

# Colorado Christian University

## 2017-2018



Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## EMERGENCY ASSISTANCE

### Campus Security

303-963-3222 – office phone

303-596-2415 – cell phone (text available)

Waite 119, 24 hours

[Security1@ccu.edu](mailto:Security1@ccu.edu)

### University Receptionist

“0” (303-963-3000)

Security Office, 9:00 a.m.–5:00 p.m.

Monday – Friday

### Residence Life Office

303-963-3460

Dietrich Bonhoeffer Center

Monday – Friday 9:00 a.m. – 5:00 p.m.

### Resident Assistant on Duty

Anschutz Student Center 303-963-3272

Sunday – Wednesday 8:00 p.m. – 12:00 a.m.

Thursday – Saturday 8:00 p.m. – 2:00 a.m.

### Residence Life Staff on Duty

Cell Phone 303-596-2409

### University Health Services

303-963-3365

Anschutz Student Center

Monday – Friday, 9:00 a.m. – 5:00 p.m.

By appointment or walk-in

### University Counseling Services

303-963-3371

[ccucounseling@ccu.edu](mailto:ccucounseling@ccu.edu) for appointment

Counseling Center,

Monday – Friday 8 a.m.–5 p.m.

### Fire or Life-Threatening

### EMERGENCY 911

Call 911, and then contact Security 303-963-3222, and the Residence Life Staff on duty if you need emergency assistance

## UNIVERSITY PHONE NUMBERS

Admissions	303-963-3200	Library	303-963-3250
Athletics	303-963-3180	Life Directions Center	303-963-3010
Bookstore	303-963-3289	School of Music	303-963-3130
School of Business and Leadership	303-963-3160	Residence Life	303-963-3460
Cafeteria	303-963-2001	President’s Office	303-963-3350
Campus Ministries	303-963-3375	Security	303-963-3222
Career Resources	303-963-3010	Service Center/ Mail Room	303-963-3292
Cougar Den	303-202-2023	Student Life	303-963-3362
Counseling Services	303-963-3371	Study Abroad	303-963-3010
School of Education	303-963-3140	Service Central	303-963-3230
Facility Services	303-963-3223	Student Activities	303-963-3372
Financial Resources	303-963-3230	Student Financial Resources	303-963-3230
Health Services	303-963-3365	Student Life	303-963-3362
School of Humanities and Sciences	303-963-3428	Study Abroad	303-963-3010
Intramural Sports Council	303-963-3460	Switchboard	303-963-3200
IT Help Desk	303-963-3444	School of Theology	303-963-3170

# IMPORTANT DATES

## August • 2017

- 23-27 Orientation (Weekend of Welcome); Residence Halls Open for New Students
- 28 Classes Begin

## September • 2017

- 4 Labor Day, CCU closed
- 6 Last day to add a class
- 6 Last day to drop without a W
- 6 Last day to drop for 100% refund
- 6 Last day to drop or reduce meal plans
- 13 Last Day to Withdraw for 75% refund
- 20 Last Day to Withdraw for 50% refund

## October • 2017

- 16-20 Midterms
- 28 Last Day to Withdraw from a Class with a "W"

## November • 2017

- 3 Last Day to Withdraw from a Class with a "W"
- 6-9 Winter/Spring Term Registration
- 17 CCU Dining Services close for break
- 20-24 Thanksgiving/Fall Break (Residence Halls Remain Open)
- 23-24 University closed

## December • 2017

- 1 Last Day to Submit Spring 2017 Housing Release Request for 100% Refund
- 18-21 Final Exam Week
- 22 Residence Halls close at 12:00 p.m.
- 22 CCU Dining Services close for break

## January • 2018

- 7 Residence Halls Open (Winter Term Students ONLY)
- 8-12 Winter Term
- 12-14 Winter Welcome (for entering new students)
- 12 CCU Dining Services open
- 15 Spring semester begins
- 24 Last day to add a class
- 24 Last day to drop a class for 100% refund
- 24 Last day to drop a class without a W
- 24 Last day to request to reduce or drop meal plans
- 31 Last day to Withdraw for 75% refund

## February • 2018

- 7 Last day to drop a class for 50% refund

**March • 2018**

- 5-9 Midterms Exam Week
- 19-21 Summer and Fall registration
- 23 Last day to drop a class with a "W"
- 23 CCU Dining Services close for break
- 26-30 Spring Break (Residence Halls Remain Open)
- 30 Good Friday, CCU closed

**April • 2018**

- 2 CCU Dining Services open
- 5 Summer Housing Applications Due

**May • 2018**

- 7-11 Final Exam Week
- 11 CCU Dining Services close for summer
- 11 Residence Halls Close at 12:00 p.m.
- 11 Senior Banquet
- 12 Commencement

**UNIVERSITY OFFICE HOURS**

<b>CCU Bookstore</b> .....	<b>303-963-3289</b>	<b>Information Technology Help Desk</b> ...	<b>303-963-3444</b>
Monday-Friday	9:00 a.m.-5:00 p.m.	Monday-Friday	7:30 a.m.-6:30 p.m.
<b>Campus Ministries</b> .....	<b>303-963-3375</b>	<b>University Health Services</b> .....	<b>303-963-3365</b>
Monday-Friday	9:00 a.m.-5:00 p.m.	Monday-Friday	9:00 a.m.-5:00p.m.
<b>Computer Labs</b>		<b>Library</b> .....	<b>303-963-3250</b>
24 hour lab-Harwood 125		Monday-Wednesday	7:30 a.m.-midnight
<b>Food Service</b> .....	<b>303-963-2001</b>	Thursday	7:30 a.m.-10:00 p.m.
<b>Dining Commons</b>		Friday	8:00 a.m.-6:00 p.m.
<b>Monday-Thursday</b>		Saturday	10:00 a.m.-6:00 p.m.
Breakfast	7:30 a.m.-9:30 a.m.	Sunday	2:00 p.m.-10:00 p.m.
Lunch	11:00 a.m.-1:30 p.m.	<b>Life Directions Center</b> .....	<b>303-963-3010</b>
Dinner	5:00 p.m.-6:45 p.m.	Monday-Friday	9:00 a.m.-5:00 p.m.
<b>Friday-Sunday</b>		<b>Mail Services</b> .....	<b>303-963-3292</b>
Brunch	10:30 a.m.-1:30 p.m.	Monday-Friday	8:00 a.m.-6:00 p.m.
Dinner	5:00 p.m.-6:45 p.m.	Tuesday/Thursday	10:30 a.m.-12:00 p.m. (closed)
<b>Cougar Den Convenience Store</b>		Saturday	10:00 a.m.-2:00 p.m.
Monday-Thursday	7:30 a.m.-11:00 p.m.	Summer Hours M-F	9:00 a.m.-5:00 p.m.
Friday	7:30 a.m.-2:00 p.m.	<b>Residence Life</b> .....	<b>303-963-3460</b>
Saturday	Noon-8:00 p.m.	Monday-Friday	9:00 a.m.-5:00 p.m.
Sunday	2:00 p.m.-11:00 p.m.	<b>Service Central</b> .....	<b>303-963-3020</b>
<b>University Counseling Services</b> .....	<b>303-963-3375</b>	Monday-Friday	8:00 a.m.-5:00 p.m.
Monday-Friday	9:00 a.m.-5:00 p.m.		(Closed 12:30-1:30 daily)

# RESIDENCE LIFE STAFF

Office: Dietrich Bonhoeffer Center

Phone: 303-963-3460

Fax: 303-963-3472

Email: [ccureslife@ccu.edu](mailto:ccureslife@ccu.edu)

## CENTRAL OFFICE STAFF

Joe Brooks, Director .....	303-963-3463	<a href="mailto:jbrooks@ccu.edu">jbrooks@ccu.edu</a>
Patty Prater, Administrative Assistant .....	303-963-3460	<a href="mailto:pprater@ccu.edu">pprater@ccu.edu</a>
Jon DiBenedetto, Assistant Director of Residence Life Operations.....	303-963-3465	<a href="mailto:jdibenedetto@ccu.edu">jdibenedetto@ccu.edu</a>

### Resident Directors

Jon DiBenedetto .....	303-963-3465	WC 401*	<a href="mailto:jdibenedetto@ccu.edu">jdibenedetto@ccu.edu</a>
Jacob Hoekstra .....	303-963-3466	RC 102*	<a href="mailto:jhoekstra@ccu.edu">jhoekstra@ccu.edu</a>
Eric McLeland .....	303-963-3459	WA 310*	<a href="mailto:emcleland@ccu.edu">emcleland@ccu.edu</a>
.....	303-963-3464	LP 102*	
Josh Wood.....	303-963-3470	Yetter 133*	<a href="mailto:jowood@ccu.edu">jowood@ccu.edu</a>

*\*On campus residence*

<b>Residence Life Abbreviations</b>	
ARD	Assistant Resident Director – Student Staff
DPLX	Duplexes – Themed Housing
EC	East Campus – Upperclassman Housing
HA	Harwood – Freshmen Housing
KC	Kit Carson – Freshman Housing/Upperclassmen Housing
LP	La Plata – Freshman Housing
YH	Yetter Hall - Freshman and Upperclassmen Housing
RA	Resident Assistant – Student Staff
RC	Red Cloud – Upperclassmen Housing
RD	Resident Director – Professional Staff
SM	Snowmass – Upperclassmen Housing
WA	Waite – Freshmen Housing
WC	West Campus Townhomes – Upperclassmen Housing

## STUDENT STAFF

### Assistant Resident Directors

Seth	Turner	ARD- Waite/Harwood	W 216	<a href="mailto:sethturnerturner@gmail.com">sethturnerturner@gmail.com</a>
Melissa	Wilkins	ARD- La Plata/Kit Carson	KC 103	<a href="mailto:wilkinsm.2014@gmail.com">wilkinsm.2014@gmail.com</a>
Michelle	Smith	ARD- Yetter	YE 414	<a href="mailto:michaela.smith343@yahoo.com">michaela.smith343@yahoo.com</a>
Carlie	Franke	ARD- Red Cloud/Snowmass	SN 204	<a href="mailto:cfranke@students.ccu.edu">cfranke@students.ccu.edu</a>
Becca	Wade	ARD - West/East	WC 402	<a href="mailto:rwade@students.ccu.edu">rwade@students.ccu.edu</a>

### Resident Assistants

Caleb	Johnson	Waite - Shire	W 210	<a href="mailto:cmjohnson@students.ccu.edu">cmjohnson@students.ccu.edu</a>
Veronica	Slater	Waite - Boondocks	W 212	<a href="mailto:slaterv3@gmail.com">slaterv3@gmail.com</a>
Kelly	Quist	Waite - Sandlot	W 214	<a href="mailto:k.lynne.q@gmail.com">k.lynne.q@gmail.com</a>
Ty	Johnson	Waite - Cockpit	W 216	<a href="mailto:twjohnson@students.ccu.edu">twjohnson@students.ccu.edu</a>
Susan	Albin	Waite - The Grove	W 218	<a href="mailto:suzq1885@gmail.com">suzq1885@gmail.com</a>
Rebecca	Loper	Harwood - Highlands	HA 220	<a href="mailto:rebeccamarie328@gmail.com">rebeccamarie328@gmail.com</a>
Matt	Joslin	Harwood - Junkyard	HA 222	<a href="mailto:matt.joslin@att.net">matt.joslin@att.net</a>
Kylie	Dawley	Harwood - Atlas	HA 224	<a href="mailto:kyliedawley@gmail.com">kyliedawley@gmail.com</a>
Lindsay	Tyson	La Plata - Lodge	LP 103	<a href="mailto:lwtyson@students.ccu.edu">lwtyson@students.ccu.edu</a>
Matthew	Hodgkins	La Plata - Cave	LP 201	<a href="mailto:hodgkinsm7@gmail.com">hodgkinsm7@gmail.com</a>
Sara	Magruder	La Plata - Summit	LP 304	<a href="mailto:semagruder@students.ccu.edu">semagruder@students.ccu.edu</a>
Mari	Buseth	Kit Carson 1 -The Abbey	KC 103	<a href="mailto:mbuseth@students.ccu.edu">mbuseth@students.ccu.edu</a>
Cade	Collins	Kit Carson 2 - Cornerstone	KC 201	<a href="mailto:cade.collins58@gmail.com">cade.collins58@gmail.com</a>
Karlee	Walker	Kit Carson 3 - The Garden	KC 304	<a href="mailto:karleewalker@yahoo.com">karleewalker@yahoo.com</a>
Kevin	Hogan	Pod 110 - Never Land	YE 114	<a href="mailto:revelationmeansrevealing@gmail.com">revelationmeansrevealing@gmail.com</a>
Alexis	Schmidt	Pod 140/150 - The Well	YE 152	<a href="mailto:amschmidt@students.ccu.edu">amschmidt@students.ccu.edu</a>
Luke	Pahlau	Pod 210/230 - Middle Earth	YE 214	<a href="mailto:l.pahlau@hotmail.com">l.pahlau@hotmail.com</a>
Brady	Landenberger	Pod 240 - The Reef	YE 241	<a href="mailto:bradylandenberger@live.com">bradylandenberger@live.com</a>
Ben	Songster	Pod 250 - The Woods	YE 252	<a href="mailto:benithesongster@gmail.com">benithesongster@gmail.com</a>
Jordan	Gass	Pod 310 - Galaxy	YE 314	<a href="mailto:jgass@students.ccu.edu">jgass@students.ccu.edu</a>
Karlee	Davis	Pod 330/340 - La Mesa	YE 341	<a href="mailto:karleedavis02@gmail.com">karleedavis02@gmail.com</a>
Katie	McTavish	Pod 350 - The Boardwalk	YE 352	<a href="mailto:katiegmctavish@gmail.com">katiegmctavish@gmail.com</a>
Jenna	Feilmeier	Pod 410 - Treefort	YE 414	<a href="mailto:jefeilmeier@students.ccu.edu">jefeilmeier@students.ccu.edu</a>
Taylin	Mast	Pod 430/440 - Venture	YE 441	<a href="mailto:tomast6@gmail.com">tomast6@gmail.com</a>
Carol	Romero	Pod 450 - The Bakery	YE 452	<a href="mailto:songofjoy97@gmail.com">songofjoy97@gmail.com</a>
Connor	Heller	Red Cloud 1- Dock	RC 101	<a href="mailto:sixburgghc13@gmail.com">sixburgghc13@gmail.com</a>
Austin	Feilmeier	Red Cloud 2- Timberline	RC 202	<a href="mailto:afeilmeier@students.ccu.edu">afeilmeier@students.ccu.edu</a>
David	Brown	Red Cloud 3- Narnia	RC 304	<a href="mailto:dzb1350@hotmail.com">dzb1350@hotmail.com</a>
Kira	Renfro	Snowmass 1- Basement	SN 103	<a href="mailto:kirajrenfro@gmail.com">kirajrenfro@gmail.com</a>
Robynn	Elan-Puttick	Snowmass 2- The Meadows	SN 204	<a href="mailto:relanputtick@students.ccu.edu">relanputtick@students.ccu.edu</a>
Taya	Hanna	Snowmass 3- The Alps	SN 304	<a href="mailto:thanna@students.ccu.edu">thanna@students.ccu.edu</a>
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Noah	Leach	Duplexes - Suburbia	Dplx 115	<a href="mailto:noah.leach97@gmail.com">noah.leach97@gmail.com</a>
Caitlyn	Abraham	West Campus	WC 201	<a href="mailto:caitlyn.abraham@live.com">caitlyn.abraham@live.com</a>
Trenton	Tinsley	West Campus	WC 301	<a href="mailto:ttinsley@students.ccu.edu">ttinsley@students.ccu.edu</a>
Rachel	Urban	West Campus	WC 402	<a href="mailto:rachurban@hotmail.com">rachurban@hotmail.com</a>
Mackenzie	Tarrant	East Campus	EC 201	<a href="mailto:mjtarrant@students.ccu.edu">mjtarrant@students.ccu.edu</a>

# INTRODUCTION

The Colorado Christian University community seeks to encourage the life of the person as an individual, so that students will understand and utilize their unique, God-given gifts and abilities. Growth in the areas of spiritual and emotional maturity, interpersonal relationships and social awareness, coupled with intellectual life, has remained the fundamental purpose of CCU, so that students become firmly centered in the person of Jesus Christ. We intend for students to leave CCU, not only prepared intellectually to follow a career where students can serve others and live out their faith, but also to change the world around them. This is the spirit of the guidelines defined in this handbook. The guidelines express a commitment to educating men and women in the course of integrating Christian faith with the learning processes that students will be involved in for the rest of their lives. These guidelines also express the University's commitment to providing an atmosphere for study, personal exploration, and involvement in interpersonal relationships, spiritual life, and growth. These guidelines are designed to ensure that students can develop within an atmosphere most conducive to achieving goals in each of these areas, while enjoying living and learning within the spirit of the Christian community.

