twickenham Park in St. Catherine (adjacent to the Police Academy) which it shares with the Head Office of the Open Bible Association and the Twickenham Park Open Bible Outreach.

The current student population has representatives from some thirty-five denominations. Graduates of the Institute are serving as pastors of churches in various denominations and are functioning elsewhere as teachers, counsellors, bankers, nurses, missionaries, and administrators. Several of our graduates have gone on to pursue further studies in various disciplines.

CTIS receives sponsorship from the Open Bible Association, which makes the tuition charges for Open Bible Students a little less than Non-Open Bible Students.

Mission Statement

To provide quality and holistic educational programmes that will promote social responsibility, spiritual formation and personal development of our students through strong leadership, a cadre of qualified staff and facilities that engender academic success and professional development while maintaining the integrity of the institution. *(Reviewed by Strategic Planning Committee 2016; not yet adopted)*

Vision Statement

Committed to providing training for persons to serve in all areas of the Christian church and other institutions and to prepare them for their further educational development

(Reviewed by Strategic Planning Committee 2016; not yet adopted)

Core Values

The institution will be driven by the following value statements that reflect the acronym CTIS:

- ✓ Commitment/Christlikeness
- ✓ Trustworthiness/Truth
- ✓ Integrity
- ✓ Stewardship

School Motto & Song

MOTTO

Diligent Learning for Dedicated Living

SCHOOL SONG

An Open Bible for the world
May this our glorious motto be!
On every breeze its flag unfurled
Shall scatter blessings, rich and free

Refrain

Blest Word of God! Send forth the Light
O'er every land and every sea,
Till all who wander in the night
Are led to God and Heav'n by thee

It shows to men the Father's face
All radiant with forgiving love;
And to the lost of Adam's race
Proclaim sweet mercy from above.

It offers rest to weary hearts,
It comforts those who sit in tears
To all who faint, it strength imparts,
And gilds with hope th' eternal years.

Why CTIS?

WE HAVE A UNIQUE BALANCE OF BASIC FUNDAMENTAL PRINCIPLES:

1. THE AUTHORITY OF SCRIPTURE

We concentrate on mastering God's Word, learning to understand its meaning and apply its teaching.

2. WHOLE-LIFE TRAINING

We emphasize not only academic excellence but also personal growth through the dynamic of the Holy Spirit, to make us like Christ in daily living.

3. WORLDWIDE EVANGELIZATION

We are committed to reaching our generation with the Gospel and to prepare each student to have an impact as part of the "Missions team", whether in a "sending Church" or as one sent.

Without compromising these basic concerns, we hold our convictions in a pluralism of grace that respects those in the evangelical mainstream with whom we may differ.

If these are your priorities; if you are serious about knowing God and wanting Him to mould you, and use you in significant ways, then CTIS may be your kind of place and your kind of people!

Affiliation

College of Theological and Interdisciplinary Studies is the official training college of the Open Bible Standard Churches of Jamaica. The College is a registered independent School with the Ministry of Education in Jamaica and a registered member of the Caribbean Evangelical Theological Association. The Caribbean Evangelical Theological Association is a founding member of the International Council for Evangelical Theological Education (ICETE) ICETE is a global community linking eight continental/regional associations of theological schools in the world)

Statement of Faith

WE BELIEVE IN:

1. The inspiration of the Old and New Testament Scriptures.
2. The one living and true God, existing eternally in three equal Persons: Father, Son, and Holy Spirit.
3. The deity and virgin birth of Christ
4. The deity and personality of the Holy Spirit
5. The depravity and lost condition of all men by nature.
6. Salvation through faith in the substitutionary death of Christ.
7. The bodily resurrection and lordship of Jesus Christ.
8. The pre-millennial return of Jesus Christ.
9. The bodily resurrection of all men – the saints to everlasting joy and bliss, the lost to everlasting conscious torment.
10. The baptism of the Holy Spirit with the initial physical evidence of speaking in tongues.
11. The responsibility of every believer to witness by life and word to the truth and to proclaim the Gospel to all the world.

The College rejoices in the great good being accomplished by the different evangelical churches and seeks to help each establish Christian Testimony. It desires the fellowship and co-operation of all the evangelical bodies and of individual believers in all churches.

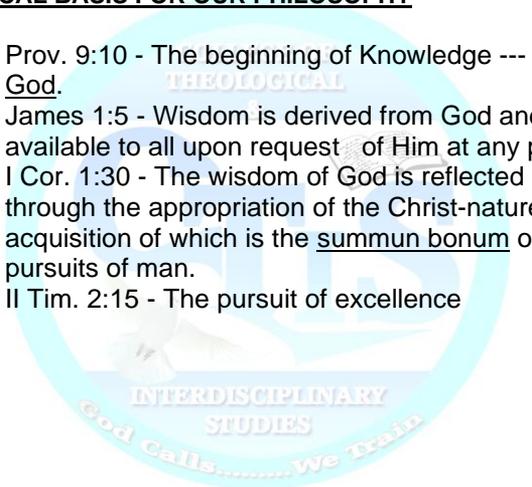
Students of various denominations may take our course while they continue in the fellowship of their church and then seek a channel of service through their church or some faith mission. Hence the School enjoys the widest possible fellowship of true believers.

Philosophy of Education

A Christo-centric, biblio-centric, Holy Spirit-directed way of life is the all-essential ingredient for the ultimate, most effective fulfilment of the divinely-intended purpose and mission of the individual person, and the church at all levels, for the ultimate realization of conformity to the Christ-image in character and conduct, and a standard of excellence in all endeavours.

1. BIBLICAL BASIS FOR OUR PHILOSOPHY

- a) Prov. 9:10 - The beginning of Knowledge --- fear of God.
- b) James 1:5 - Wisdom is derived from God and is available to all upon request of Him at any point.
- c) I Cor. 1:30 - The wisdom of God is reflected in the life through the appropriation of the Christ-nature, the acquisition of which is the summum bonum of all the pursuits of man.
- d) II Tim. 2:15 - The pursuit of excellence



Governance & Administration

The Board of Governors

CTIS is the official training arm of the Open Bible Standard Churches of Jamaica and is governed by a Board of Governors, who has the major responsibility to oversee the educational programmes of the Association and establish policies for their effective governance. Sitting on the Board of Governors is a Director of Education who has the responsibility of implementing the general educational programme and policies of the Association; including those governing College of Theological and Interdisciplinary Studies. The Director has the authority to appoint the various members of the faculty and administrative staff of the institution, in consultation with the Board of Governors.