## MISSION

Colorado Christian University cultivates knowledge and love of God in a Christ-centered community of learners and scholars, with an enduring commitment to the integration of exemplary academics, spiritual formation, and engagement with the world.

### Christ-centered community

Our community of interdependent students, faculty, and staff seeks to honor and obey Jesus Christ, who is present in Spirit and speaks in Scripture, and to advance God's purposes in the lives of every member.

### Academics

Our undergraduate and graduate curriculum integrates faith and learning in a scholarly environment that fosters critical and creative thinking, academic excellence, and professional competence.

### Spiritual formation

Our academic and student development programs cultivate a deep and enduring faith that affirms the authority of Scripture and embraces Christ as the authentic center of life.

### Engagement with the world

Our students experience and engage the world in ways that prepare leaders to serve and transform their professions, churches, and communities.

## STATEMENT OF FAITH

Colorado Christian University unites with the broad, historic evangelical faith rather than affiliating with any specific denomination. In this commitment, the University embraces the following declarations of the National Association of Evangelicals:

- We Believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We Believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We Believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We Believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We Believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We Believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We Believe in the spiritual unity of believers in our Lord Jesus Christ.

These declarations do not comprise all that individual Christians may consider important elements of faith; rather, they establish the essential framework within which members of the University both unite in shared beliefs and explore differences.



## STRATEGIC OBJECTIVES

Colorado Christian University's strategic objectives were adopted by the CCU Board of Trustees to serve as a guiding compass for the University. They direct the implementation of CCU's long-established mission and vision, and provide context for our first priority – an enduring commitment to Jesus Christ and His Kingdom. The strategic objectives provide a point of convergence for every member of the CCU community and for every aspect of life at CCU, from how we teach and learn in the classroom to how we live with and serve others.

Colorado Christian University shall:

- Honor Christ and share the love of Christ on campus and around the world
- Teach students to trust the Bible, live holy lives and be evangelists
- Be a magnet for outstanding students and prepare them for positions of significant leadership in the church, business, government and professions by offering an excellent education in strategic disciplines
- Teach students how to learn
- Teach students how to think for themselves
- Teach students how to speak and write clearly and effectively
- Give students significant opportunities to serve our Lord while they are at CCU and to help them develop a lifetime habit of such service
- Impact our culture in support of traditional family values, sanctity of life, compassion for the poor, Biblical view of human nature, limited government, personal freedom, free markets, natural law, original intent of the Constitution and Western civilization
- Be seekers of truth
- Debunk “spent ideas” and those who traffic in them
- Ask God to multiply our time and ability to the glory of His great name
- Be a servant of the Church
- Become a great university

## APPLICABILITY OF HANDBOOK PROVISIONS

Descriptions of policies, regulations, and services described in this handbook are intended for all College of Undergraduate Studies (CUS) CCU students, either full or part-time. The term student includes persons admitted to or enrolled at the University in the College of Undergraduate Studies, and those who may not be currently enrolled but who have a continuing relationship with the University. All students will adhere to the Student Standards of Conduct. The availability of services to students is subject to change at the discretion of the University.

Program features include, but are not limited to, the following:

### PROGRAM APPLICABILITY

#### *Policies*

Standards of Conduct	CCU CUS students
General University Regulations	All CCU students
Housing Regulations/Availability	CCU CUS students

#### *Services*

Athletics	CCU CUS students
Campus Ministries	CCU CUS students
Life Directions Center	CCU CUS students
Financial Aid	All CCU students
Food Service	All CCU students
Residence Life/Housing	CCU CUS students
Security	All CCU students
Student Activities	CCU CUS students
Associated Student Activities	CCU CUS students
Student Health Insurance	All CCU students
University Counseling Services	CCU CUS students
University Health Services	CCU CUS students**

\*CUS designates the College for Undergraduate Studies program. “All students” refers to any CCU student in any program.

\*\*Designates departments whose services may be accessed on a fee for use basis.

## **MISSION OF STUDENT LIFE**

In keeping with the mission of the University, its educational goals and assumptions, the Department of Student Life strives to support the growth and life of the CCU student through the following:

- An effort to integrate individuals spiritually, personally, socially, physically, intellectually, and vocationally
- Programs that develop leadership skills and encourage students to assume positions of significant responsibility
- Promotion of an academic and spiritual atmosphere in all student activities & services
- Encouragement of students to exercise their freedom and judgment while respecting the rights and needs of the campus community
- Activities that promote service to others on and off campus
- Activities and services that maximize the opportunities for students to understand themselves, what God has in store for them, and through His leading, to grow and develop to their fullest potential
- Activities that enhance an atmosphere of spiritual growth, renewal and understanding while continuing the commitment to a relationship with Jesus Christ
- Activities, programs, services, and pathways to help students consider what it means to be a part of a community of learners pursuing God's grace, direction, and teachings

To these ends, the University provides the following departments and programs to serve students:

## **STUDENT LIFE DEPARTMENT**

*Jim McCormick, Vice President*

Location: Student Life Office, Anschutz Student Center  
303-963-3362

The administrative responsibility for the supervision and coordination of the Student Life department rests with the Vice President of Student Life. These areas include: Admissions, Campus Ministries, Life Direction Center, Security, Retention, the Discipline Program, Athletics, Intramural Sports, Residence Life, Student Activities, Student Government Association, University Health Services, University Counseling Services, Student Programs, and a liaison relationship with the Sodexo food service company. The Student Life Office is located within the Anschutz Student Center.

## **ATHLETICS**

*Brian Wall, Athletic Director*

Location: Anschutz Student Center, 2nd floor  
303-963-3180

Mascot: Cougar

Colors: Navy Blue and Gold

Affiliation: NCAA Division II, Rocky Mountain Athletic Conference; National Christian College Athletic Association (NCCAA) Division I

CCU competes in thirteen sports at the NCAA Division II level in the highly competitive Rocky Mountain Athletic Conference. Through the forum of competition, teamwork, and common goals, the athletics program at CCU seeks to spiritually transform the student athlete's life through building character by means of discipleship, mentoring, and role modeling. CCU provides an atmosphere of spiritual growth and formation that encourages student athletes to explore their faith from whatever point they are in their relationship with Christ through molding, directing, and guiding them in ways that allow them to question and, subsequently strengthen their relationship. CCU sponsors Men's and Women's teams in Basketball, Cross Country, Golf, Soccer, Tennis, Women's Volleyball, Women's Softball and Men's Baseball. The athletic department offices are located in the upstairs portion of the gym.

## CAMPUS MINISTRIES

*David Jongeward*, Dean of Spiritual Formation/Campus Pastor

Location: Campus Ministries Building (South Side)

303.963.3376 Email: [djongeward@ccu.edu](mailto:djongeward@ccu.edu)

The purpose of Campus Ministries is to provide intentional leadership and coordination for the spiritual formation of CCU students through planned programs and events which facilitate the spiritual growth and development of our students toward Christ-like maturity. Their mission is to provide an on-campus structure for effective worship/chapel, discipleship, counseling of student needs, and to equip and mobilize students to make Christ known around the world. At CCU, the term “spiritual formation” refers to everything CCU does, in and out of the classroom, to make faith in Jesus Christ the authentic center of the lives of those in the campus community. CCU seeks to educate minds, model holy living, instill passion for Christ, develop compassion for others, engage in authentic Christian community, and stimulate personal growth so that CCU may shape servant leaders to be a transforming force in the church, community and world for Jesus Christ.

There are five major areas of Campus Ministries: Worship, Discipleship, Outreach, Missions, and Counseling Services. Campus Ministries is located in front of the Dinning Commons, just south of the Event Center.

### **Worship/Chapel**

The primary purpose or mission of Chapel is to inspire and motivate CCU students in their Christian faith and life toward greater spiritual maturity, and to provide a corporate time of worship and spiritual community (or “body life”).

We view chapel as a critical component of the CCU spiritual formation, corporate worship and spiritual community experience. Chapels are carefully and intentionally planned to “inspire the heart” more than “inform the head.” Student-led worship teams, chapel speakers, and other approved chapel events seek to provide opportunities to “worship God in spirit and truth” by:

- Encouraging and promoting an intimate, personal relationship with God through worship;
- Providing inspiring and challenging, biblically-based teaching intended to transform personal lives;
- Complementing the work of the local church and the classroom through creative, effective communication on topics relevant to University students
- Providing a corporate and spiritual community experience to promote CCU unity in Christ

Questions may be directed to [chapel@ccu.edu](mailto:chapel@ccu.edu) or call 303-963-3375. For more information on chapel requirements and online chapel options, see page 167 of this handbook.

### **Local Church Participation**

CCU is not a local church and chapels do not replace regular church services. As Christian believers, we ARE the Church; we do not merely go to church.

Therefore Students are strongly encouraged and expected to pursue a meaningful relationship and involvement in a local church. It is our hope that every student will become involved in a local church body of their choice throughout the entire time they are CCU students. It is our desire and hope that every student will become involved in a local church on a regular weekly basis. Campus Ministries has a list of local churches and there is a list in the back of this handbook. Students in need of transportation to church can network with other students offering rides via the Campus Ministries office or contact through their RA.

### **Discipleship**

*Heidi Ross, Director of Discipleship*

Spiritual formation and growth is often best facilitated through an intentionally structured form of discipleship. The purpose and mission of our discipleship program is to *follow Jesus together* through authentic relationship with God and others. We seek to cultivate a culture of honest, vulnerable, gospel-centered discussion through small groups and individual conversations that encourage and challenge one another toward sanctification and to activate God’s Kingdom on earth.

There are multiple avenues on campus for students to pursue deeper personal and spiritual growth during their time at CCU:

- Discipleship Groups (D-Groups) – Weekly group meetings consisting of 5-7 freshman students who gather to deepen their relationship with God and with others through Bible Study, fellowship, accountability, and prayer
- Men's & Women's Ministry – Workshops, guest speakers, special events and/or retreats focused on specific issues related to men and women, their male and female roles and identities, their uniqueness and differences as well as ways they complement and relate to one another, and opportunities for spiritual enrichment and fellowship
- Mentoring – Through formal and informal relationships between students and on-campus faculty/staff as well as off-campus mentors who are devoted to nurturing the spiritual development of students. Students can apply for a Spiritual Mentor by emailing Heidi Ross and completing an application.
- Prayer Ministry – Opportunities for group prayer with other students, faculty & staff.
- Small Groups – Bible study or topical study groups for upper-class students. Different groups are offered each semester and led by students, faculty or staff.

## **Missions**

*Kelly Nichols, Director of Student Missions*

[www.ccu.edu/CCU2theWorld](http://www.ccu.edu/CCU2theWorld)

The purpose and mission of the missions department at CCU, called CCU2theWorld, is to engage our students to think globally and to be a part of God's redemptive story cross-culturally, and that, regardless of their field of academic study or interest, there is a meaningful place for them in missions, domestically or internationally.

We accomplish this goal in the following ways:

- Providing a campus-wide special missions emphasis or focus every October known as **Exigency**.
- Offering short-term mission experiences (domestic and international) to students, staff and faculty,
- Facilitating student leadership development through CCU2theWorld's leadership training program,
- Hosting representatives from mission organizations on campus to interact with students,
- Partnering with other student clubs, organizations, and ministries to promote God's work around the world, and
- Coordinating with the School of Theology in offering the Intercultural Ministry Minor.

## **Local Ministries and Outreach**

Believing that gifts are discovered in the stream, not in the well, CCU strongly encourages student participation in local ministries. CCU expects service and ministry in obedience to Jesus Christ and to show God's love in practical ways in this community. There are several student-led, local service oriented and/or outreach/ evangelism ministries which CCU students can become involved in to serve and to share the love of Jesus Christ while they are students. See the campus ministries website for more information.

## **Counseling Services**

*Dr. Joannie DeBrito, Director of Counseling Services*

An important aspect of spiritual formation and development is personal formation and development. Spiritual well-being/maturity does not happen apart from personal/emotional well-being/maturity. Therefore Counseling Services is intentionally and strategically positioned under the Campus Ministries Department as part of the overall spiritual formation program of the University. Counseling services are provided free of charge for CUS students.

The mission of CCU Counseling Services is to assist students as they face the physical, emotional, academic, and spiritual challenges that exist as they navigate life in college. Special psych educational programs and groups provide students with information that is intended to teach them principles of self-care and personal wellness while prevention strategies are taught to help students learn to avoid or reduce stress producing activities and behaviors that tend to contribute to mental health problems. Individual, couple and family counseling services are provided to challenge behaviors, attitudes and thoughts which interfere with meaningful relationships with others and with God. Counseling is helpful for 100% of students, whether to teach important life skills, diagnose and treat specific mental health disorders or manage personal crises. For more detailed information see University Counseling Services on page 101.

## **INTRAMURAL ATHLETICS**

Location: Anschutz Student Center, 2nd Floor 303-963-3364

The Intramural Sports Program promotes healthy community life within CCU's student body by providing and coordinating high-quality athletics and other competitive activities. A vast majority of CCU students are involved in intramural athletics. CCU offers team sports such as flag football, basketball, Tiger ball, soccer, and volleyball, as well as a host of tournaments

## **JUDICIAL AFFAIRS**

*Sharon Felker, Dean of Students*

Location: Student Life Office, Anschutz Student Center, 2nd Floor 303-963-3362

The Dean of Students is the University's designee to administer the campus discipline process, including setting and upholding the University's Standards of Conduct. The office also supervises and advises the Student Standards and Accountability Board within the campus judicial process.

## **LIFE DIRECTIONS CENTER**

Location: Dietrich Bonhoeffer Center (downstairs) 303-963-3010

The mission of the Life Directions Center (LDC) is to equip authentic disciples of Christ to discern their life calling, achieve academic success and engage in meaningful service. The LDC provides a four year connection for students in their pursuit of spiritual, academic, and career directions by providing resources, guidance, and counsel to help students realize and move towards their God-given calling.