CTIS Administrative Staff

Chief Operating Officer

Principal..... Rev. Michael Hammond

Administrative Office

School's Administrator..... Min. Christine Elliston

Academic Affairs

Department of Theology:

Head of Department..... Rev. Barrington Payne

Department of Counselling

Head of Department..... Dr. Florrett

Pratt

Department of Non-Theological

Head of Department.....Dr. Valerie Hamilton

Student Affairs

Student Affairs Advisor..... Ms. Fay Gittens

Department of Enrolment and Admissions

Registrar.....Ms. Gillian Whyte

Assistant RegistrarMs. Nadine Pratt

Accounts Department

Bursar.....

Library

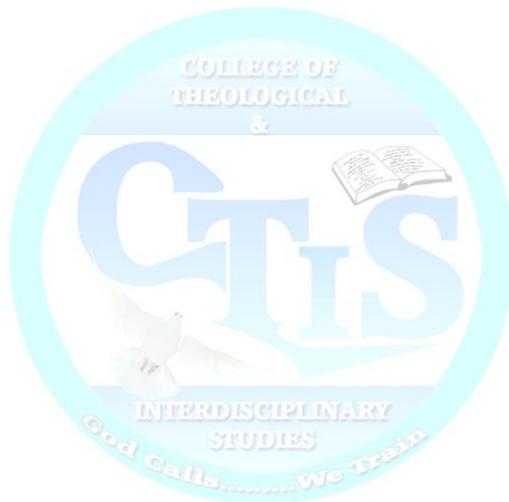
Librarian..... Min. Juliet Barton

May Pen Campus

Coordinator.....Min. Christine Elliston

Montego Bay Campus

Coordinator..... Mrs. Patricia James



Institutional Goals & Objectives

The following goals and objectives are the standards by which we measure the school's performance and ensure that every student enrolled receive quality education.

Goal #1

To provide a holistic educational programme that will promote social responsibility, spiritual formation, and personal development of our students

Objectives

- To develop the social, mental, spiritual, physical, and emotional capacities of our students
- To awaken the student's conscience towards personal, social and ethical responsibility with respect to self, family fellow human beings, the state and labour
- To awaken the student's consciousness to man's inherent spiritual condition before God and his obligations to appropriate and proclaim God's redemptive provisions
- To awaken the student's awareness of the content and message of the Bible
- To develop an approach to the interpretation of the Bible
- To help students to develop research skills and the ability to do critical analysis
- To lay the foundation for further and higher studies

Goal #2

To attract and retain highly qualified staff through appropriate recruitment, development, recognition, promotion and effective leadership

Objectives

- To introduce new and improved methods to attract staff
- To provide staff development and training that will enhance professionalism, maximize personal potential; increase knowledge in the use of new technologies for learning and teaching

Goal #3

To provide adequate facilities that will promote the academic success and professional development of our students and services that will meet their social, physical and emotional needs

Objectives

- Equipping our classrooms with the required technology that will make the learning experience effective and rewarding.
- increase student access to internet resources
- Provide opportunities for students to engage in extra-curricular activities
- Provide modern and appropriate library resources
- Provide an environment that promotes safety and support for everyone
- Timely publication and distribution of academic matters including timetables, academic calendars; exam schedules; exam grades and tuition payment deadlines
- Provide opportunities for student consultation with faculty
- Provide mentorship and counseling for students where necessary

Goal #4

To maintain the integrity of the institution and the quality of its programmes

Objectives

- Quarterly evaluation of faculty members
- Maintain relationship with all accrediting bodies
- Sustain an ongoing programme for faculty and staff development
- Annual review of programme offerings and their relevance to society and other stakeholders
- Maintain a vigorous student assessment process
- Secure and maintain examination records of all students
- Establish partnership with reputable academic institutions

Admission & Registration

Base on the nature of our institution, all students enrolled must be Christians and must be members of a local church. We do not allow race, class, gender, or denominational differences to affect our enrolment process. All persons who meet the entry requirements are accepted without bias or favour. Our enrolment process is very objective

The programmes offered at CTIS are offered in the evenings and so students are enrolled as part-time students

The Admission Process

Application Procedures

Applications to the College are received twice per year from April to June for the September semester and from December to January for the February semester for all programmes of study except Counselling. Applications for the counselling programme are only received during the period April to June.

Prospective students can collect an application form at our offices or download a copy from our website www.ctisja.org. All supporting documents must be submitted with the application form. This is critical to the processing of applications. There is a non-refundable application fee.

Documents that should accompany completed application forms:

- Three references. One should be from your local church Pastor
- Two passport size photographs
- Original and a copy of qualifications
- Testimonial of your conversion and you reason for wanting to come to CTIS.

The admission procedures are as follows:

1. Applicants documents are collated and filed accordingly by the Registry

2. Applicants who do not meet the minimum qualifications are invited to sit an entrance examination.
3. Applicants are invited to an interview whether or not they were successful in the entrance examination.
4. Interview panel determines the suitability of the applicant for enrollment and makes a recommendation to Principal.
5. The Principal makes final review and assessment and determines the admission status of the applicant.
6. Letters of acceptance/non-acceptance are issued. Under no circumstance is an applicant considered accepted, until a letter of acceptance from the Registry is received by the applicant. He/she is required to sign and return the copy of the letter.
7. Applicants are informed no later than 2 months before the beginning of the academic year.

Entry Requirements

Entry requirements vary based on the programme of study to be undertaken.

Applicants for the Diploma programmes: Diploma in Biblical Studies and Counselling, Diploma in Biblical and Pastoral Studies, and Diploma in Counselling; must have a minimum of 5 CXCs/GCE including the English Language at grade three or above.

Applicants for the Associate Degree in Theology and the Bachelor of Arts in Theology must have a minimum of five subjects at CXC at grade three or above.

Applicants will also be required to participate in an interview exercise. Applicants who do not have English Language will be required to sit an entrance examination. Entrance Exams are scheduled during the month of July and December each year. Applicants with higher level qualifications, such as a first degree are exempted from the entrance examination. Transcripts of all work done at the tertiary level must be submitted before exemptions are granted.

Applicants who are not strong academically can participate in a special certificate programme covered over a probationary period of two years, where he/she must maintain a Grade Point Average (GPA) of 2.5 or higher. After this period the student can apply to be accepted into the regular diploma program to be completed in an additional 2 years.

Admission for Mature Applicants

Provisions are made for mature applicants who do not meet the minimum entry requirements but are involved in pastoral or general ministry for five years or more.

Registration

Registration is done at the beginning of the semester for a period of two weeks. During this period students are required to submit their proof of tuition payment, select courses before they can receive the necessary passes for class and the use of the library

The courses to be offered based on the programme of study is published the beginning of each semester or can be collected from the Registrar.