The Life Directions Center manages the following student services:

- Academic Advising (degree planning, course selection and course changes)
- Academic Alerts
- Student Success Services
- Tutoring Services
- Undeclared Majors Advising
- Life Calling Advising
- Ministry Hours Requirements
- Study Abroad and Off Campus Programs
- International Student Services
- Students with Disabilities and Special Needs
- Veterans Affairs/ROTC



## RESIDENCE LIFE

*Joe Brooks, Director*

Location: Dietrich Bonhoeffer Center (downstairs)

303.963.3460

[ccureslife@ccu.edu](mailto:ccureslife@ccu.edu)

Located in the bottom floor of the Dietrich Bonhoeffer Center the Residence Life Office is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Residence Life staff are available in the Student Center and The Residence Hall Lobby during the evenings from 8:00 p.m. to 12:00 a.m. Students should refer all incidents occurring in the community to the Residence Life staff during these hours. After hours, please call the RD on Duty Emergency Cell Phone at (303) 596-2409 or Security at 303-963-3222.

Living on-campus is perhaps the most important decision students can make in their college career, as it provides the greatest opportunity for living and learning in community. In pursuit of accomplishing the mission and vision of Colorado Christian University and guided by the values of the Division of Student Life, the Department of Residence Life seeks, through quality residential programs, facilities, and services, to create a vibrant, healthy, God-centered student community exemplified by service, learning, spiritual growth, and leadership development. This community is facilitated and encouraged by the professional and para-professional Residence Life staff.

The community living program at CCU emphasizes the Christian mind and character within an atmosphere that is conducive to exploration, learning, risk-taking, and concern for the individual, as well as the community as a whole. Thus, living in this community requires students to live with integrity, honesty, and respect, take responsibility for their own actions, demonstrate care and concern for interpersonal relationships, and encourage responsible living among all others in the community.

The Residence Life program seeks to help students enjoy an on-campus living experience that provides opportunities for students to develop holistically. Thus, the Residence Life staff and other community leaders provide programs that encourage the mixing of various students' backgrounds and interests and promote education, uphold the University's Standards of Conduct, encourage positive roommate relations and mediate roommate conflicts as necessary, and following up on incidents that occur within the on-campus residences.

Resident Assistants, under the direction of professional Resident Directors, are placed in each living area to role model behavior, build and encourage community, act as a student advocates and resources, serve as a liaison between the administration and students, help with facilities problems, and generally pursue the interests of the students within their environment as their foremost goal. These efforts may include confronting individuals about unacceptable behavior, following up on noise complaints, investigating vandalism, planning a group outing, sitting on-duty during the week, and being available to their students through community meetings.

## STUDENT ACTIVITIES

*Sarah Rippetoe, Director*

Location: Anschutz Student Center, 2nd Floor

303-963-3373

Student Activities at Colorado Christian University exists to encourage an atmosphere of fun, learning, and fellowship on campus by coordinating major campus activities assisting student groups in their programming efforts, and to oversee activities in the Student Union. The mission of Student Activities at Colorado Christian University is to cultivate students as excellent servant-leaders, build Christ-honoring community, and be a significant positive influence on campus culture. This mission is accomplished through the following organizations and activities:

- The University Programming Council
- The Clubs, Organizations, Honor Societies and Ministries (COHM's)
- Orientation, including Weekend of Welcome, New Student Retreat, and Winter Welcome
- Student Union
- Best of Colorado
- Community Outreach
- Leadership Interns
- Campus Publicity and Event Registration

Students can email [studentactivities@ccu.edu](mailto:studentactivities@ccu.edu) for further information.

## UNIVERSITY COUNSELING SERVICES

*Joannie DeBrito, Ph.D., LCSW, LMFT, Director*

303.963.3371 For appointments: e-mail [ccucounseling@ccu.edu](mailto:ccucounseling@ccu.edu)

Located in a one story building between the La Plata stairwell and the Dietrich Bonhoeffer Center

In keeping with the mission of the University and the spirit of developing the whole person, University Counseling Services strives to meet both individual and group needs through interventions based on Christ-centered foundations. The office is directed by a full-time, State of Colorado licensed professional who is assisted by professional trained (and licensed) staff interns to provide counseling services to the traditional undergraduate population free of charge.

The Counseling staff work closely with on-campus Student Life and Residential staff in training, mentoring and monitoring student crisis, mental health problems, personal well-being, and social/relational conflict issues, including assisting in roommate mediations. They also collaborate with other departments on campus to provide prevention and wellness programs and discussion groups that address pertinent and relevant mental health related issues and topics. They have provided education and support on such topics as:

- Healthy Sexuality
- Interpersonal Relationship Skills
- Time and/or Stress Management
- Self-Care Strategies for Health and Wellness
- Prevention of Drug and Alcohol Problems
- Managing Technology So It Doesn't Manage You

Additionally, CCU counselors regularly collaborate with faculty members, LDC advisors, nurse practitioners and administrators to provide professional training, consultation, referrals for off campus counseling (when appropriate) and continuity of care for students. They also manage cases that are referred off campus to specific professionals handling various conditions, and act as liaisons for the University in those instances.

Appointments are necessary and can be made by e-mailing [ccucounseling@ccu.edu](mailto:ccucounseling@ccu.edu) or calling the Campus Ministries Office at 303-963-3375. CCU reserves the right to require an individual to seek medical or psychological examination and treatment in order to maintain student status. In this instance, the student would need to be responsible for payment of services. The University also reserves the right to communicate with parents and appropriate CCU faculty and administrators concerning medical or psychological treatment, when required to do so by law.

## UNIVERSITY HEALTH SERVICES

*Mandy Williams, NP, Director*

Location: Health Services Office, Anschutz Student Center, 2nd Floor  
303-963-3365

*Hours of Operation (During the School Year)*

Monday – Friday 9:00 a.m. – 5:00 p.m.

Staffed by a licensed nurse practitioner, University Health Services provides routine, confidential ambulatory medical care for CUS students. Diagnosing and treating minor illnesses, performing annual physicals, prescribing medications, administering vaccines, and making medical referrals are all part of what health services offers. The University Health Services nurse practitioner works with local physicians when consultation is necessary. A limited number of laboratory tests can be completed in the office, including rapid strep test, mono test, blood sugar, hemoglobin, urinalysis, and pregnancy tests. Blood draws are not performed at Health Services. Allergy shots can be given with a written physician's order and the serum must be supplied by the student. The student will be asked to complete a basic history form during each office visit and this information will become part of the student's health care file. Health Services can administer immunizations (Tetanus, Meningitis, and Flu), TB skin tests, over-the-counter medications, and loan of crutches when necessary. There is a small clinic charge with each initial illness visit. There are no charges for follow-up visits related to the same illness. There may be additional charges for laboratory testing or a supply of wound care products. Appointments can be scheduled Monday through Friday, by calling 303-963-3365. Walk-ins will be seen on a first-come, first-serve basis as the schedule allows. The office is not open during chapel, on school holidays, school breaks, or during the summer. The University Health Services office is located in the Dietrich Bonhoeffer Center.

# STANDARDS OF CONDUCT

CCU seeks to create and maintain an educational environment where individual and institutional responsibilities combine to promote students' holistic development. In order for the University to achieve this goal within an atmosphere where the rights of its members are respected, it is necessary to establish policies and procedures that govern student conduct. These regulations have been developed to reflect the nature of a student community focused on educational and spiritual growth and the unique situations that arise within such a community of learners. As such, every member of the University community is provided equal rights and benefits in accordance with the expectation that each student demonstrates maturity, intelligence, and concern for the rights of others.

When a person demonstrates a lack of cooperation, respect, or consideration for himself or herself, the standards of the University, or the University community, CCU, acting through its officials and judiciary bodies, will take disciplinary action. Behavior that disrupts the community atmosphere at CCU, whether attempted or committed, cannot be tolerated, and will be addressed. Thus, it is the goal of the student discipline process, as outlined in Proverbs 13:24, to show the love of Jesus Christ for the University's students through prompt correction of behavior that disturbs the University educational community, based in a system of grace and guidance.

CCU students in the College of Undergraduate Studies are asked to assume positions of responsibility in the university judicial system, as members of the University Student Standards and Accountability Board (which will be described later in this section), in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority for disciplinary matters, however, is vested in the University administration, the President of the University and his designees, and the University Board of Trustees. Under this authority, the Vice President of Student Life may assign adjudication of cases to the Student Standards and Accountability Board or administrative hearing officers at his discretion.

It is the intention of this code of conduct to clarify the standards of behavior essential to the University's educational mission and its community life. Consequently, the Standards of Conduct are applicable to all College of Undergraduate (CUS) students and their guests when visiting campus.

## PURPOSE

One of the distinctions of Christian Higher Education is the pursuit of a community that seeks holistic student growth (spiritual, intellectual, personal, emotional, and vocational) in an atmosphere that follows the example of Jesus Christ and Biblical teachings. Active participation in such community requires students to abide by a common set of standards that reflect CCU's institutional mission and provide an agreed-upon framework for student behavior.

CCU's Standards of Conduct are an integration of biblical teachings, civil laws, and concern for the respect for the rights of other community members, brought together to help create a campus community that seeks to honor God and one another in the common pursuit of educational and spiritual growth at an evangelical Christian University. As such, students are expected to live in accordance with the teachings of Scripture. Scripture teaches the Lordship of Jesus Christ over all of life and thought, and stresses the importance to care for one's whole being as a temple of the Holy Spirit. Believers are urged to be careful stewards of the mind, time, abilities, funds, and opportunities that have been given by God, and are instructed to love God with all of their being and to love their neighbors as themselves. In this way, CCU students must realize the important responsibility they have to personal righteousness, the practice of justice, the value of evangelistic outreach through word and life, and the exercise of freedom in Christ. The University realizes that most of what Scripture teaches in regard to attitude and behavior are difficult to define in terms of Standards of Conduct, yet lie at the heart of relationships with God and with others. Thus, we encourage all members of the University community to address such attitudes and behaviors as they become discernable in order for positive change to occur.

In addition, all laws of the nation, state, and local community are to be obeyed. Of course, some issues regarding community living are not specifically addressed in Scripture or civil laws, and in such cases, CCU's Standards of Conduct direct students to act with respect for others, consider others' sensitivities, and exercise personal restraint to provide an optimal community living and learning environment.

CCU's Standards of Conduct seek to integrate Biblical teachings, civil laws, and community standards based on the consideration and respect for others to help create and maintain a community environment in which all CCU students, whether on- or off-campus, strive to deepen their spiritual commitment and understanding of the Bible; develop their moral character; expand their intellectual abilities; participate constructively in community life; and observe and adhere to the rules and regulations of the University.



CCU encourages its students to take particular care to exercise discretion in choice of entertainment, relationships, and associations. Students should also be aware of the growing problem of drugs, sexual behavior, and alcohol abuse in today's society, as well as the offensiveness and danger of the use of tobacco. The University recognizes that these practices reduce the effectiveness of corporate testimony and could harm others. To this end, all such activity is banned from the campus and off-campus CCU students are subject to disciplinary review when information regarding alcohol, sexual activity, or drug use comes to the University's attention.

At CCU, we desire to take advantage of a unique opportunity to enhance students' growth through disciplinary matters in regard to developing responsibility for their own behavior, as well as establishing a community that is conducive to successful learning, living, and growing. In addition, learning to live within a common set of behavior standards seeks to increase students' abilities to live with others in a group situation and to function well in the campus community within the University's expectations. Consequently, disciplinary proceedings will be initiated when it becomes apparent that informal procedures are unlikely to produce desired changes in behavior. Accordingly, each student will be treated as an individual within formal disciplinary procedures.

It is assumed that individuals who join the University community will strive to deepen their spiritual commitment and understanding of the Bible; develop their moral character; expand their intellectual abilities; participate constructively in community life; and observe and adhere to the rules and regulations of the University as long as they are CCU students. This refers to all CCU students, including those on and off campus.

The following are the purposes for disciplinary proceedings at CCU:

- To redirect behavior;
- To protect the rights of others in the community;
- To encourage and to teach responsibility for one's own actions;
- To encourage an educationally-focused student living and learning community; and
- To discuss and explore with students how one's behavior is an outgrowth of our relationship with Christ.

Since one of the main foundations of the discipline process involves emphasizing a student's responsibility for his or her behavior, student records will remain on-file for the entire length of his or her stay at the University.

## **NON-DISCIPLINARY POLICY**

Although the University seeks to correct students when they exhibit behavior contrary to its mission, CCU also wants to assist and guide students when they are struggling with a personal issue, relationship problem, or an issue normally handled through the discipline process. CCU is unique in that it offers opportunities for students to come forward with their struggles to staff and/or faculty, requesting assistance and correction. Behaviors that would normally be referred to the disciplinary process are handled through an action plan created by the student and the staff/faculty member. More on these policies can be found on page 128.

## **CCU REGULATIONS & APPLICABLE CRIMINAL AND CIVIL LAWS**

CCU is committed to cooperating with federal, state, and local authorities in their efforts to enforce existing laws regarding alcohol use, drugs, and public health and safety. University regulations in these areas are guided by our educational purpose within the framework of applicable law. Students are expected to abide by these laws and regulations and to accept responsibility for their conduct.

Violations of federal, state, and local laws may be referred to appropriate outside agencies for disposition in addition to any University disciplinary action. An action involving a student in a legal proceeding in a civil or criminal court does not free the student from responsibility for his or her conduct in the University judicial system. If the student is charged in both jurisdictions simultaneously, the University will proceed with its own judicial review process according to its own timetable.

The University reserves the right to initiate disciplinary proceedings against students who have been formally charged with off-campus criminal violations by legal or civil authorities. The University also reserves the right to initiate disciplinary proceedings against students who may have otherwise committed an action off-campus, which may be related to the security of the University community or the integrity of the educational process. Such discretion rests with the Vice President of Student Life or the President of the University. Disciplinary regulations at the University are set forth in writing in order to give students general notice of prohibited conduct. *The regulations should be read broadly and are not designed to define misconduct in exhaustive terms. The University reserves unto itself the right to interpret conduct which is in violation of these regulations.*

## **APPLICABILITY OF CCU'S STANDARDS OF CONDUCT: ON-CAMPUS, OFF-CAMPUS, PUBLIC DOMAIN**

The Standards of Conduct and the student conduct process apply to the conduct of individual students and all University/College-affiliated student organizations. For the purposes of student conduct, the University/College considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University/College.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll (and/or obtain official transcripts and/or graduate) and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University/College may invoke these procedures and should the former student be found responsible, the University may revoke that student's degree.

CCU reserves the right to take necessary and appropriate action to protect the safety, well-being, and community life of the campus community and the students who comprise it. It may become essential for the University to take necessary and appropriate action as a result of students involved in incidents that:

- occur off-campus
- are in direct conflict with the unique mission of the university
- may affect the ability for students to function well in the university community, at university sponsored events, or the classroom or
- occur during summer, winter, spring or holiday breaks.

The authority for deciding what action off-campus constitutes a threat to the campus environment, or violates the integrity of the Lifestyle Covenant Agreement or mission of the university, rests with the Vice President of Student Life.

The University addresses off-campus violations of the CCU Standards of Conduct between currently enrolled University students, or students and other CCU community members, in the Prohibited Conduct section of this Handbook. The Vice President of Student Life holds authority for making decisions regarding any off-campus behavior that is not addressed in this section which may constitute a threat to the campus environment or constitutes an incident unbecoming a CCU student. A student involved in an off-campus incident with another University community member could face charges in the University discipline process and judicial process, as well as civil or criminal charges. Complaints from University community members against University students involving infractions other than violations of the Standards of Conduct will not be the responsibility of the University to investigate or review.

The University Standards of Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University/College officials. However, most online speech by students not involving College/University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";
- Speech posted online about the University/College or its community members that causes a significant on-campus disruption.

A detailed policy can be found on page 108.

In the event of complaints from non-University citizens or agencies, the University will cooperate fully with local authorities in the performance of their duties, but it will not have responsibility for adjudicating the complaint unless a specific violation of CCU's Standards of Conduct is involved in the complaint. The University will reserve the right to act in that instance.

## GENERAL STUDENT CONDUCT EXPECTATIONS

Within the traditions of its mission and Christ-centered heritage, CCU expects its students to develop a high standard of behavior and personal values. Among these expectations are:

1. Respect for the rights and human dignity of others, especially in the conduct of relationships.
2. Respect for the rights and needs of the CCU community to develop and maintain an atmosphere conducive to academic study and personal life.
3. Respect for the University's academic traditions of honesty, freedom of expression, and open inquiry.
4. Tolerance and respect for the different backgrounds, personalities, beliefs, and spiritual traditions of students, faculty, and staff who make up the CCU community.
5. A willingness to assist others in need of support, guidance, or friendship.
6. Respect for federal, state, and local laws and ordinances.
7. Respect for the authorities, policies, procedures, and regulations established by the University for the orderly administration of University activities and the welfare of the members of the University community.
8. Adherence to the values, attitude, direction, and tone, that Christ set forth when relating to fellow students or community members who have been wronged or have entered into a dispute.
9. Ownership in a biblically-based Christian community committed to the confrontation of sin by its members through love and truth.

## DEFINITIONS

Although the University cannot define every term involved in the handbook policies and procedures, it seeks to give general guidance to specific terms by defining them below. *The University reserves the right to broaden or narrow these definitions as a particular incident may warrant, and the Vice President of Student Life has the sole discretion of deciding whether or not a particular incident is covered by a particular definition of prohibited conduct or in other areas of the Handbook.* All definitions pertain to those in the code.

**“Accused”** is an University student or participant in a University Program who is reported to have engaged in a violation of the University Standards of Conduct.

**“Active Disciplinary Investigation”** begins at the time any Student Life staff member (including chaplains/RA's), another University staff/faculty member, or law enforcement become aware of a possible violation. Once the alleged violation becomes known, neither a Mutual Accountability Commitment nor the Non-Disciplinary Agreement can be initiate

**“Bullying”** is defined as repeated and/or severe, Aggressive behavior, Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally, that is not speech or conduct otherwise protected by the 1st Amendment.

**“Cheating and Plagiarism”** refers to the act of taking another's ideas, work, or experiences and presenting them as one's own. This includes copying answers off another's test, failure to appropriately cite another's quotes or ideas, or presenting data or information in a manner that does not reflect the true nature of how the information was gathered or obtained.

**“Cohabitation”** refers to living with somebody of the opposite sex who is not a family member either on or off campus.

**“College” or “University”** refers to Colorado Christian University (CCU).

**“College or University Premises”** includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by CCU.

**“Consent”** is informed, freely and actively given, mutually understandable words or actions by a capable person in a coherent mental physical or emotional state.

**“Controlled Substance”** is any type of substance, the possession, sale and use of which are regulated by law, including alcohol, narcotics, stimulants and hallucinogens

**“Gender”** refers to the biological gender assigned by God at birth.

**“Hazing”** refers to any act that causes or is likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in personal or mental harm to any student or other person attending the University. Hazing includes any method of initiation or pre-initiation, either directly stated or implied, into a student organization, housing community athletic team or club, or any pastime or amusement engaged in by a University organization that would lead to such harm.

**“Harassment”** refers to a course of conduct directed at a specific person, or groups of people that causes substantial emotional distress in such a person and serves no legitimate purpose. Actions (including use of symbols, signs, and verbal and electronic communication) that seek to denigrate, harm, malign, intimidate or undermine are included in this category.

**“Intimate Partner Violence”** defined as violence or abuse between those in an intimate relationship to each other. (Please note that CCU Standards of Conduct prohibit all sexual relationships between unmarried students, however if a student is involved in this behavior and the violence or abuse is experienced in the relationship, the accuser can come forward in a non-discipline arrangement to confess the prohibited behavior in order to report the violence or abuse.

**“Intoxication”** is the state in which the quantity of alcohol or other substance the person consumes exceeds the individual’s tolerance for alcohol or places them over the prescribed legal limit and produces behavioral or physical abnormalities.

**“Lifestyle Covenant”** is an agreement signed by all CCU students within the CUS program committing themselves to a biblical standard of relationships including confronting fellow students who are engaged in behavior contrary to the University standards.

**“Marriage”** is a covenanted relationship between a man and a woman validated by a current license issued by a governmental authority.

**“Member of the University Community”** includes any person who is a student, faculty member, University official, or any other member employed or invited by the University. The Vice President Student Development or his designee will determine a person’s status in a particular situation.

**“Policy”** is defined as the written regulations of the University as found in, but not limited to, the Student Code of Conduct, Residence Life Housing Contract, Graduate/Undergraduate Catalogs, General Regulations within the Handbook, any individual CCU departmental policies, and those outlined in the Lifestyle Covenant Agreement.

**“Pornography”** refers to writings, photographs, magazines, film or videos, pictures, web sites, advertisements, web postings of pictures or written materials, or other materials intended primarily to arouse sexual desire. Any decisions as to the appropriateness of material done for an academic course, program, or publication offered through CCU academic programs, including how it may be displayed, presented, or published, will be at the sole discretion of the Vice President for Academic Affairs, or her designee.

**“Sexual Conduct/Activity”** includes any consensual sexual behavior that occurs outside of the covenant of marriage. This includes sexual intercourse, cohabitation, public displays of affection, intimate contact, homosexuality or behavior that exhibits a same sex relationship, pornography, and actions (for example spending the night with someone of the opposite sex) that may lead to situations of temptation, regret, and immoral conduct. Please see page 149 for the Sexual Relationships policy.

**“Sexual Misconduct”** encompasses unwanted or unwelcome conduct of a sexual nature that is committed without valid consent, including sexual assault and sexual harassment, non-consensual sexual contact or intercourse and any other forms of sexual exploitation including verbal and written communication. (See the Sexual Misconduct policy on page 141)

**“Spending the Night”** refers to staying with a person of the opposite sex for an amount of time during the regular sleeping hours of the night. (Examples: sleeping over at an apartment, sharing camping space together, sleeping in the car, etc.).

## “Stalking”

### Stalking 1:

- a. A course of conduct
- b. Directed at a specific person
- c. On the basis of actual or perceived membership in a protected class
- d. That is unwelcome, AND
- e. Would cause a reasonable person to feel fear

### Stalking 2:

- f. Repetitive and/or Menacing
- g. Pursuit, following, harassing and/or interfering with the peace and/or safety of another

**“Student”** The term student includes persons admitted to or enrolled in courses or programs at the University in the College of Undergraduate Studies, and those who may not be currently enrolled but who have a continuing relationship with the University and expect to enroll in a course or program the next semester available. All students will adhere to the Student Standards of Conduct and are responsible to be knowledgeable of the standards currently in force governing the campus community. Additionally, any individual enrolled in the College of Adult and Graduate Studies, but participating and CUS program such as Residential Life, Athletics, or enrolled in a CUS course, will be considered a “student” for the purposes of the Standards of Conduct stated in the CUS handbook and expected to uphold all policies governing the CUS student population. CUS students who are currently enrolled, expect to enroll, or are admitted and have deposited, are bound by University CUS policies during summer, winter, spring or holiday breaks.

**“University” or “College Official”** includes any person employed by the University performing assigned administrative or professional responsibilities.



# PROHIBITED CONDUCT

The following actions constitute misconduct for which students may enter the discipline process. The definition of specific terms within the Prohibited Conduct, or which section of the Prohibited Conduct a student's behavior falls into, rests with the Vice President Student Development or his designee. This list of misconduct that the University has set forth gives students fair notice of behavior that will not be tolerated from CCU students, but is not to be an exhaustive list. The University reserves the right to administer disciplinary sanctions in situations not expressly covered by the Prohibited Conduct section.

Unless otherwise noted, prohibited conduct applies to all incidents whether on-or off-campus, including on University owned or controlled property, at University sponsored or supervised activities, at functions of recognized student organizations, and in off-campus situations where CCU students are present. Violations of these Standards of Conduct will result in disciplinary action; sanctioning guidelines are explained on page 112.

## 1. Harm or Harassment

- a. Verbal or written threats, abuse, or actions (see definition) towards any University official (Security Guards, Resident Assistants, Faculty, Staff Members, etc.) in the performance of their duties. Please see definition of harassment
- b. Verbal or written threats, abuse or actions that cause substantial distress or apprehension in a CCU student. Please see definition of harassment. This could include spreading information about a student that may or may not be true.
- c. Intentionally or recklessly causing or attempting to, cause physical harm to any CCU community member off-campus, on University premises or at University sponsored activities.
- d. Intentionally or recklessly causing a reasonable apprehension of physical harm. This includes, but is not limited to, physical assault, verbal or written threats or abuse, racial or other forms of deliberate harassment, unlawful detention of a person against his or her will, or hazing of any kind.
- e. Causing a disruption to the campus community through threats of, or attempts to harm oneself causing others in the community to react in a way that compromises their ability to live, study and be successful in the campus living and learning environment.

## 2. Sexual Misconduct/Offenses (See also page 141)

- a. Incidents on University owned or controlled property, at University sponsored or supervised activities, in off-campus situations where CCU students are present, or at functions of recognized student organizations are included in this policy. See page 141, Sexual Misconduct
- b. Rape, attempted rape, other non-consensual sexual activity, sexual battery, sexual harassment, domestic violence, dating violence and stalking or indecent exposure.
- c. Non-consensual verbal, written or physical conduct related to sex, which unreasonably interferes with an individual's work, educational, or social activities or creates a threatening or hostile environment at the University.

## 3. Sexual Conduct/Activity (See also page 149)

- a. Sexual activity by consensual partners, including, but not limited to, sexual activity, cohabitation, spending the night together (regardless of the type of relationship and the location), of non-married CCU students with others, whether or not connected with the University.
- b. Homosexual relationships: practicing (exhibiting behaviors of a same sex relationship), defending, or advocating a homosexual lifestyle
- c. Distributing, possessing, or accessing pornography, which refers to writings, photographs, magazines, film or videos, pictures, web sites, advertisements, web postings of pictures or written materials, or other materials intended primarily to arouse sexual desire, including internet access, attending a strip club or similar establishment and having inappropriate material mailed via the CCU Mail Room (appropriateness is determined by the Vice President of Student Life or his designee). Any decisions as to the appropriateness of material done for an academic course, program, or publication offered through CCU academic programs, including how it may be displayed, presented, or published, will be at the sole discretion of the Vice President for Academic Affairs, or his or her designee.
- d. Bedroom and after hours visitation violations.
- e. Cohabitation and spending the night together see pages for definitions.
- f. Inappropriate displays of affection. The University reserves the right to define and judge what types of public displays of affection are permissible on its campus grounds and at University sponsored events.

#### **4. Theft**

- a. Theft of property or of services belonging to the University or other CCU community members or other public or private entities and knowing possession of stolen property, whether occurring on University premises, at University sponsored activities, or off-campus.
- b. Theft of computer services, or passwords; or unauthorized entry into a computer account not belonging to the student involved; theft or unauthorized use of another individual's food service account, theft or unauthorized use of student identifications.
- c. Possessing any stolen property from on or off-campus.

#### **5. Dishonesty** \*\*Please also see note on page 118.

- a. Academic Integrity: cheating or plagiarism (see page 131).
- b. Furnishing false information to any University official in performance of their duties including, but not limited to, any University staff or faculty member and food services personnel.
- c. Forgery alterations or unauthorized use of University documents, records, identification, or property.
- d. Intentionally initiating or causing initiation of any false report, warning of fire, explosion, or other emergency on University premises or at University sponsored events or activities.
- e. Scanning in for chapel and leaving early without scanning out or notifying a University official
- f. Forgery or unauthorized alteration or use of a University document
- g. Cheating or interfering with a drug test, or any other administratively administered test, survey, or assessment.

#### **6. Property Damage** (includes possible property damage):

- a. Damaging (or causing possible property damage) University property or property belonging to other CCU community members living on or off-campus.
- b. Littering or dumping trash on University operated grounds or common areas, including, but not limited to, University residential buildings.
- c. Arson or attempted arson.
- d. Starting or feeding any open fire on University owned or operated property, autos, or storage. (In the CCU on-campus residences, only charcoal and gas barbeques being used for cooking purposes are permitted).
- e. Intentionally or recklessly misusing or damaging fire or life safety equipment.

#### **7. Flammables, Explosives and Weapons Use (See also page 150)**

- a. Possessing or using firearms, incendiary devices, dangerous chemicals, or other dangerous weapons or explosives on University owned or operated property.
- b. Possessing or using items which may not be immediately considered a weapon, but for the safety of the community are prohibited. This includes, but is not limited to hunting weapons, fireworks, dry ice bombs, paint guns, air soft guns, camping axes, decorative knives, toys that look like weapons (note Nerf-like guns and water guns are ok) and other items deemed by the University as dangerous or hazardous.

#### **8. Controlled Substances Use, Possession or Distribution (See also page 134)**

- a. Possessing, using, manufacturing, cultivating, selling or distributing any controlled or illegal substance, designer drug, synthetic cannabinoid (i.e. Spice or K2), or prescription drugs. The possession and use of marijuana and medical marijuana is also prohibited even with a prescription. The term use includes, but is not limited to, drinking, ingesting, or introducing any amount of prohibited substance into one's body.
- b. Possessing and/or use of any drug paraphernalia, i.e. bowls, hookah pipes, bongs, "homemade" smoking devices, and other smoking device or smoking paraphernalia.

- c. Knowing of an area in a University building, off campus, or University property where above substances are being used or are present.
- c. Using tobacco or any smoking product. This includes but is not limited to, cigarettes, cigars, cigarillos, hookah-smoked products, vaporizers, and oral tobacco (spit, spit less, smokeless, chew, snuff) or possessing it on University owned or operated property, or at University sponsored events or activities.
- d. Using substances not necessarily considered illegal, but are used in a manner to elicit a feeling of being “buzzed”, high or intoxicated (this includes use of marijuana. The use of any substance to alter ones personality, behavior or physical or emotional state is strictly forbidden.

#### 9. Alcoholic Beverages (See also page 132)

- a. Underage use: Using alcoholic beverages while under the legal drinking age at any time or any place.
- b. Providing alcohol to minors: Contributing to an atmosphere where underage drinking is taking place (i.e. providing a venue for it to take place), or being a conduit to procure the alcohol.
- c. Using, possessing, or selling alcoholic beverages on campus or at University sponsored or affiliated events or activities.
- d. Intoxicated: Being intoxicated or contributing to intoxication at any time and in any place.
- e. Evidence of use of alcohol: Presence of empty alcohol containers on campus or at University sponsored or affiliated events including but not limited to cars, one’s person, etc.