Registration Procedures

Students can register for courses via the Registrar Department

1. Successful applicants are issued an enrollment package which includes:
 - Registration and Orientation Schedule
 - Tuition Payment Vouchers
 - Student Handbook
 - Student Code of Conduct
2. Obtain Academic Clearance:
Heads of Departments or the Registrar must approve a student's programme of study
3. Obtain Financial Clearance:
Proofs of payment or commitment letters are to be submitted to the Bursar. Upon submission, students will be given financial clearance.
4. Collect Library card from Librarian
5. Collect Class permit from Registrar
6. Taking of Identification card

A registered student is one who satisfies the following:

- Academic approval is given
- Financial obligations to the College are met and financial clearance received from Bursar
- All required forms in the registration package are completed and returned

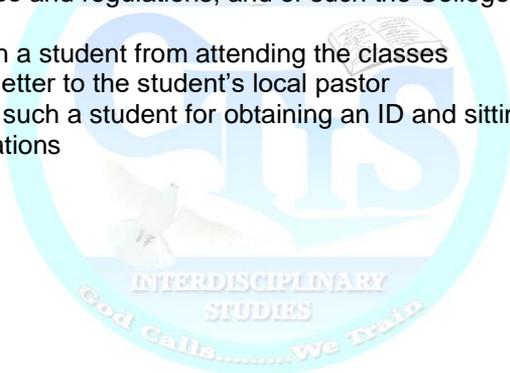
Late Registration

Late registration is any date after September 30 for semester one, and February 28 for semester two. Any student who registered after these dates will be required to pay a late registration fee.

Penalties for Non-Registration

All students are required to register each semester while enrolled in the College. Students who fail to abide by the registration procedures and who attends classes does so in contravention of the College's rules and regulations, and of such the College reserves the right to:

- Bar such a student from attending the classes
- Send a letter to the student's local pastor
- Prevent such a student for obtaining an ID and sitting examinations



Financial Information

Tuition and other fees become payable the beginning of each semester. Fees for current period can be obtained from the Bursar's office.

Fee Payment

Payment of fees can be done at the Bursar's office or at the National Commercial Bank.

Payment Plan

Persons who have a difficulty in making their payments in full have the opportunity to participate in a "Deferred Payment Plan" with the College. Students who opt to participate in this plan must complete all payments before the final examination period for the semester.

Below is the procedure for applying for part payments:

- 1) Collect Tuition Payment plan form the Bursar/Registrar
- 2) Student indicates on the form the payment option selected
- 3) Students pay tuition amount based on payment schedule

Please note that part payment plans attract an additional fee of \$2000 per semester.

Important

- All outstanding balances on tuition fees must be settled before students will be allowed to register for the next semester.
- Students will not be allowed to sit final examinations or participate in graduation until all financial obligations with CTIS have been paid in full
- Students who do not pay their tuition will not be able to:
 - i. attend classes
 - ii. borrow books from the library
 - iii. obtain an examination card
 - iv. Obtain copies of grades of transcripts

Tuition Refund Policy

The School's refund policy is outlined below:

- Withdrawal before the first week of the commencement of the semester - 100%
- Withdrawal the second week of the semester - 75%
- Withdrawal the third week of the semester - 50%
- Withdrawal the fourth week of the semester - 25%
- Withdrawal the fifth week of the semester - 0%

N.B. Miscellaneous fees are not refundable. Application for refund must be done in writing

Miscellaneous Fees

In addition to tuition students are required to pay the following miscellaneous fees:

- i. Registration Fee (includes fees for ID, library fee, and Handbook)
- ii. Student Council Fee
- iii. Student Information System Fee
- iv. Deferred payment plan fee (if applicable)
- v. Transcript Fee (after graduation)
- vi. Replacement of Diploma/Degree Fee

Financial Aid

Scholarships & Bursaries

Students are given the opportunity to apply for a few scholarships and bursaries that are available. These include

- The Cedric Lue Scholarship
- The Cedric Lue Bursary
- Faculty Bursary
- Board of Governors Bursary

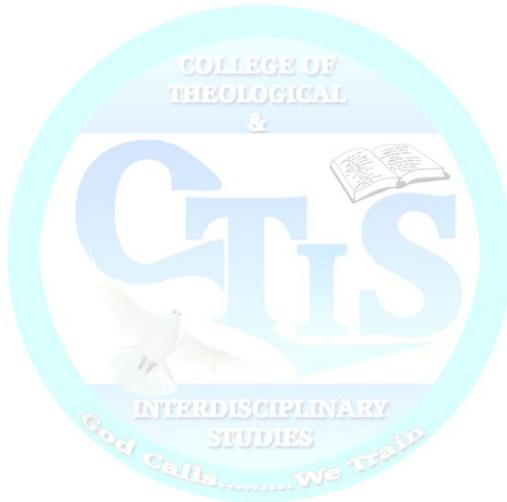
Please note that these scholarships are subject to availability

Requirements for Scholarship:

1. At the time of application, students should have a GPA of at least 3.0
2. Participation in co-curricular activities and programmes
3. Proven financial need

Other Financial Incentives

1. Students have the opportunity to receive a discount of up to 100% off their tuition if they get at least five or more to be enrolled and start classes at CTIS. In order to obtain the discount, these students must pay off at least Seventy Percent of their tuition at the time of registration.
2. Students also have the opportunity to receive funds that will go towards their tuition by assisting in the library, and other areas of administration.



Programmes & Courses

The College offers the following courses of study:

- Bachelor of Theology
- Associate Degree in Theology
- Diploma in Biblical & Pastoral Studies
- Diploma in Biblical Studies & Counselling
- Diploma in Counselling
- Certificates

The college is currently pursuing accreditation of the degree and diploma programmes from the Caribbean Evangelical Training Association.

The Bachelor of Arts in Theology

This is a four-year part-time programme of study (summers are included). The major emphasis of this programme is biblical and theological studies with study concentrations in Greek. Graduates from this programme can be matriculated into the Master of Arts in Theology at the Caribbean Graduate School of Theology for an additional 1 year of study.

A minimum of 120 credit hours comprises the degree programme

Some of the Courses in the programme:

- Caribbean Church History
- Greek
- Sociology
- Systematic Theology
- Apologetics
- Marital & Family Counselling
- Conflict Resolution
- Communications & Public Speaking
- New Testament Studies
- Pastoral Theology
- Contemporary Theology
- Guided Research
- Human Sexuality
- Old Testament Studies
- Church Planting and Growth

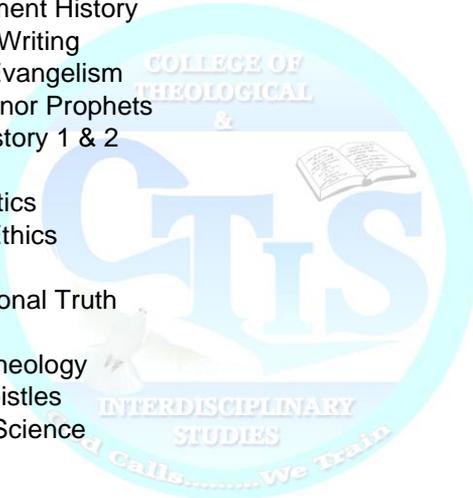
The Diploma in Biblical and Pastoral Studies

This is a three-year part-time programme of study. It provides a comprehensive study of the Bible and includes courses in pastoral work which would prepare men and women for pastoral ministry

A minimum of 60 Credit hours comprises the diploma programme

COURSES:

- Pentateuch
- Bible Introduction
- Use of English
- Cults & World religions
- Christian Education 1 & 2
- Old Testament History
- Academic Writing
- Personal Evangelism
- Major & Minor Prophets
- Church History 1 & 2
- Homiletics
- Hermeneutics
- Christian Ethics
- Missions
- Dispensational Truth
- Typology
- Pastoral Theology
- Pauline Epistles
- Bible and Science



The Diploma in Counselling

This is a three-year part-time programme that seeks to equip prospective counsellors with the knowledge, skills and other necessary tools to assist them in becoming effective helpers in any chosen area of the helping Profession.

A minimum of 60 Credit hours comprises the diploma in counselling programme - three (3) years of part-time study

COURSES:

- Introduction to Counselling
- Introduction to Psychology
- Marriage & Family Counselling
- Ethical Issues in Counselling

- Substance Abuse & Disabilities Counselling
- Theories of Personality and Development
- Multicultural Counselling
- Relationship and Abuse Counselling
- Career Counselling
- Counselling for Contemporary Issues
- Introduction to Social Psychology
- Developmental Psychology
- Pastoral Counselling
- Abnormal Psychology

The Diploma in Biblical Studies and Counselling

This is a three-year programme. It equips persons for counselling within the local church, covering all the essential areas of counselling and providing a sound training in the Bible.

A minimum of 60 Credit hours comprise the diploma in Biblical Studies and Counselling

Courses: A combination of Biblical and Counselling courses

Certificate Programmes

Certificate in Counselling – This course provides training in basic counselling and other areas such as counselling for contemporary issues; marriage and family counselling, career counselling and abnormal psychology.

Certificate in Christian Education – This programme is designed to prepare Sunday School Teachers and workers with a basic knowledge of the Word of God, Sunday School Teaching and Administration; Lesson Planning and Preparation.

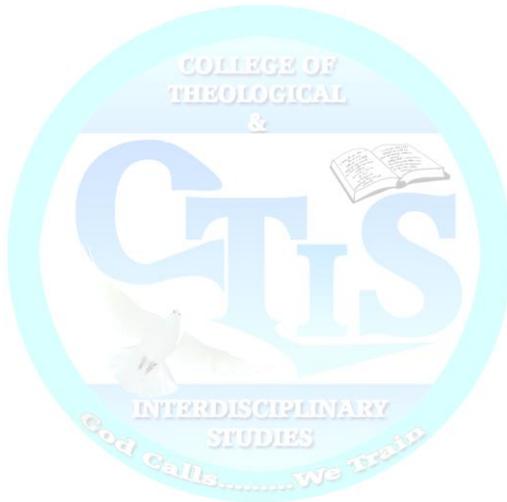
Certificate in Biblical Studies – This programme is designed to prepare church workers with a basic knowledge of the Word of God which would equip them to be Christian Workers in the local church

Certificate in Leadership and Administration – Offered over the summer, the course looks at leadership and administration within the Christian church. The course runs for 12 weeks

Certificate in Biblical Preaching - Offered over the summer; the course prepares pastors or persons aspiring to preach or teach. The course runs for 12 weeks

May Pen and Montego Bay Extensions

The Extension School in Montego Bay only offers the certificate and diploma in Biblical and Pastoral Studies and Certificate and Diploma in Counselling.



General Academic Information

The Credit System

Programmes at CTIS are assessed based on a credit system. For the Certificate and Diploma programmes each course of study is equal to 2 credits which is 15 lecture hours. For the Associate and Degree programmes the credit hours varies but is generally 3 credits per course which is 45 lecture hours.

The Grading System

The College has a four-point grading system. The table below outlines the grades and codes used. Modified September 2020.

Percentage Scale	Grade	Grade Point	Student Performance Description
90-100	A	4.0	Excellent
80-89	A-	3.7	
75-79	B+	3.3	Good
70-74	B	3.0	
65-69	B-	2.7	
60-64	C+	2.3	Pass - Satisfactory
55-59	C	2.0	
50-54	C-	1.7	
40-49	D+	1.3	Re-sit
0-39	F	1.0	Fail – Redo course

Calculation of GPA

- 1) Multiply the course credit by the earned grade point to obtain the grade points for each course
- 2) Add the grade points for all the courses
- 3) Add the total course credits for all courses attempted
- 4) Divide the total grade points earned by the total course credits.

Examples:

Course	BP112	BP216	BP212	BP223	BP323	Total
Course Credit	2	2	2	2	2	10
Grade	A	B	B+	C+	C-	
Grade Point	4	3.0	3.3	2.7	1.7	
Grade Points earned (course credit X GP)	8	6	6.6	5.4	3.4	29.4
G.P.A	$\frac{\text{Grade Points Earned}}{\text{Total Course Credit}}$			$\frac{29.4}{10}$	= 2.94	

GPA Calculation for Student with Exempted courses

Course	BP112	BP216	BP212	BP223	BP323	Total
Course Credit	2	2	2	2	2	10
Grade	A	B	B+	EXMP	C-	
Grade Point	4	3.0	3.3	0.0	1.7	
Grade Points earned (course credit X GP)	8	6	6.6	0.0	3.4	24.2
G.P.A	$\frac{\text{Grade Points Earned}}{\text{Total Course Credit}}$			$\frac{24.2}{10}$	= 2.42	

Levels of Awards

Diploma

G.P.A	CLASSIFICATIONS
3.5 – 4.0	Honours
2.5 – 3.49	Credit
1.0 –	Pass

Bachelor of Theology

G.P.A	CLASSIFICATIONS
3.7 – 4.0	First Class Honours
3.3 – 3.69	2 nd Class Honours (Upper)
2.60-3.29	2 nd Class Honours (Lower)
1.0 – 2.59	Pass

Leave of Absence

A student may apply for Leave of Absence for a semester or a period of up to one year. Requests should be made in writing to the Registrar, with a completed “Notice of Leave Absence Form” signed by the Head of Department.

The decision whether to grant leave will be made by the Principal or the Registrar or their designate.

Leave of absence will not be granted for more than two (2) consecutive academic years. Students should submit a completed resumption form at the end of a leave of absence.

Official Withdrawal from the College

A student wishing to withdraw from a programme of study should complete the Withdrawal form provided by the Registry.