#### 10. Disorderly Conduct (See also page 135)

- a. Intentionally or recklessly interfering with normal University or University sponsored activities, including, but not limited to, studying, teaching, classes, research, University business, administration or events, or coaching.
- b. Interfering with fire, police, or emergency services.
- c. Annoying, disturbing, or otherwise preventing the orderly conduct of the residence halls, dining areas, activities, administration, surrounding community residences, or classes of CCU, including, *but not limited to*, Residence Quiet Hour policies. Students and guests are expected to confine noise to their apartment. Excessive noise will not be tolerated at any time of the day or night.
- d. Engaging in disorderly conduct, intoxication, lewd or indecent exposure, obscene behavior on University premises, at University sponsored events or activities, or within the off-campus community, or at University sponsored events or activities. This includes inappropriate language, comments, or actions at University sponsored events, on University premises, or within the off-campus community. The Vice President of Student Life or his designee will determine the appropriateness of language, comments, or actions in a specific situation.
- e. Intentionally and substantially interfering with the freedom of expression of others on University premises or at University sponsored events or activities.
- f. Committing acts not on University property but related to the security of the University community or members thereof, or that compromise the integrity of the educational process at CCU or that disparage the name of the University. Such actions may include any Prohibited Conduct set forth in this section. The sole authority in deciding what actions constitute a threat to the safety, security, or well-being of the CCU community or its members will be vested in the Vice President of Student Life.
- g. Harassing animals on campus (geese, birds, rabbits, etc.).
- h. Engaging in pranks that damage University or student property, disrupt the normal campus life, and/or harm, or have the potential to harm other persons or interfere with University business.
- i. Engaging in pranks off campus that damage property, disrupt normal business or personal lives or have the potential to harm other persons or interfere with the business or the normal daily life of an individual in the community.



## **11. Unauthorized Presence or Use**

- a. Unauthorized presence in/on, entry to or use of University facilities or premises, including, but not limited to, building rooftops, computer labs, the Dining Commons, Event Center or soccer field, or student rooms or cars.
- b. Visitation or Bedroom Visitation: Opposite sex presence in bedrooms at all times. Opposite sex presence common areas within the on-campus residences outside of visitation hours. This also includes two students of the opposite sex in a bathroom together. (see also the visitation policy on page 164).
- c. Sleeping in any common areas of the University including the Student Union, Beckman lounge area or camping on the grounds unless approved by the appropriate University personnel.
- d. Tampering with or altering university equipment from its intended use.

## **12. Knowledge of a Violation of University Policy (see also page 138)**

- a. Knowing about or being present where University policies are being violated. (how the information became known will impact ruling);
- b. Contributing to an atmosphere where University policies are being violated.
- c. Aiding, concealing information regarding, or harboring, a student who is in violation of University policies.
- d. Failing to pursue University assistance if a student has continued in behavior in violation of CCU standards of conduct after being confronting the behavior.
- e. Failing to follow the Mutual Accountability Commitment (MAC) policy.

## **13. Failure to Comply/Rude or Uncooperative Behavior (see Compliance with a University Official Policy page 134)**

- a. Failing to comply with University rules or sanctions or with the directions of University officials, or acting uncooperative or rude to other students, faculty or staff or in dealing with University officials. This includes, but is not limited to, Student Standards and Accountability Board members, Resident Assistants, Resident Directors, faculty or staff members, or campus security officers, acting in the performance of their duties or to comply with University rules or sanctions.
- b. Failing to appear and give testimony at University disciplinary meeting or hearing, unless excused.
- c. Violating an alternative agreement such as a Non Disciplinary Plan, roommate contract, behavioral contract, counseling or health agreement, or other special agreement or contract with the University.
- d. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this code.
- e. Failing to or refusing to sign the CCU Lifestyle Covenant Agreement.
- f. Refusing to participate in a University drug test for student athletes.

## **14. Other Violations**

- a. Violating other published University regulations or policies. Such regulations may include, without limitation, residence policies or the housing contract, academic policies, Lifestyle Covenant Agreement, regulations related to entry or use of University facilities, vehicle regulations, posting and distribution policies or food service policies.
- b. Violating federal, state, and local law or ordinances, either on or off-campus

## **VIOLATIONS OF A SPECIAL NATURE**

It is the wish of the University to create policies for the protection and well-being of the individual. However, at certain times, situations arise of a special nature not otherwise addressed in the Standards of Conduct that may require investigation and administrative action. It is not the intent of this summary to address or include all such possible situations. Depending on the nature of the incident, the investigation and hearing may be handled using normal disciplinary procedures or other appropriate review procedures as determined by the Vice President of Student Life. (e.g., Special Administrative Evaluations).

## **NOTICE OF CHANGES IN STUDENT LIFE POLICIES**

All changes in, additions to, and deletions from existing Student Life Policies, including the Standards of Conduct, will be announced through the Office of the Vice President of Student Life. These announcements will be posted in selected high traffic areas of the University campus, the residence halls, and will be publicized through the student newspaper and in the Daily E-News. All changes are applicable to all students when announced and will be implemented according to the timetable advertised.

## DISCIPLINARY SANCTIONS

Sanctions for violating prohibited conduct include any of the following, singly or in combination:

**Disciplinary Warning (Step 1)** - An official sanction given verbally and/or in writing, notifying the student of his or her misconduct and warning that subsequent infractions must not occur.

**Disciplinary Probation (Step 2 or 3)** - An official sanction status that places the student in a position that any subsequent misconduct during the period of probation will result in additional discipline, including, but not limited to, suspension or dismissal from the University. The term of the probation is determined by the Student Standards and Accountability Board or the Student Life staff member conducting the hearing. A student on a step 3 is ineligible for a CCU leadership position and will be removed from his/her current leadership position. If student holds a leadership position and receives a step 2, the student's leadership advisor will be notified.

**Final Notice (Step 4)** - An official sanction notifying the student that any additional inappropriate behavior will result in removal from the University either in a limited-term suspension or dismissal for at least the remainder of the academic semester. Student's parents\* or guardians\*, LDC advisors, coach (if applicable) and leadership advisor/supervisor (if applicable) will be notified of this action. A student on a step 4 is ineligible for a CCU leadership position and will be removed from his/her current position.

**Disciplinary Suspension (Step 5)** - An official sanction that prohibits the student from attending the University, residing in, or entering into University owned or operated property, participating in any University activities, sports, academic organizations, or trips for a set period of time, typically to include *at least* one calendar week or the rest of the academic semester in which the offense occurred. Length of suspension will be determined by the hearing officer or board. A Disciplinary Stop will be placed on a student's record at the beginning of the suspension and will be removed at the end of suspension (regardless of when the suspension takes effect or if the student is transferring). If a student receives this sanction within the last third of the semester, the Student Life official *may* decide to defer the suspension to the following semester. In that situation, a disciplinary stop will be placed on the student's account immediately and will be lifted after the suspension period has ended. A Disciplinary Stop will prevent a student from obtaining transcripts or registering for classes. Coursework missed during suspension periods may not be made up. The student must complete an exit and re-entry interview with the appropriate University official. A student on step 5 is ineligible for a CCU leadership position and will be removed from his/her current position.

**Notification of Suspensions**- Parents\* or guardians\*, LDC advisors, coaches (if applicable), leadership supervisors/advisors (if applicable) and other appropriate University offices will be notified of this decision.

**Disciplinary Dismissal (Step 6)** - An official determination canceling the student's registration at the University will usually last for at least the remainder of the academic semester in which the offense occurred and additional semesters as the sanction warrants. Students dismissed from the university for any length of time are not allowed to participate in any CCU activities nor be on university owned and/or operated property unless approved by the Vice President of Student Life or his designee. In the instance of dismissal all academic grades will revert to "F" grades and monetary reimbursements will not be made for tuition, housing, or any other University fee. A Disciplinary Stop will be placed on a student's record at the beginning of the dismissal and will be removed at the end of dismissal (regardless of when this dismissal takes effect). A Disciplinary Stop will prevent a student from obtaining transcripts or registering for classes. If the student receives this sanction within the last third of the semester, the Student Life official *may* decide to defer dismissal to the following semester. In that situation, a disciplinary stop will be placed on the student's account immediately and will be lifted after the dismissal period has ended. The Vice President of Student Life reserves the right to review any Dismissal Sanctions.

Students, who wish to return to Colorado Christian University after the dismissal period has ended, must petition the Office of Student Life to request reinstatement of privileges associated with enrollment. The petitions are sent to the Vice President of Student Life or his designee. The time at which a student is eligible to submit a petition for reinstatement varies, but is detailed in the student's decision letter. While there is no specific format for the petition, any request for reinstatement should address the following:

- The student's current understanding of the factors that contributed to the dismissal.
- What the student has been doing during the time away, and in particular, what has been done to address the unacceptable behavior
- Why the student feels ready to return at this time.
- What the student will do to ensure that the concerning behavior does not reoccur, including identify any resources at the University that may helpful.

**Notification of Dismissal-** Parents\* or guardians\*, LDC advisors, coaches (if applicable), leadership supervisors/advisors (if applicable) and other appropriate University offices will notified of this decision.

**Disciplinary Withdrawal-** In some instances, the Vice President of Student Life or his designee may offer the student a disciplinary withdrawal. Under the disciplinary withdrawal a student will withdraw from all of his/her courses in progress and leave the campus immediately. No tuition refunds would be given, housing costs would be prorated, and in order to be considered for re-admittance, the student would have to complete certain requirements during a specified amount of time away from the university (usually the remainder of the semester or a full semester depending on the circumstance).

**Disciplinary Expulsion-** An official determination that permanently prohibits the student from attendance at the University; parents or guardians may be notified of this decision. Notification may also appear on the student's transcript for a set period of time. Following that period, a student may petition the University to have the notation removed from the transcript. Expulsion will automatically be applied to any student involved in a drug or alcohol incident three times.

**Notification to other University Officials-** In some cases, the Vice President of Student Life or his designee may deem it necessary to inform department heads or Deans of Schools in cases involving students majoring in subjects from the respective areas. The School of Education will be notified of any Education majors who receive a step 3 or higher.

## **ALTERNATE REQUIREMENTS/CONDITIONS/SANCTIONS**

The University reserves the right to impose alternative requirements or conditions at its discretion in the disciplinary or judicial process. The student receiving one of the following requirements must make arrangements or complete the sanction within 8 business days of it being assigned regardless of the time it is assigned. "Business days" is defined as days the University is open. Such requirements or conditions may include, but are not limited to, the following:

- a. Restitution of fines (must be paid within 8 business days)
- b. Work or service projects (5 hours of service will be required minimally if this sanction is assigned and must be completed within 8 business days of assignment)
- c. Counseling evaluation sessions by CCU or off-campus professionals, which may involve drug, alcohol, or medical assessments. In the case of alcohol or drug violations, assessments are required as a part of the sanctioning. (Arrangements must be made within 5 business days)
- d. Mentoring relationships (arrangements must be made within 5 business days)
- e. Educational program sessions or other educational experience (arrangements must be made within 5 business days)
- f. Restrictions on participation in campus activities, residence, parking privileges, or contact with individuals or groups on campus (length will be determined by Student Life Official—usually 1 to 2 semesters)
- g. Attending local drug or alcohol addiction programs (arrangements must be made within 5 business days)
- h. Eviction from University owned or operated housing (date will be determined by Student Life Official)
- i. Course withdrawal from a specific CCU class or total academic withdrawal from the University (arrangements must be made within 5 business days)
- j. Necessary criminal or civil action with local, state or federal authorities

Alternative requirements or conditions should typically be imposed in addition to normal disciplinary sanctions (i.e. warnings, probation, and suspensions), and not instead of them. If these alternative requirements are violated by the student or if he/she fails to meet conditions set for him/her in the disciplinary or judicial process, a more serious sanction up to and including suspension or dismissal, may be imposed at the discretion of the Vice President of Student Life or his designees, without further hearing or review. If the alternate requirements or conditions are not met within the allotted time indicated by the discipline letter, a disciplinary stop will be placed on the student's account which will prevent him or her from registering for classes or obtaining a diploma or a transcript. This stop will be removed when the conditions are met. If requirements are assigned the last week of the semester and the student life official allows for them to be completed in the following semester, a hold will be placed on the student's account immediately and will be removed once requirements have been completed.

## SUMMARY SANCTIONS

Summary Sanctions may include suspension or dismissal of a student and exclusion from University property may be imposed without the hearing process outlined in this section. The Vice President of Student Life or his designee may take this action if he/ she is satisfied that serious misconduct has occurred and/or that the student's continued presence on campus presents unreasonable risk of danger to himself or herself and/or the campus community as a whole. A student so sanctioned must leave the campus immediately.

As noted above, students may have other sanctions imposed on a summary basis. This includes, but is not limited to, the following: suspension from a campus leadership position; prohibition against presence in residences owned or operated by CCU; prohibition against participation in a University activity, sport, or academic trip; restriction against contacting, communicating, or otherwise interfering with the activities or privacy of another CCU community member. In accordance with the CCU hearing process, following the imposition of a summary sanction, a hearing will be conducted. The hearing, using the general guidelines set forth in the section on Special Administrative Review or Standards of Conduct as appropriate, will determine whether the student should be reinstated and the summary sanction removed or be placed on other appropriate disciplinary sanctions.

## NO CONTACT ORDERS

In the event that a student life official deems it necessary to refrain one student from having contact with another student because of issues that have arisen in the current relationship, the student life official, usually the Vice President of Student Life or his/her designee, will issue a written No Contact Order. In most cases, this action will be taken after an initial case review by the Student Life official. This means that neither student may contact the other student for the period of time specified. This No Contact Order will be in effect for interactions either on campus or off-campus and includes all events sponsored by CCU whether on or off-campus; however, some academic situations may make this impossible. In this case, both students are required to interact with one another in a civilized, respectful manner and only regarding academic issues. The Student Life Office will assist in changing either student's schedules in the event that shared classes will continue to cause issues between the students. In the event that one of the students involved in the No Contact order wishes to have contact with the other student involved, communication will be mediated by the Student Life official who put the No Contact Order in place. Any contact between students not mediated through Student Life, whether by the student requesting the no contact order or the student who has been ordered not to contact, will be seen as a violation of the order and further disciplinary action will be taken. If one of the students violates the No Contact Order, he/she should report it to the Student Life official so that the staff member may take appropriate action.

Any contact by the student requesting that a no contact order be put in place for another student will immediately nullify the sanction and further disciplinary action may not be taken. Students are also encouraged to put into place a permanent civil protection order through the local county authority. All legal protection orders will be enforced by the University to the best of its ability.



# GUIDELINES FOR IMPOSING SANCTIONS

Authority for determining and imposing sanctions, requirements, or conditions ultimately rests with the Vice President of Student Life, and his designees, the Student Standards and Accountability board, or Hearing Officers. In using the following guidelines, the Student Standards and Accountability Board (SSAB) or Hearing Officer should give primary consideration to the seriousness of the offense and the prior disciplinary record of the student when deciding upon an appropriate sanction. The prior disciplinary record of the student is not used in determining accountability of the incident in question, but will be used in determining appropriate sanctions outlined in the Disciplinary Sanctions section of this code. Other considerations may include the attitude of the student during the disciplinary process, including his or her cooperation, or lack of cooperation during the incident being reviewed, and recommendations from faculty or staff at the University. However, the Board or officer should typically employ the following guidelines in determining an appropriate sanction, requirement, or condition, unless there are exceptional circumstances that warrant the imposition of an alternative outcome to the hearing. Note that sanctions can be varied from this standard as the hearing officer involved takes all things about the case into consideration.

## FEATURES OF THE PROCESS

The disciplinary process is designed to be interactive between minor, probationary/ suspension, and major violations. Steps add together to accumulate a final sanction. For example, a student violating a probationary/ suspension prohibited conduct can receive three steps in the system. If a student is already on a step 2 violation for another minor violation, the student would automatically be placed on a step 5 sanction. Because of this feature, it is important that the student realize which step he/she is on, and what possibilities remain if he/she continues unacceptable behavior. Hence, the foundation of the step system is that a student always knows what behavior receives what sanctions, where he/she falls within that system, and an easy view of what is to come should he or she continue their inappropriate behavior pattern. The University's goal is to have the student choose to re-direct his/her behavior, in order to meet University expectations in this area. In some cases a student could be dismissed for his/her first known violation of the Code of Conduct if separate incidents add together to be placed on a step 6. It is not the intent of the disciplinary process to add up as many incidences as possible, but if separate violations occurred in the past and they become known, it is possible that a student will be held accountable for all of them.