Unofficial Withdrawal

A student who is absent from classes for more than four (4) consecutive weeks without submitting a withdrawal form or communicating valid reason for absence, will be deemed to have withdrawn unofficially from the College. Re-admission will be

considered only after the student reapplies to the College and undergoes the usual application procedures.

Deferred Enrolment

A student who was successful in the admission process but due to extenuating circumstances must defer for an academic year, will be required to submit the following documentations upon re-entry:

- A completed application form
- Pastoral and Academic reference

If deemed necessary by the submissions committee

Refund of Fees

Refund of fees will only apply under the following conditions:

- Withdrawal within one week after the scheduled start of the semester – 90%
- Withdrawal within 2nd week after the scheduled start of the semester – 75%
- Withdrawal within the 3rd week after the scheduled start of the semester – 50%
- Withdrawal, three weeks after the scheduled start of the semester – Nil

Cheques will be made available within fifteen (15) days from the date of submission of the completed “Request for Refund” form.

Request for Course Exemption

Request for exemption must be done using the specified forms which may be collected from the Registry. Submission must be done by September 15 or February 15 in each semester and should include supporting documentations (transcript, certifications, etc.)

Cancellation of a Class

A class or classes may be cancelled at any given time as a result of the following:

- Weather conditions
- OBCJ functions/events
- Illness of lecturer
- Social unrest
- Other special circumstances

In the event where classes are cancelled, efforts will be made to ensure that students received the notes via email, website or make-up classes

Academic Probation

The passing grade at CTIS is 60% with a GPA of 1.3. Students in the diploma or degree programme whose GPA falls below 1.3 will be placed on Academic probation for a certain time. Under specific conditions, the student will need to work to improve his/her grades. Failure to do so can result in:

- i. A downgrade to a special certificate or participation award for the diploma programme or a diploma award for the degree programme,
- ii. Academic probation - This involves:
 - Referral for Academic Counselling with Head of Department
 - Placed on probationary for a semester for improvement in performance
 - Should student fail to achieve the required performance he/she will be asked to withdraw from the programme
 - A student may reapply after one year of the withdrawal
 - Students can appeal the decision to the Academic Committee
 - The decision of the Academic Committee is final

Students who are enrolled in the special certificate programme must maintain a GPA of 2.7 before he or she can matriculate to the diploma programme

Classrooms

Furniture should not be removed from the classrooms without approval from Administration. Lights and fans should be turned off after use.

Progress Reports and Transcripts

Grades for semester one will be published two weeks after the beginning of Semester two. At the end of each academic year, a progress report will be issued to students.

Upon graduation, students will receive an official copy of their transcript. Any request for additional copies will incur a cost. Transcripts will only be released after all outstanding financial obligations with the school are met.

Examination and Assessment

The examination and assessment process are a very important component of our programme of studies. CTIS is committed to maintaining a standard of quality in its assessment process.

Student assessment may include:

- Course work pieces (i.e. tests, presentations, projects, etc.)
- Mid-Term Written Examinations
- Final Written Examinations

CTIS has two final examination periods:

Semester 1 – January

Semester 2 - June

All examinations are conducted in the evenings from 6:30 pm to 8:30 pm for Diploma students and 6:15 pm to 9:15 pm for Degree students.

General Examination Regulations/Guidelines

1. Examination Procedures

Examination Timetable

The first draft of the examination timetable will be published at least two weeks prior to the commencement of the examination period.

Students are responsible for noting any changes to the timetable by checking the notice boards frequently

Examination Clashes

The responsibility lies with the student to inform the registry of any clashes that they may have.

Requirements for sitting exams

- All students must receive financial clearance from the Bursar before he or she can sit final examinations

- All settlement of outstanding fees must be done on or before December 18, for Semester one fees and May 28 for Semester two fees.

Required Documents for Examinations

- Identification card (school's ID). If a student forgets his/her ID, he/she should report to the registry. This will attract a fee.
- Examination permit (card). No student will be allowed to sit an examination without his/her examination card. Examinations cards are distributed from the Bursar or Registry after receiving financial clearance

Arrival Time for Exams

Students should be present at the examination room at least fifteen (15) minutes before the scheduled start of the examination. Students should only enter the examination room only when instructed to do so by the invigilator

Late Arrivals

Students who arrive late for their examination will not be allowed any extra time to complete the examination. Any student who arrives after the lapse of one hour of an examination will not be admitted to the examination room unless permission is given by the Registrar or other authorized personnel.

Communication during an Examination

Students are not allowed to communicate with each other verbally or otherwise. If a student wishes to speak with the invigilator, he/she should raise his/her hand and await the arrival of the invigilator.

Students who need to use the restroom may indicate by the raising of the hand, and the invigilator will accompany you to the restroom

Borrowing during Examinations

The borrowing or lending of equipment during examinations is strictly prohibited. Students should, therefore, ensure that they have all the tools that are needed for each examination

End of Examination

Upon completion of writing exams, students are to indicate by the raising of the hand and remain seated until the invigilator/examiner collects your examination script. All examination material must be returned. No paper is to be removed from the examination room without consent of the invigilator/examiner

Students who continue to write after the examination has ended will be penalized

Use of Mobile Phones and Other devices

Mobile phones or other electronic devices are not allowed in the examination room.

Other Prohibited items

- Cases for pencils/pens
- Bags, purses and handbags
- Books or paper of any kind
- Heavy Jackets

Writing Examinations

Unless instructed to do otherwise, students must write their examinations using a black or blue ink pen.

Absence from Examinations

- Examinations are due at the time specified unless a natural disaster prompts a rescheduling
- Students who are absent from their exams (mid-term or final), due to ill health are to submit a medical certificate from their doctor, no later than 5 days after the exam date. A special arrangement will be made for the sitting of the

examination after the medical certificate has been submitted.

- Students who are absent from their exams other than for ill health will be graded zero and will need to apply to do the exam at another time; a time to be determined by the lecturer/school.
- The student will be required to submit in writing the reason for his/her absence from the exam, which will be reviewed by the school's administrators and/or lecturer. If the reason for absence is valid, the student will be allowed to sit another paper. If the reason for absence is not valid, the student will have to sit the exam at its next offering and at a cost.

Treatment of Examination Material

- Unless otherwise advised, all examination material must be surrendered at the end of each examination
- Examinations booklets should not be torn or otherwise defaced
- There should be no writing on examination cards

Removal of Examination Script

Examination scripts should not be removed from the examination room. Students will be awarded a zero if found guilty and will be required to redo the relevant examination at his/her cost.

2. Examination Results and Grade Appeal Procedures

Examination results

Preliminary examination results on the notice Boards. Lecturers are not authorized to issue final results to students.