## DISCIPLINARY RECORDS AND SANCTION TERMS

Normally, sanctions are placed in each student's file for the academic year, after which, they will drop from the student's record and a student begins the next academic year with a clean record (all steps removed). In the event that sanctions were applied after spring break, they will carry over until the end of the calendar year. Sanctions, will be kept in their file for their CCU academic career and for seven years after a student leaves CCU to provide reference for jobs, re-admittance, transfer applications, etc. Any fine, restitution, or service requirement that a student fails to complete during the required sanction term may be charged with "failure to comply." In that instance, with discretion of the Vice President of Student Life, or his designee, sanctions and requirements may be increased and/or lengthened to cover semesters after the normal one-year period. In the instance of drug probation, that sanction is kept active until the student leaves the University, and in the case of subsequent violations of the drug policy, the student may be dismissed or expelled. Transcripts or registration may be withheld until student completes sanction.

### 1. Minor Violations of the Code of Conduct:

Students violating expected conduct in the Minor Violation section can expect to receive AT LEAST one step in the disciplinary process.

**Step 1 Disciplinary warning** (usually verbal).

**Step 2 Written warning.** A written letter of discipline is placed in student's file.

- a. Violations of the Quiet Hours policy in the University residences or other incidents of disturbance of the peace (and items listed in Prohibitive Conduct section, item 10c)
- b. Acts of damage to University property or property of community members (and items listed in Prohibitive Conduct section, item 6a).
- c. Tobacco (including items located in Prohibited Conduct 8) use or possession on-campus, or at University sponsored events; under-age tobacco use off-campus (and items listed in the Prohibitive Conduct section, item 8c).
- d. Other violations of University housing policies, general University policies, or safety regulations

- e. Failure to appear at a University judicial hearing (and items listed in the Prohibitive Conduct section, item 13b).
- f. Knowledge of a violation of University policy will in result in an automatic 2 steps.
- g. Visitation violations of opposite sex after official hours, or in bedroom (Prohibitive Conduct section, item 11). Additionally, two students of the opposite sex shall not be in a bathroom at the same time. Note: A bedroom violation (for any reason) will result in 2 steps.
- h. Unauthorized presence on/in University buildings (Prohibitive Conduct section, item 11).
- i. Failure to comply with
  - the timeline of completion of sanctions.
  - roommate contracts.
  - University Officials.
- j. Minor pranks (Pranks that do not interrupt university business, interfere with personal lives, or cause damage).
- k. Violation of local, state or federal laws or ordinances.
- l. Violation of housing policies not otherwise mentioned
- m. Conduct unbecoming a CCU Student—conduct that is not defined, but is clearly inappropriate as defined by the mission and values of Colorado Christian University.

## 2. Probationary/Suspension Violations:

Students violating expected conduct in the probation or suspension area can expect to receive AT LEAST three steps in the disciplinary process.

**Step 3 Disciplinary Probation.** A letter to parents or guardians will be sent in the case of an alcohol or drug violation. A letter to academic advisor, coach (if appropriate) and parents or guardians may be sent in all other cases. At least one additional sanction to include those listed on page 112 will be applied.

**Step 4 Final Notice.** A letter to parents or guardians, coach (if appropriate) and the academic advisor will be sent. At least one additional sanction to include those listed on page 112 will be applied. Students on this step are reminded that they may be suspended or dismissed from CCU if they continue to engage in behavior contrary to the community standard.

**Step 5 Suspension.** A letter to parents or guardians, coach (if appropriate) and the academic advisor will be sent in all cases. The professors of the courses the student is enrolled in will be notified of suspension. Duration of suspension, including campus housing, will be at the discretion of the hearing board or officer. Typically suspension is for at least one academic week. At least one additional sanction to include those listed on page 112 will be applied. Students who are found accountable for drug violations will be placed on probation status for the remainder of their time at CCU. Any violation of the probation will result in dismissal.

Probation/suspension violations that are likely to result in a minimum sanction of probation or suspension with additional conditions or alternative requirements on the first occurrence include, but are not limited to the following:

- a. Intentionally causing major damage to University owned or operated property (and items listed in the Prohibited Conduct section, item 6).
- b. Possessing, storing or using the items listed in the Prohibited Conduct section, item 7b.
- c. Unauthorized entry into a University facility (and items listed in the Prohibited Conduct section, item 11a).
- d. Intentionally harassing or threatening another person, including but not limited to residence or security staff (and items listed in the Prohibited Conduct section, item 1).
- e. Intentionally misusing fire or safety equipment. Automatically includes fines for misuse of fire extinguisher and false notification of emergency (and items listed in the Prohibited Conduct section, item 6d)
- f. Intentionally furnishing false information to the University (and items listed in the Prohibited Conduct section, item 5).
- g. Academic plagiarism or cheating.
- h. Petty Theft (and items listed in the Prohibitive Conduct section, item 4). Students found accountable for theft of roommates belongings may be required to move apartments or may lose the privilege to live on campus. Students who are removed from campus housing will lose all housing deposits.

- i. Forgery or unauthorized alteration of a University document (and items listed in the Prohibitive Conduct section, item 5).
- j. Possession of stolen property (and items listed in the Prohibitive Conduct section, item 4).
- k. Cohabitation, spending the night together, or sexual activity on University premises or on University operated property, or off-campus by CCU students with other persons connected or not connected to CCU (and items listed in the Prohibitive Conduct section, item 3).
- l. Computer Crime or theft of service, including access to pornography and unauthorized use of another's password/account (and items listed in the Prohibitive Conduct section, item 4).
- m. Possession or use of a controlled substance, illegal drugs or drug paraphernalia on or off-campus or at University events or activities. (See Controlled Substances Policy, page 134) This includes marijuana in any form (edibles, smoked, or medical)
- n. Alcohol Policy Violations: Alcohol possession or consumption on-campus or at University sponsored events or activities. Underage drinking at any time on or off-campus, or presence in an atmosphere where underage drinking is occurring regardless of age. Intoxication at any time either on-campus, during CCU related events, or within the off-campus community (and items listed in the Prohibitive Conduct section, items 8 and 9). Please see Alcohol Policy on page for more information.
- o. Engaging in disorderly conduct, lewd and/or obscene behavior, indecent exposure, or intoxication (and items listed in Prohibited conduct section items 10).
- p. Failure to comply with the directions of a University official (or other violations listed in 13 of the Prohibited Conduct section).
- q. Homosexual relationships, advocacy, defending, or practicing such relationships (listed in Prohibitive Conduct section, item 3).
- r. Violation of local, state or federal laws or ordinances.
- s. Pranks on community homes or businesses or on CCU Campus.
- t. Knowledge of a violation of University. At times the university may assign a higher sanction for "knowing presence" depending on the situation.
- u. Dressing or acting differently than the biological gender that God created a student to be. (Cross dressing for a specific activity or event must be approved by an appropriate University official.)

**Special Note:** In addition to any other sanctions that may be imposed, students found accountable of the first offense of drug or alcohol possession or use, paraphernalia, or being in a situation where drugs are being used, whether on or off-campus, will be required to have a mandatory assessment by University Counseling Services and abide by the outcomes of that assessment. Any student found accountable of a second violation of any part of the Prohibited Conduct section item 8, related to drugs or drug paraphernalia, during his/her entire enrollment at CCU, shall be liable for immediate dismissal or expulsion. A student involved in a third drug violation of any kind during his/her entire enrollment at CCU will automatically be expelled. Drug probation is the only status that remains active throughout the student's academic career at CCU.

### 3. Major Violations of the Code of Conduct:

Students violating expected conduct in the major violations section can expect to receive AT LEAST six steps in the disciplinary process warranting immediate dismissal for first time offenses.

**Step 6 Dismissal** for at least an academic semester or expulsion from the University permanently. A letter to parents or guardians, coach (if appropriate), and academic advisor will be sent. The Registrar's Office, Student Financial Services and the student's professors will be notified of dismissal. The student may be required to complete certain sanctions while he or she serves the dismissal period.

Major violations likely to result in suspension, dismissal, or expulsion on the first occurrence include, but are not limited to the following:

- a. Selling or distributing any controlled substance or illegal drug (and items listed in Prohibited Conduct section, item 8a).
- b. Intentionally causing physical harm to another person on or off campus, unlawful detention of another person against their will or seriously threatening harm or harassment (and items listed in the Prohibited Conduct section, item 1).

- c. Rape, sexual assault, or other non-consensual sexual activity, sexual exploitation, stalking or indecent exposure and including other sexual misconduct activities (and items listed in the Prohibited Conduct section, item 2).
- d. Arson (and items listed in the Prohibited Conduct section, item 6); Grand Theft (and items listed in the Prohibitive Conduct section, item 4).
- e. Intentionally giving a false warning of a campus emergency (and items listed in the Prohibitive Conduct section, item 5b).
- f. Using, discharging, or possessing any weapon, explosive or dangerous chemical on campus or at University sponsored events or activities (and items listed in the Prohibitive Conduct section, item 7a).
- g. Intentionally interfering with University events or business activities, or educational purposes (and items listed in the Prohibited Conduct section, item 10).
- h. Failing or refusing to sign the CCU Lifestyle Covenant Agreement (Prohibited Conduct section, item 13e).
- i. Knowledge of a student in violation of University policy represented in the Major Violations category.
- j. Providing alcohol to minors.
- k. Violation of local, state or federal laws or ordinances.
- l. Refusing to participate in a drug test for student athletes.

*Note: Service, fines, restitution, mentoring, medical, or psychological counseling or assessment may be added to any one (steps 1-6) of these steps.*

## **STATEMENT ON DISHONESTY**

Colorado Christian University holds a high expectation of honesty and the role it plays in the Christian life. When a student is involved in a violation of the policies set forth in this handbook and chooses not to admit his or her accountability, or provides false information to the University, an additional charge of dishonesty will be added to those charges if it has played any part in the investigation of the incident. The University recognizes that a student may have an initial reaction of dishonesty upon being confronted with his or her accountability in a given situation, but it is the University's expectation that students learn to submit to authority and take responsibility for their actions.

## **REPEATED VIOLATIONS**

Repeated or aggravated violations of any section of the Standards of Conduct will likely result in additional sanctions, particularly if the infractions occurred during a Disciplinary Probation period.

## **TERM OF SANCTION**

The term of any sanction imposed as a result of disciplinary infractions will normally be set at the conclusion of the judicial hearing. Normally, such terms will extend to at least the end of the academic semester and usually the end of the current academic year. Sanctions may be carried over into the following fall semester in the case of a spring incident. The CUS summer session is not regarded as an academic term. The Vice President of Student Life, or his designee, shall have the sole responsibilities for setting such terms and may extend, reduce, or otherwise alter the term as he/she sees fit. Students who are found accountable of additional infractions after the end of a sanction term will likely have new sanctions imposed which reflect past violations and penalties.

## **ELIGIBILITY FOR GRADUATION**

Students are not eligible for graduation or release of transcripts until the completion of judicial proceedings and the performance of sanctions.

## **RESTORATION PROCESS**

Along with the fulfillment of disciplinary sanctions, a process leading to restoration within the Christian community will be offered to students who so desire. Student Life staff members are prepared to walk graciously alongside students through the experience of forgiveness, healing, restoration, and when possible, reconciliation with other parties.

This process is generally informal in nature and is adaptable to the circumstances of the individual student. It is our hope that students who have received discipline will come to see it as coming from God for their good. Staff will make every effort to walk with students through the hardship and pain of discipline, hoping that the product will be a harvest of righteousness and peace for those who are trained by it (Hebrews 12:7-11).



# STATEMENT OF YOUR RIGHTS AS AN ACCUSED STUDENT IN THE DISCIPLINARY PROCESS

## PRELIMINARY HEARING REVIEW MEETING

During the preliminary review hearing, a Resident Director, the Director of Residence Life or the Dean of Students, or their designee, will meet with the student to review the incident. During this informal review, a preliminary recommendation regarding the incident is determined by the staff person. This staff person will make decisions based on a preponderance of evidence. If the student chooses to accept this recommendation, the appropriate sanction will go into force and the process ends. If the student does not agree with the decision, he or she may request a hearing. The student must do so within three working days of the Preliminary Review Hearing. At that time, a hearing with the Student Standards and Accountability Board will be set if the case meets the criteria for a hearing. If a hearing is granted, the student will be facing all possible charges involved in the incident.

If a student is contacted for a Preliminary Review Hearing, he/she will:

- a. Have the opportunity to read all written reports regarding the circumstances and allegations of the case;
- b. Have the opportunity to give reactions to reports and any additional information that might be helpful in resolving the case;
- c. Receive oral notification of the results of the Preliminary Review Hearing immediately after the hearing if possible and no later than 24 hours after the hearing.
- d. Receive written notification of the results of the Preliminary Review Hearing within five class days of the hearing unless extended by the Vice President of Student Life or his designee for good cause;
- e. Have the opportunity to *request* a hearing by the Student Standards and Accountability Board.

## HEARING BY STUDENT STANDARDS AND ACCOUNTABILITY BOARD OR HEARING OFFICER

Should a student be required to appear at a hearing, he/she will be afforded certain procedural rights. Students should familiarize themselves carefully with the following. An accused student will:

1. Be given the opportunity to read all written reports to be presented at the hearing regarding the circumstances and allegations of the case.
2. Have an opportunity to give your reactions to the reports and to offer any additional information that might be helpful in resolving the case.
3. Have the right not to answer any questions that may be asked during the hearing and the assurance that a choice to remain silent will not be treated as an admission of guilt.
4. Have the right to hear any testimony related to the case that may adversely affect the case and to question persons giving such testimony. In some cases, accommodations will be made to allow so that the accuser does not have to answer direct questions from the accused student or directly question the accused.
5. Have the right to present witnesses, either to verify character or to substantiate circumstances related to the case. The accused must inform the officer or board of the names of his/her witnesses prior to the hearing date.
6. Have the right to be accompanied by an advocate or advisor of choice \*\* of choice who is not a party to the case.
7. Have the right to request an appeal hearing based on the criteria outlined in the disciplinary process section. (Please see page 127 for the criteria for an appeal.)
8. Receive written notification of the results of the hearing within five class days of the hearing, unless extended by the Vice President of Student Life or his designee for good cause. In most cases, students will receive verbal notifications of the results of the hearing immediately following the hearing. In the case of being accused by another student of a violation, the accused has the right to be notified in writing of the outcome of the proceeding simultaneously; appeal procedures; any change to the result before it becomes final and when the results becomes final.
9. Have the right to confidentiality in the conduct of disciplinary hearings and record keeping. Except in the cases of suspension, dismissal, or expulsion, such information does not become a permanent part of a student's academic record and is normally removed from University files and records after a reasonable time period following the student's departure or graduation from the University.

The University reserves the right to modify these rights and adjust the disciplinary process as it deems necessary in order to assure fairness, order, and the physical and emotional security of the individuals.

# STATEMENT OF YOUR RIGHTS AS A VICTIM IN THE DISCIPLINARY PROCESS

As a victim in the disciplinary process, a student will

1. Have the right to have University officials inform you of your options in the disciplinary process and to inform you whether a hearing will be scheduled based on the available evidence.
2. Have the right to have your statement heard and recorded.
3. Have the right to decline to file charges or withdraw charges previously filed at any point in the process.
4. Have the right to choose to have the case heard in front of the Student Standards and Accountability Board or an Administrative Hearing Officer should the case result in a hearing. In the case of an alleged sexual misconduct violation, the case will be heard by an Administrative Panel.
5. Have the right to have an advocate or advisor of choice\*\* appear with you for support as you discuss your case with University officials or give testimony during a hearing.
6. Have the right to have the information treated confidentially by University officials during the disciplinary process as required by the Family Educational Rights and Privacy Act,
7. Have the right to offer witnesses who have personal knowledge of the relevant facts in the case.
8. Have the right to be notified in writing of the University's preliminary review of the case as well as the hearing results if one takes place, appeal procedures and any change to the result before it becomes final and when the results become final if the student is a victim of a crime of violence.
9. Have the right to appeal the preliminary review or hearing results to the Vice President of Student Life if it is believed that the disciplinary or hearing procedures were not conducted in accordance with the CCU Standards of Conduct.
10. Have the right to receive emotional and psychological support from University Counseling Services.
11. Have the right to request that the University prohibit the alleged assailant from contact in any way. The University will accommodate the request to the extent feasible.
12. Have the right to receive a change in course or room assignment if such changes can be reasonably accommodated.

A staff member will review the following options with a student who is a victim of an assault, sexual misconduct, or theft.

- I. File criminal charges with the Lakewood Police Department. (In this case the victim will be interviewed by police investigators and city attorneys and may be called to testify in a court hearing if the case goes to trial.)
- II. File a civil lawsuit or restraining order request. (One would need a private attorney to assist with these options, and he or she may be required to give testimony in court.)
- III. File charges against the student in the CCU discipline process. If one chooses this option he or she can expect the following:
  1. To be interviewed by the Dean of Students, or her designee, who will explain a person's rights in the judicial process
  2. To be notified in writing whether the case will go to a hearing following the preliminary review by the Dean of Students
  3. To give testimony and answer questions about the case in front of a Student Standards and Accountability Board or a hearing officer, the accused, and an advocate for the accused, should the case go to a hearing. In some cases, accommodations will be made to allow so that the accuser does not have to answer direct questions from the accused student or directly question the accused.
  4. To be accorded those rights available to an individual as outlined in the handbook.

IV. Inform University officials without filing formal charges. In this case the University may:

1. Discuss with the accused student the potential consequences of his or her actions if charges were to be filed-either using victim's name or not, as is desired
2. Keep a record for future information without informing the assailant that the University has been contacted by the victim.
3. Offer and opportunity with a third party mediator.

The victim may pursue these options at the same time or any of them separately. CCU encourages victims to file criminal charges against their assailants, but the choice belongs to each student, and the University will help the victim work through his or her choices with appropriate support services through University counseling services or other staff resources.

***\*\*Advisor of Choice***

Parties may choose from a trained University advisor available through the Dean of Students Office, choose a non-trained advisor from inside or outside the University, or may choose to proceed without an advisor. A party shall not select an advisor with the actual or effective purpose of disrupting the proceedings, causing emotional distress to the other party, or otherwise attempting to disrupt the process. The advisor, upon request of either party, may accompany the party in any disciplinary proceeding, advise the party in the preparation and presentation of sharing of information and advise the party in the preparation of any appeals or sanction reviews. The advisor shall not perform any function in the process other than advising the party and may not make a presentation or represent the party. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with their advisee quietly or in writing or outside during breaks, but may not speak on behalf of the advisee. Delays in the conduct process will not be allowed due to scheduling conflicts with advisors.

The Dean of Students may restrict an individual from participating as an advisor in a hearing when she determines that an advisor's presence, based on the advisor's prior relationship or interactions with either the accused or accuser is reasonably likely to cause significant emotional distress or to create significant disruption.



# DISCIPLINARY PROCESS

## DEADLINE FOR INITIATING DISCIPLINE PROCEDURES

The University shall not have any responsibility to process cases of alleged violations of the Standards of Conduct if the procedures outlined in the Handbook are not initiated within 90 calendar days after the date of the alleged violation. In the instance of a complaint, or conduct violation, that come to light after a 90 day period, the Vice President of Student Life, or his designee will have sole discretion as to whether the University will process the alleged violation.

## RESPONSIBILITY FOR DISCIPLINARY RECORDS

In accordance with the University's Family Educational Rights and Privacy Act Policy, responsibility for the maintenance, storage, and release of student records related to disciplinary proceedings rests with the Vice President of Student Life, or his designee.

## PROCESS

1. Incident reports, alleging violations of the University Standards of Conduct from University officials or from other members of the University community or local authorities, will be forwarded to the Dean of Students or a Residence Life official, who will conduct a preliminary review of the facts of the case to determine if further action is warranted.
2. In cases involving residence students, Residence Life officials, upon receiving reports alleging violations of University policies from other students, security personnel, faculty, staff, or student staff will meet with the student to conduct the Preliminary Hearing to review the charges facing them and to recommend possible sanctions. If the sanctions are agreed upon by the student at the resident life official's preliminary hearing, the enforcement of those sanctions will then take place.
3. If the student wishes to have a hearing, or if one is scheduled by the University official handling the case, the case will be referred to the Dean of Students who will set a hearing date. The hearing may be with the Student Standards and Accountability Board or a Hearing Officer. Only CCU students, staff, and faculty are permitted to attend formal University judicial hearings (please see note regarding local law enforcement). In most cases, students involved in the disciplinary process at the hearing level must appear before the Student Standards and Accountability Board. In cases involving behavior that has prompted additional hearings, the student involved may request an Administrative Hearing Officer. In some cases, an Administrative Board comprised of staff and/or faculty members will be used. Judicial Hearings will be granted based on the Statement on Admitting Accountability on page 123.
4. In some cases, such as students who reside off-campus but have violated a policy in the residences on-campus or in University owned properties, the Director of Residence Life will conduct the Preliminary Review Hearing. If the student has violated other University policies, the Dean of Students will conduct the Preliminary Review Hearing.

If the Dean of Students sets a hearing, the student can expect the following to occur:

1. The Dean of Students will notify the student of the charges against him or her and will summon the student in writing to appear at a hearing.
2. The student will be provided with all written material that will be presented at the hearing. Any CCU community member who was party to the incident may be called by the University as a witness.
3. The student will be provided with a statement of his or her rights in the disciplinary process, as well as a statement of the nature of the process.
4. The student will have the opportunity to have an advocate of his/her choice from the University community accompany them in the process. They will also be assisted by a student advocate from the Student Standards and Accountability Board or another member of the CCU community if a Student Standards and Accountability Board member is not available.
5. The student will have the opportunity to tell his or her side of the incident, call witnesses with critical knowledge of the incident on his or her behalf, ask questions of those who filed reports against him/her, and to summarize his or her feelings concerning the incident.

6. The student will then be notified in writing of the findings of the hearing within five calendar days from the hearing date and have the right to appeal those findings to the Vice President of Student Life. Typically, an oral verdict will follow the hearing.
7. A student not appearing at a scheduled hearing will be considered as having accepted all charges and sanctions pending against him or her. Because of scheduling conflicts, all students summoned to a hearing will be required to participate regardless of classes, work, or other scheduling conflicts. This includes students appearing as witnesses in the proceedings.

*Note: The individual school handles academic dishonesty cases in terms of what action will be taken within the course. The case will then be referred to the Vice President of Student Life for other discipline as per the code of conduct.*

## ADMINISTRATIVE HEARINGS

Administrative hearings are conducted by a professional staff member in the place of the Student Standards and Accountability Board. The Vice President of Student Life has sole discretion of assigning an Administrative Hearing over a Student Standards and Accountability Board Hearing. Student procedural rights and discipline processes remain the same in an Administrative Hearing.

## STATEMENT ON ADMITTING ACCOUNTABILITY

Students who, after being confronted with the inappropriate behavior they have displayed, admit accountability for his/her behavior may not be offered an opportunity to receive a hearing in accordance with the judicial guidelines. Typically, the University's judicial processes are for the purposes of finding accountability and then applying the sanctioned guidelines that have already been established by the University. **The judicial hearing is not a forum for the lessening of the directed sanction as outlined by the University under this code.** Of course, when there are clear mitigating circumstances involving the case, it will always be appropriate for a judicial hearing, but in the case where a student admits their accountability, the University official involved may assign the appropriate sanction within the preliminary hearing stage and the case will not be adjudicated further.

## SPECIAL ADMINISTRATIVE EVALUATION

The University reserves the right to deny admission, continued enrollment, or re-admittance to any student who presents behavior whose personal history and background indicate that his/her presence at the University would endanger the following: his/her health, safety, or welfare; the property or welfare of the members of the academic, or greater CCU community; or interfere with the orderly and effective performance of the University (in the classroom, residence halls or any other part of University business), or its official's, functions.

A student may be subject to special requirements or sanctions, including dismissal or suspension from the University, for actions not otherwise covered in the Standards of Conduct, if it is determined from the student's behavior that he or she:

- Lacks the capacity to understand the nature of the charges against him or her, or to respond and participate in the disciplinary process
- Poses a danger to self or others
- Has become gravely disabled—that is, lacks the ability to care for himself or herself
- Through their behavior, or medical condition, has become a disruption to the orderly function of the University

In such instances, the case will be referred to the Vice President of Student Life who will schedule an evaluation of the student by appropriate medical or mental health professionals on or off-campus. The student may also elect to seek an independent medical or mental health evaluation for purposes of this review. All costs associated with any evaluation will be the responsibility of the student.

### Evaluation Team

If necessary, the Vice President of Student Life will then convene an evaluation team to review the case and make appropriate recommendations. The team will normally consist of:

- A member of the University Counseling Services or University Health Services staff;
- The student's Life Directions Advisor;
- An additional faculty member or administrator designated by the Vice President of Student Life; and
- The student's Resident Director (if on-campus student)
- The Vice President of Student Life, his designee, or both,

The team will review all issues and information relevant to the student's condition and his or her ability to continue at the University. In conducting their evaluation, the team will:

- Have access to all records concerning the student, including the results of the professional medical or psychological assessment;
- Have the right to call in any person who can supply information relevant to their analysis; and
- Conduct all of their proceedings in strict confidence and in compliance with state and federal non-discrimination laws.

The student will have the right to appear in front of the team to present evidence in support of his or her continued enrollment at the University. An advocate drawn from the University community or his or her immediate family may also assist the student in making the presentation. The student also has the right to be informed of all information covered by the team.

All evidence presented to the team will be given due consideration in the decision making process. Following the review of all relevant information the team will report its findings and recommendations on continuing the enrollment status of the student to the Vice President. The Vice President will then make the final determination as to whether the student should remain at the University, and if so, under what conditions. In the event that a student is suspended or dismissed, the Vice President may also elect to impose conditions for the student's reinstatement.

*Note: A student who fails to cooperate with either the evaluation process or with the conditions set for his or her continuance at the University may be suspended on a summary basis as noted above.*

In cases where it is believed that the student's behavior poses a danger of causing imminent harm to self or others, the student may be summarily suspended or dismissed from the University immediately. Typically, in such cases, appropriate medical and law enforcement agencies, as well as family members, will be notified. The evaluation process should then take place following the student's suspension and removal from campus.

Students who are asked to leave the University under this provision, in all but disciplinary cases, will be withdrawn from their courses and refunded the appropriate amount of tuition and room and board.

## **CIRCUMSTANCES AFFECTING HEALTH OR SAFETY**

There are many demands on college students and sometimes the demands exceed the resources one has for managing them. In other cases, biological factors may play a part in a person's ability to cope or not to cope with stress effectively. In most situations, a combination of environmental and biological factors may contribute to a student feeling highly stressed and overwhelmed. CCU staff members are committed to helping struggling students get the help they need in order to be successful in their pursuits as students and as members of the CCU community. If the University deems a student to pose a threat to self or others, the student will be referred to the CCU Counseling Center. A student must submit to an assessment to determine if he/she is able to continue functioning as a student. If the student refuses to submit to an assessment, the student may be summarily suspended from the University pending the Special Administrative Evaluation process (see page 123). Following the assessment, the Director of Counseling will make a recommendation to the Vice President of Student Life or his designee regarding the student's continued enrollment and participation in activities at the University. If the student disagrees with the recommendation, he/she may be summarily suspended pending the Special Administrative Evaluation process.

## **EATING DISORDERS**

Eating disorders can be life threatening. Depending on the extent to which a person is participating in unhealthy eating and exercising rituals, severe physical damage may occur and an individual may experience heart failure and in extreme cases, death. The person who has a serious eating disorder may not be aware that he or she has the disorder or may deny the disorder. When a student or staff member suspects that a student may have an eating disorder, the concern should be reported immediately to the Director of University Counseling Services. The director will contact the student to conduct an assessment of the student, along with the Director of University Health Services. Part of this assessment will include an evaluation of the degree to which the student may be harming himself or herself. If it is determined that the student is a danger to himself or herself because of destructive eating and other behavior patterns, parents or other family members may be contacted, in accordance with "Duty to Report" mental health requirements, and/or the student may be required to undergo a medical evaluation at the Eating Disorders Center of Denver or another eating disorders center in the Denver area. The Director of University Counseling Services will then write a treatment plan for the student which will be determined by the results of all evaluations. This treatment plan may include inpatient treatment, outpatient treatment or a combination of both, along with other requirements for personal and community accountability. The student will be required to follow all requirements of the treatment plan or face dismissal from Colorado Christian University.

## STUDENT ABSENCE DUE TO HOSPITAL STAY

If a student must be hospitalized for a prolonged period of time due to a medical or mental health issue, he or she may return to on-campus living only after providing a doctor's release in consultation with University Health Services or University Counseling Services, to ensure that the medical or mental health issue is being well-managed and the student can function in an on-campus living environment and in the academic setting. Depending on the situation, there may be some restrictions to returning to live on campus and/or participating in classes.

The CCU community can provide an atmosphere where students dealing with physical or psychological issues can be successful in coping with these issues while attending CCU. The University, however, is not a treatment facility, and when students cannot be successful in all aspects of campus community because of their personal struggles, it may be necessary to consider whether CCU is the place where the student dealing with significant issues can function. If not, the student may need to withdraw from the University and seek medical or mental health help before being allowed to return to campus.

A student in this situation will need to:

1. Agree to keep the University notified of any assessment or evaluation made by a doctor or a mental health professional.
  - a. If the student will not allow that input to the Director of University Counseling Services, the student will not be allowed back into the CCU community pending the Special Administrative process. (page 123).
2. Upon receiving an assessment the Vice President of Student Life or his designee will ask the question: "Is our environment one in which the student can function given the current medical or mental state of the student?"
  - a. If the University is not convinced that the student will not be a disruption to community, the University will ask the student to leave the University for a set period of time while the student can get the medical or psychological treatment needed.
  - b. If the student disagrees with the decision, the Special Administrative process will begin which will allow the student to appeal the assessment and obtain his/her own assessment by an outside medical or mental health professional.

Re-entry to CCU will be dependent on several factors which will be outlined by the Vice President of Student Life or his designee in writing upon the student's exit from campus. If the student was hospitalized due to concern of harm to self or others, the student will be required to provide a written statement from a licensed physician or licensed mental health professional. This statement must indicate that the student is no longer a risk to himself or herself and others, that he or she is under the care of a licensed physician or licensed mental health professional and that there is a viable safety plan in place if the student's suicidal/homicidal ideations return. Any student who varies from the plan set forward by the University will risk being removed immediately from campus.

When the University becomes aware of a student being admitted to a mental health facility, the student's Emergency Contact will be notified.