Grade Appeal Procedures

**For coursework/in-course assessment and
For Mid-semester and Final Examinations:**

Students who may have a dispute relating to their grades can appeal using the following process:

1. Speak with the course lecturer to have matter resolved
2. If there is no resolution, a written appeal is to be made to the Head of Department, who will conduct an investigation and submit a response to the student within ten (10) days of receipt of student's appeal
3. Should a change of grade be required, the Head of Department will communicate this to the lecturer

3 Failed Courses/Re-sit Examinations

Students who fail a course may be required to either re-sit the final examination or redo the course in its entirety

- Re-sit of an examination is allowed only once if the student receives a failing grade of between 45% - 59%
- Examinations failed in Semester one and two must be taken in the same academic year.
- A fee is charged for re-sit examinations

Repeating courses

Students who obtained a failing grade of below 44% must repeat/redo the course.

4. Problems with Examinations

Students who have any problem with their exams should send a written report via email on the incident to the School Administrator at cistheology@gmail.com within 24 hours of the specific exam

5. Weighting for Coursework and Final Examinations

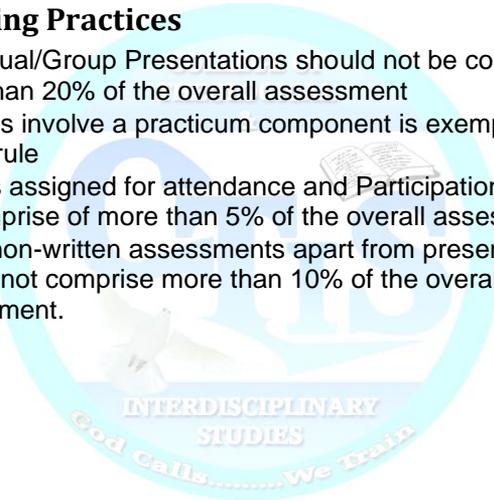
- Coursework is weighed at 60% of the overall grade
- Final examination is weighed at 40% of the overall grade
- Both coursework and final examination when averaged should be 60% or above for students to successfully pass the course.
- A student can fail a coursework assignment, but when combined with his/her final examination grade, he/she must achieve no less than 60%. If a student obtains a passing grade in his/her coursework, but fail his/her final examination; even if a passing grade is achieved when both coursework

and final examination are combined, the student will be required to re-sit the examination.

- Should a student fail both coursework and final examination, he/she will be required to repeat the entire course the next time it is being offered.
- Final Year Students are to ensure that all the requirements for courses have been achieved in the first semester of their final year. If a final year student fails a course in his/her second semester of his/her final year, he/she will have to repeat that element of the course in which he/she failed; or re-sit the course at its next offering. This means such students will not be allowed to graduate until these requirements are met.

6. Marking Practices

- Individual/Group Presentations should not be comprised of more than 20% of the overall assessment
- Courses involve a practicum component is exempted from the above rule
- Grades assigned for attendance and Participation should not be comprise of more than 5% of the overall assessment
- Other non-written assessments apart from presentations should not comprise more than 10% of the overall assessment.



Graduation

CTIS Annual's graduation is held on the 4th Sunday in October.

Requirements for Graduation

- Successfully complete all components of the programme of study
- Obtained minimal class attendance (66%)
- Fulfilled all financial obligations to the College
- Returned all library books in reasonable condition

Participation in the Ceremony

Students who meets the requirements above and who wish to participate in the Graduation Ceremony should also fulfil the following:

- Register for participation in the ceremony by completing and returning the relevant forms within the time indicated
- Pay the required fee
- Attend rehearsals

The Ceremony

On the day of the ceremony graduands are required to be fully robed in gowns and caps and be in attendance at least one hour before the scheduled start of the ceremony. Any graduand who is late will not be allowed to participate in the ceremony.

Awards

Awards and Special Awards will be conferred at the Graduation Ceremony.

Valedictorian/Salutatorian

Prior to the graduation ceremony, a valedictorian and salutatorian will be selected. Selection will be made based on the following criteria:

- Highest overall GPA/Second highest overall GPA - Salutatorian
- Involvement in school curricula
- Spiritual development
- Leadership qualities
- Discipline

Student Life/Responsibilities

Student Life

Chapel

Chapel sessions are conducted each evening between 7:35 pm and 7:55 pm.

Chapel sessions form part of the student life at the College of Theological and Interdisciplinary Studies. These sessions are designed to contribute to the spiritual development of the students. Chapel sessions include times of worship, exposition of the scripture, prayer, and testimonies. Attendance to chapel sessions is compulsory for all students.

Notice Boards

The school at various intervals will post information for students on notice boards in the school's auditorium. It is of utmost importance that students pay attention to this information when they are posted.

Christian Service

Final year pastoral and counselling students are required to do ninety (90) hours of practical Christian service in their chosen field. This allows students the opportunity to perform services that respond functionally to situations of need in the lives of people. Successful completion of the Christian Service is required for graduation and will earn a student, 6 credits.

Rallies/CTIS Day

All students enrolled at CTIS are organized into Rally Teams. Rally Teams are sent to local churches to participate in the Service. Students participate in the form of preaching, moderating, sharing testimonies and ministering through songs. This activity promotes the Institution and provides ministry experience for the students. Attendance to rally is compulsory for all students, irrespective of the programme of study.

Sports and Recreation/Fun Day

Students are placed in a house system where each house competes through sports, family fun days and in-house games during the academic year. The names of the houses are Evangelists, Prophets, and Missionaries.

Cafeteria

The school canteen is operated by an independent concessionaire, where beverages, snacks and cooked meals are available. The canteen is opened from 5:00 pm to 9:00 pm each evening.

Student Responsibilities

Identification Cards

Photographs for identification purposes are taken during the week of orientation for the September semester, and the second week of Semester 2 (February). Registration slips are to be presented when taking photographs.

ID cards are required for sitting exams, borrowing library books, accessing records or transacting any other business with the College

Loss of ID cards should be reported immediately to administration. A fee will be charged for replacement

Dress Code

The emphasis always should be on cleanness, neatness, and modesty. For men, shirt & tie, bush jackets and shirt jackets will be permitted wear to classes and social activities. Crepe soles and sandals, jeans, **are not permitted wear** to classes.

For women, modesty must always be the determining factor. Miniskirts, pants, sleeveless blouses, T-shirts, polo-shirts, jeans, slippers, nail polish, jewellery, (except for watch and ring), etc. are not allowed.

It is expected that for all school rallies and other church activities officially sponsored by the Institute, the school uniform is to be worn by men and women.

Electronic Devices

The usage of the cellular phone is prohibited in the following areas when in session: Chapel Classrooms, Lecture Theatre and Library.

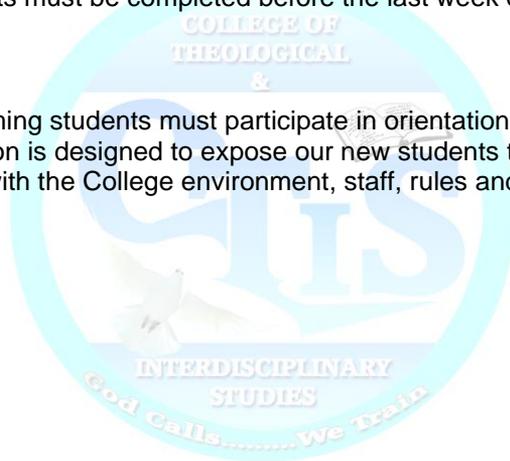
Class Attendance

Attendance is required of ALL students at all classes for which registered. In order to pass in any course, the student is required to have attended at least 66% of the class sessions. Permission is required from the instructor before a student may leave a class session.

It is the student's responsibility to check with the instructor from whose class he/she will be absent to find out the assignments, and tests must be completed before the last week of term

Orientation

All in-coming students must participate in orientation week. Orientation is designed to expose our new students to become familiar with the College environment, staff, rules and regulations.



Resources & Facilities

Library

- The Gene Denham Library, named after graduate and missionary Gene Denham, occupies a one hundred square foot of space on the ground floor of the campus. It is divided into four compartments:
 - Reading space
 - Collection area
 - Librarian office space and
 - A space accommodating the issue desk, reference collection, and lending collection.
- In the reading area, a shelf is erected where students can place their bags. The library seats approximately sixty (60) persons; forty persons in the reading area and 20 persons in the circulation area.
- The Library contains the following collections:
 - Volumes: - 4178
 - Periodicals: - 72
 - Titles - 25
 - Audio tapes - 20
- The following services are offered by the library:
 - Circulation – items are signed out manually at the issue desk. There is a fine system in place for overdue materials.
 - Reference services are offered by the Librarian
 - Internet services including wireless, are available for free
 - Photocopying is offered at a minimal cost to students
 - Library orientation is offered for new students at the beginning of the Academic year
- The library is opened every day of the week from 5:00 pm to 9:00 pm; on Tuesdays from 9:00 am to 5:00 pm and Saturdays from 10:00 am to 2:30 pm.
- **Library Partnership with CGST**
In addition to the current library resources available on campus at CTIS; the Institution has formed a partnership with the Jamaica Theological Seminary and Caribbean Graduate School of Theology, allowing students of CTIS, access to the Zenas Gerig

Library's resources and facilities on their campus. This is access to an additional 30,000 volumes and periodicals, with concentrations in Bible, Theology, Missiology, Christian Education, Church History, Counselling Psychology and a West Indies Collection.

a. Rules and Regulations of the Library

The following rules and regulations govern the use of the library:

- Books may be borrowed for one week and may be renewed for another week, once there is no other student request for them.
- Students can borrow a maximum of two books at a time
- A fine of \$50.00 per day will be charged for overdue books.
- Reserved/Reference books must not be taken from the library at any time without the Librarian's permission.
- Reserved books are loaned for one night only.
- Periodicals must not be removed from the library at any time.
- When a student accumulates fines totalling one Hundred Dollars (\$100.00) or more, his/her borrowing privileges will be suspended for a month.
- Books used in the library must be left on the tables; they must not be replaced on the shelves by students

b. Copyrighted Material

The International Copyright Agreement protects and prohibits the misuse of all original works of authorship. Students may use copyrighted material, but it must be used within the guidelines/agreements posted by the writer or by copyright law.

c. Multimedia-fitted classrooms

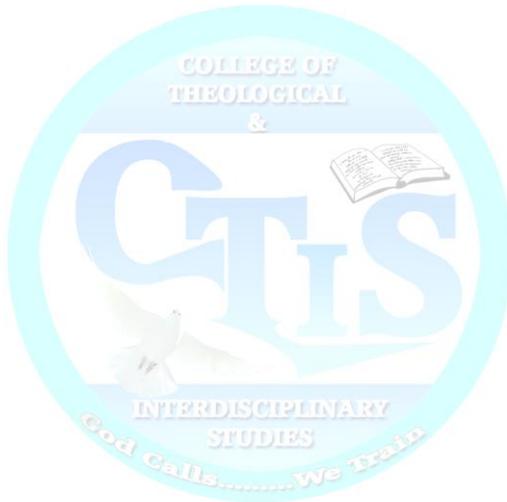
All our classrooms are fitted with multimedia projectors providing students and lecturers with a learning environment that caters to all types of learners. Students are asked not to tamper with the equipment.

d. Computer lab and Internet access

Currently, both wired and wireless internet access are available on campus for faculty, staff, and students. The wired internet is available in the computer lab where there are five workstations, and in the administration offices where there are two workstations. The wireless Internet is accessible on the school compound, where a student can access via their personal computer. Students can contact the Registry for the password.

The Registry

The Registry/Registrar Department is responsible for the safekeeping of all student records including applications, examinations, progress reports, and transcripts; orientation and graduation exercises, as well as student recruitment.



Grievance Procedures

Appeal of Grades

Students may appeal the grades for coursework or final examinations for subjects taken. The appeal is to be done in writing and is to be addressed to the Head of the Department of their programme of study. If the matter is not satisfactorily resolved, the Head of Department will forward the case to the Academic Registrar for discussion and a decision. The appeal must be done at least two weeks after the posting of results.

Procedure for General Appeals

An appeal relating to Academic Affairs may be initiated by either faculty or student. The following procedures should guide such appeals:

- i. Student and Faculty should first try to resolve the matter at hand
- ii. If either party are not satisfied with the discussion, the matter is to be referred to the lecturer's supervisor (Head of Department). The appeal can be done by either student or lecturer
- iii. If either party is still not satisfied with the outcome, a further appeal can be submitted to the Academic Affairs Personnel/Registrar. A meeting will be convened to hear the appeal and a decision made.
- iv. If either party is still not satisfied with the decision, a final appeal can be submitted to the Principal.

Conflict Resolution Procedures

1. Conflict between Student and Student

The following steps are to be taken whenever there is a conflict with another student:

Step 1 - Report the matter to the Student Council President

Step 2 - If matter is not resolved, student can take the matter to the Director of Student Services/Head of Department

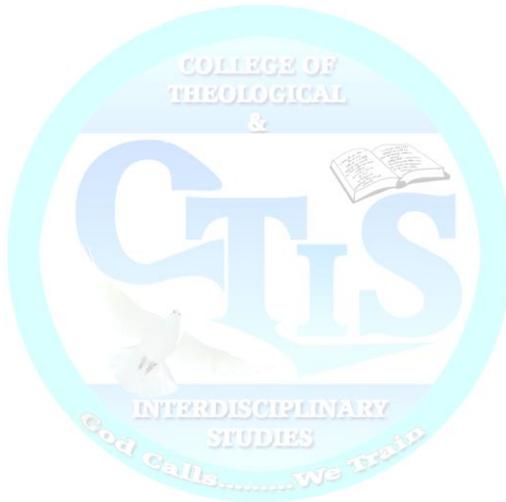
Step 3 - If the matter is still not resolved, the student can submit the case in writing to the Principal.

2. Conflict between student and lecturer

The following steps are to be taken whenever there is a conflict with a lecturer or a member of staff:

- Step 1 - Seek resolution with the member of staff/lecturer in question through dialogue
- Step 2 - Should a student feel dissatisfied with the outcome in step 1, the student can seek counsel with the Academic Dean/School Administrator for the respective department.
- Step 3 - If the matter is still not resolved, the student can present the matter in writing to the Principal

Please note that in either of the above conflict cases, the Principal will not respond to any complaint before the above steps have been followed.



Student Council

All students enrolled with the institution are a member of the Student Council.

The Student Council Executive Body is elected at the end of each Academic year to serve the student body in the ensuing year.

The Executive Body comprises:

Core Executive:

- President
- Vice-President
- Secretary
- Treasurer

Other members:

- Class Representatives
- A faculty member is appointed to serve as an advisor to the Council.

Selection of Officers

- To serve on the executive students should have completed one year of study at the institution. However, only third year or fourth-year students are qualified to serve in the office of president or vice-president. Second-year students and above can serve in the office of secretary and treasurer.
- Class representatives are selected by their classmates at the beginning of the School year.
- Election of officers is conducted at the end of the Second Semester in May.
- Before the election, the student will be given the opportunity to nominate persons to serve in the various positions. A nomination committee will ratify the names using the following guideline:
 - No students nominated should be in breach in the following areas:

- i. Financial obligation to the school
- ii. Conflict with fellow students or staff
- iii. Academic performance (minimum 3.0 GPA)

Function of the Student Council

- The Student Council is responsible for making recommendations to the Principal and the Faculty concerning matters affecting student life. The Council also seeks avenues for the social and spiritual development of its members.
- To provide the forum for students to express their needs, concerns, challenges, and interests
- To enhance the relationship between student, staff, and faculty
- To plan and coordinate student activities

Meetings

- Council meetings are conducted at least twice per semester. Class meetings are conducted at least once per month. At the class level, matters of concern are to be sent to the Student Council for discussions.
- A majority of 51% should constitute the quorum for the council meetings
- Matters discussed at the meetings shall be submitted to the Principal by the Director of Student affairs, who should be present at the meetings. If the Director is absent the President or Vice-President should make representation to the Principal.

Meetings of the Council shall follow this general order:

- Prayer
- Welcome
- Reading of Minutes of the last meeting
- Matters Arising from Minutes
- Financial Report
- Old/Unfinished Business
- New Business
- Any Other Business
- Adjournment

Duties of the Officers

President

- To provide leadership and general supervision of the student council
- Call to order all meetings of the Student Council
- Serve as a representative of the student body on the School Board
- Be aware of the needs of the student for proper representation
- Make recommendations to the student council for corporate action
- Oversee all student social activities: sports initiatives, Christmas social, etc.

Vice-President

- Assist the President in carrying out his/her duties
- Chair the meetings in the absence of the President

Secretary

- Keep proper records of meetings of all council meetings
- Prepare and records all correspondence of the Council and Executive meetings

Treasurer

- Keep proper records of all monetary transactions of the Student Council
- Responsible for collecting and recording all student council dues
- Shall provide a financial report at each student council meetings

NB. The student council is subject to the authority of the School's Administrator and/or Principal. No decision of the Council can be implemented until it has been sent to the Principal through the Director of Student Services for consideration and an approval is secured.

College Personnel

THEOLOGY:

Rev. Barrington Payne, M.Div., MBA, BBA

Rev. Dylan Toussaint, Ph.D. Ministerial Studies, B.A. Theology, Dip. Ministerial Studies

Rev. Ronald Hamilton, Doctorate in Biblical Studies, M.A. Biblical Studies, B.A. Biblical Studies

Dr. Valerie Hamilton, Ph.D. Christian Counselling, M.A. Counselling Psychology, M.A. Caribbean Ministries, B.Sc. Management Studies, Certificate in Teaching Components

Mr. Jason Wong, B.A. Theology, B.Sc., Mechanical Engineering

Mr. Geoffrey Gordon, M.A. Theological Studies, Dip. Teaching

BIBLICAL STUDIES

Rev. Michael Hammond, B.A. History, B. Th. Theology, Dip. Teaching, Dip. Biblical Studies

Rev. Winston Wilkins, M.A. Theology, B.A. Theology, B.Sc. Engineering

Rev. Ronald Hamilton, Doctorate in Biblical Studies, M.A. Biblical Studies, B.A. Biblical Studies

Rev. Dr. Melecia Davis-Gibbs, B.A. Theology, Dip. Theology

Min. Christine Elliston, M.A. Theology, B.A. Theology & Counselling, Dip. Theology

Min. Maurice Powell, MBA, Banking & Finance, B.Sc. Computer Science, Dip. Biblical & pastoral Studies

Mrs. Denise Singh, B.A. Theology, Dip. Biblical & Pastoral Studies

Ms. Gillian Whyte, M.Sc. Human Resource Development, B.Sc. Management Studies & Accounting, Post Grad Diploma, Education and Training, Dip. Theology

COUNSELLING

Dr. Fay Pratt, Ph.D. Christian Counselling, M.A. Counselling Psychology, Dip. Teaching

Dr. Valerie Hamilton, Ph.D. Christian Counselling, M.A. Counselling Psychology, M.A. Caribbean Ministries, B.Sc. Management Studies, Certificate in Teaching Components

Ms. Fay Gittens, B.A. Theology

NON-THEOLOGICAL COURSES

Rev. Yvette Harriott, MA. Interdisciplinary Studies, B.Sc. Administrative Management, Dip. Biblical & Pastoral Studies

Ms. Claudette Hobbins, M.A. Public Health, B.A. General Studies

MAY PEN EXTENSION

Min. Christine Elliston, M.A. Theology, B.A. Theology & Counselling, Dip. Theology

Mr. Geoffrey Gordon, M.A. Theological Studies, Dip. Teaching

Mr. George Pottinger, B.A. Biblical Studies

Mr. Wayne Evans,

Mrs. Vivienne Gordon, M.A. Counselling Psychology, B.A. Guidance & Counselling Dip. Teacher Education

Rev. Vernon Morrison

MONTEGO BAY EXTENSION

Rev. Henry James

Rev. Glendon Powell

Rev. Shane Gillette

Min. Princess Wedderburn, MBA, B.Sc., Management Studies, Post. Grad Dip. Education and Training

Mrs. Yvette Gardner, M.Sc. Counselling Psychology; Certified Clinical Psychologist