## PROCEDURES FOR REVIEWING POTENTIAL MISCONDUCT BY STUDENT GROUPS

Student groups may be charged with violations of the Standards of Conduct or other University policies. The group may be held responsible, either individually or collectively, if violations by those associated with the group received tacit or overt consent or encouragement of the group or its officers. Possible violations will be referred to the Vice President of Student Life, or his designee, for processing under the provisions of the Standards of Conduct. Sanctions for a student group may include revocation of the group's right to exist at the University, as well as other appropriate sanctions. Student groups will be accorded the same hearing and appeal procedures provided for students herein.

## NOTE ON STUDENT ABSENCE AND SCHOOL BREAKS

Students who are away from the University for a period of time for academic suspensions, disciplinary dismissals, leave of absence, study abroad, etc. and are found in violation of University Policies, during their absence may not be allowed to return as a CCU student.

If the University learns a student has violated a University policy during extended breaks in the year (Fall Break, Winter Break, Spring Break and Summer Break), the University may choose to pursue discipline appropriate to the violation.

# THE STUDENT STANDARDS AND ACCOUNTABILITY BOARD

In the event an accused student is granted a hearing, the case will be adjudicated by an Administrative Hearing Officer or the Student Standards Accountability Board (SSAB). In most cases, the SSAB will adjudicate, however depending on the time of year, the readiness of the SSAB, or the nature of the case, an Administrative Hearing may be more appropriate. The Vice President of Student Life or his designee will choose the type of hearing for each case.

The University has asked students to hold a significant role in adjudicating disciplinary cases by sitting on the Student Standards and Accountability Board. The student board will consist of:

- a. Chair selected by the Dean of Students;
- b. Five student committee members selected by the Chair and the Dean of Students; and
- c. An advisor appointed by the Vice President of Student Life (non-voting), normally the Dean of Students.

A quorum of four board members is required to hear cases. All issues, findings, or sanctions in a case will be decided by a majority vote. The Chair will conduct the hearings, and he or she will only vote in the event of a tie vote among the Members.

In the event that a board member, the board advisor, or a member has a significant past relationship or conflict involving a participant in a hearing, he or she should excuse himself or herself from further involvement in that case. The determination of whether such action should be taken will be decided by the Chair for the Members and the Dean of Students for the Chair. The Dean of Students may suspend any member of the Student Standards and Accountability Board for actions detrimental to the proper functioning of the board, including, but not limited to, violations of the Standards of Conduct.

## ADVOCATE

Students may make use of the Board's student advocate who is selected by the SSAB Chair. In some situations the Dean of Students may provide a trained advocate who is not a member of the SSAB. The advocate assists students in presenting their case or testimony to the board but is not used as a role that defends the accused. Use of this advocate is done at the student's own discretion. The student may also choose to select an advocate from the CCU community.

## TESTIMONY

Should the board or officer decide that additional evidence or testimony is required to resolve the case; a second hearing date may be scheduled with the student to review this information. The board or officer will have the right to require the presence and testimony of witnesses relevant to the case. As a condition of their enrollment at CCU, students are required to appear as witnesses and give testimony, unless excused for a justifiable reason by the Dean of Students. Witnesses who refuse to appear may be held in violation of the University's Standards of Conduct and referred to the Vice President Student Development or his designee, who may elect to initiate disciplinary proceedings.

## ATTENDANCE AT STUDENT STANDARDS AND ACCOUNTABILITY BOARD HEARINGS

The only individuals allowed to attend the Student Standards and Accountability Board hearings in addition to the Student Standards and Accountability Board members are:

- The advisor to the Student Standards and Accountability Board (SSAB)
- The secretary to the SSAB, normally the Student Life Office Manager
- The accused student
- The accused student's advocate or advisor
- Witnesses called by the SSAB
- Witness called by the accused student
- In the case of a victim, the student has the right to have an advisor from the University, or a family member appear with him or her for support (please see victim's rights on page 119)
- In cases where a local law enforcement member was a witness to the incident, he/she may be asked to testify at a hearing.

Note: Please see additional information on advisor attendance at a hearing.



## OTHER HEARINGS

The policies guiding the SSAB hearings also apply to a hearing by an Administrative Hearing Officer.

## DELIBERATIONS/STANDARD OF PROOF

In deliberating verdicts, the board or officer will typically make decisions based on a preponderance of evidence after reviewing, including, but not limited to, all testimony from witnesses, written statements, and other relevant information. In evaluating conflicting testimony or statements, the board or officer will determine which version of events is more credible.

## ADVISOR ATTENDANCE

The advisor, upon request of the accused student, may accompany the student in any disciplinary proceeding, advising the accused in the preparation and presentation of sharing of information and advise the accused in the preparation of any appeals or sanction reviews. The advisor shall not perform any function in the process other than advising the student and may not make a presentation or represent the party. The accused student is expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with their advisee quietly or in writing or outside during breaks, but may not speak on behalf of the advisee.

## APPEAL PROCESS

Following the hearing and decision of the board or officer, the student has a right to appeal the findings or results of the hearing to the Vice President of Student Life. Appeal requests must be made in writing within three academic days (except for in the case that there would be a gap caused by a school break such as Thanksgiving, Christmas and Spring Break) after receipt of the written results of the hearing.

Appeals from students held accountable by the Board or officer will only be granted on the following grounds:

1. The sanction imposed is grossly disproportionate to the offense (including consideration of the student's prior offenses or willingness to cooperate);
2. The student was not accorded his or her rights as outlined in the Standards of Conduct, and this failure significantly affected the student's right to receive a fair hearing;
3. The decision of the Board or officer was not supported by substantial evidence;
4. New evidence has become available since the initial hearing that would have significantly altered its results.

Appeals of Board or officer decisions may also be made by any other party to the proceedings. Such appeals will only be considered on the grounds that the board or officer failed to follow provisions of the Standards of Conduct; the testimony presented in the case was false or given fraudulently and that such actions prevented a fair and thorough review of the facts of the case; or that a board member or judicial officer had a conflict of interest, which prevented him or her from considering the case in a fair and impartial manner.

In most cases, the Vice President of Student Life will only review a written appeal request, the case file, and written findings of the board or officer. The case will not be re-heard by the Vice President. In cases involving suspension, dismissal, or expulsion, the Vice President may also wish to review the case with the student, any witnesses, or other appropriate parties prior to making a decision. Under normal circumstances, imposition of sanctions will be deferred pending the review of the appeal request.

*NOTE: The Vice President of Student Life automatically reviews all recommendations of long-term suspension, dismissal, or expulsion from the University before the sanction is carried out. Following review of the appeal request, the Vice President may elect to void the decision of the board or officer, uphold the decision, alter the sanction, or return the case to the board or officer for a new hearing. The decision of the Vice President of Student Life on all appeals is final.*

## SESSION TIMES

The Student Standards and Accountability Board is in session the first week of classes of each semester to the second to last week of classes. It is not in session the last week of classes, finals week, Spring Break, Thanksgiving, Winter Break and Summer Break. When the SSAB is not in session, an administrative hearing officer selected by the Dean of Students will hear the case. In other instances, depending on the nature of the case, the Dean of Students will determine when the SSAB is in session. If the SSAB is not in session, a hearing officer will be assigned.

If the Vice President of Student Life or his designee determines the Student Standards and Accountability Board is not prepared to hear a case, the case will be referred to an administrative hearing.

## DIFFERING SANCTIONS

There may be cases in the discipline process where students involved in the same incident will receive differing sanctions. It is our goal through sanctioning guidelines that this is a rarity. However, when one student accepts a standing in the discipline process and another seeks to go further and have a Standards and Accountability Board hearing, there are possibilities that the sanctions will be different. Upon the occasion of a Student Standards and Accountability Board hearing handing down an outcome for a particular student in the process, other students who accepted their discipline sanction will not automatically be changed to the decision that the hearing process produces. The University will, however, give the student who accepted his or her standing in the process an opportunity to re-open his or her case and opt for a Student Standards and Accountability Board hearing.

**Reasonable Accommodation for Students with Disabilities** – Any student with a disability involved in this process has the right to request reasonable accommodation in order to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to The Dean of Students. Examples of reasonable accommodation include but not are limited to sign language interpretation, real-time communication access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.



## NON DISCIPLINARY POLICIES

Although the University has every intent to correct students when they exhibit behavior contrary to its mission, CCU also wants to assist and guide students when they are struggling with a personal issue, relationship problem, or an issue normally handled through the disciplinary process. Therefore, CCU has created unique policies that allow students to change their behavior without threat of disciplinary measures. Below is a more detailed description of each policy and the requirements for each. Students should note the staff and faculty are available to help students assess specific situations. They are available to assist students in identifying better ways to confront students in a violation or to talk through specific situations to help determine the best course of action.

### MUTUAL ACCOUNTABILITY COMMITMENT/KNOWING PRESENCE

*“And do not participate in the unfruitful deeds of darkness, but instead even expose them.”*

*Ephesians 5:11*

Because the University is deeply committed to the standard of a Christian community, its core establishment of a community of learners comes together under certain standards to live, learn, and foster a deeper relationship with God. CCU feels it is an obligation of the community members to confront others when they stray from God’s Word and the values, morals, and commitments that are set forth by the University through the Lifestyle Covenant Agreement and Student Handbook.

By agreeing to live in a Christian community setting, the University asks that all students refuse to allow another to struggle with sin in their life—especially those areas of sin that are behavior related. According to the principles of Matthew 18, the University hopes that each student will have the love for his or her brother or sister in Christ that would motivate them to confront sin in their fellow students’ lives in an effort to show them the love of Jesus and get them back on track as a productive member of the community. This may include confronting sin that affects the heart such as anger, lust, jealousy, etc., or a sin that manifests itself in outward behavior. “And if your brother sins, go and reprove him in private; if he listens you have won your brother” Matthew 18:15.

When sin manifests itself in outward behavior and is inconsistent with the Lifestyle Covenant or Student Handbook, CCU expects that students will confront one another about certain behaviors (under Knowledge of a violation of University policy). In the instance of confrontation, the University encourages an open and honest discourse in love that will lead to a plan of action for how the student in question will find key resources to help him or her through his or her struggle and eliminate the behavior. This includes seeking the assistance of a Student Life professional staff member for a non-disciplinary agreement. The confronting student’s role is that of a loving brother or sister through the process.

When students who are confronted about their behavior do not respond to the confronting student, it is the University’s expectation that our students, sharing the same beliefs about community, will approach University officials about the student in question. These officials help solve the issue with a goal to bring the inappropriate behavior back on track with University standards. In this instance, University discipline processes might be enforced. “But if he does not listen to you, take one or more with you, so that by the mouth of two or three witnesses every fact may be confirmed” Matthew 18:16-17.

Student community members, who do not come forward, allowing others to continue down a path of behavior that is not conducive to CCU standards, demonstrate the same lack of commitment to the community that the University strives to provide its students and therefore will be held accountable for Knowing Presence in the discipline process. It is our hope that this expectation will encourage an open discourse between students who are in a conflict about inappropriate behavior and set the expectation that CCU community members should come forward to help those students who are not on track with University behavioral expectations.

### NON-DISCIPLINE AGREEMENT

As Paul outlined in his writing to the Galatians (4:8-14), the staff and faculty at CCU feel challenged and take great pride in assisting students who are struggling with hard, but real life issues. In the instance of a student coming forward to an RA, RD, or a faculty or staff member on their own initiative or through the Mutual Accountability Commitment, there will be no disciplinary implications. If a student communicates to a RA, that RA must pass along the information to their RD to be considered for a non-discipline agreement. The student will, however, need to adhere to the guidance and resources given to help them, and it will be the University’s expectation that the student complete a plan to help overcome the area in which they are struggling.

It is our hope that after a student has taken the first step to come forward; they will find that the resources, support, and help that are available were worth the risk. The problem will remain confidential, and the plan of action to help the student deal with the problem will be arrived at mutually with staff, the student, and any other resource that the student may wish to call upon.

*This policy does not cover students who, because of an impending or ongoing CCU disciplinary investigation\*, come forward before the investigation finds them accountable for inappropriate behavior.*

This policy also does not cover students who have been involved in an alleged policy violation where the police were involved. As soon as the student involved shows any sign of non-cooperation with the process, including missing counseling appointments, or continues in the undesired behavior, parents or guardians will be brought into the situation and the student will enter into the formal disciplinary process.

If a student seeks a non-discipline agreement regarding an incident that involves several students violating University policies, it is expected that the student will share information regarding these students. The student may then be asked to provide testimony in subsequent hearings.

The purpose of this policy is to help students redirect their behavior. It is not meant to “get around” the discipline process. All non-disciplinary agreements will be forwarded to the Dean of Students and placed in the student’s file. The Dean of Students will review all non-discipline agreements and has authority to deny an agreement if it is believed it was initiated outside of the purpose of this policy. In addition, students cannot continue to add to a non-discipline agreement when he/she violates a policy not covered by an existing non-discipline agreement. Students currently participating in a non-discipline agreement and are found in violation of a step 3 or higher may not be allowed to continue as a student. Cases will be evaluated on an individual basis.

A non-discipline agreement is not valid in the case of sexual assault, harassment or any step 6 violations. In the case where a student does come forward with one of these types of violations, he/she will enter the discipline process, but in some cases, at a lower sanction level.

As a part of the non-disciplinary process, the student will submit to the following guidelines as outlined in the non-disciplinary information sheet such as:

- an ongoing mentoring relationship with a faculty or staff member
- an ongoing personal counseling relationship with the campus counseling center, or if necessary, an off-campus facility at the student’s expense
- signing a waiver of confidentiality with the Counseling Center so that Student Life officials can monitor the counseling attendance
- stopping use of the substance or behavior that is contrary to University policy
- taking a particular assessment, if necessary, for drug or alcohol behavior
- resigning from leadership position if deemed appropriate for the situation

*It should be clear that a student in the process that is found continuing in the inappropriate behavior, or if he or she fails to meet requirements of the Non-Disciplinary Agreement after he or she has come forward, will enter into the discipline process, including being subjected to appropriate sanctions outlined for that violation of policy in the Standards of Conduct. If a student comes forward about a drug or alcohol policy violation and is found in violation in a subsequent drug or alcohol violation, he or she may be dismissed immediately.*

*If a student leader enters into a non-discipline agreement while serving in a position on campus, the advisor/supervisor of that position will be notified. If a student is selected for a leadership position while involved in a non-discipline agreement, further requirements may be imposed during the time of service. Examples of requirements may include, but are not limited to continued counseling or mentoring.*

*\*See definition on page 105*

# UNIVERSITY POLICIES

## ACADEMIC INTEGRITY POLICY

As a community seeking to live by the truth of Jesus Christ, the University values personal integrity and academic honesty as vital components of a Christian educational experience. We believe that trust among community members is essential for both high quality scholarship and the effective operation of the University. As members of this community, all students, faculty, staff, and administrators are responsible for ensuring that their behavior is consistent with the highest standards of integrity.

As outlined in the academic catalogue and student handbook, academic dishonesty includes, but is not limited to, the following categories: fabrication (lying), plagiarism, multiple submission of work without faculty permission, obtaining unfair advantage, cheating on tests, obtaining unauthorized access to academic or administrative records or aiding or abetting other students in acts of dishonesty, either by being an accomplice or by failing to report known cases of academic dishonesty.

## DEFINITIONS

**Fabrication**—to create or make up; to lie or intentionally mislead by errors of omission or commission

**Plagiarism**—to steal or use another's work and pass it off as one's own work; to use another's production without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source. Although not exhaustive, the following list contains examples of plagiarism:

- Submitting someone else's work and representing it as your own
- Copying words or ideas from someone else without giving credit
- Intentionally giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work
- Splitting up the work on an assignment with another classmate if the assignment is not designated to be a team assignment
- Copying a computer file (e.g., a program, document, spreadsheet, presentation, database, utility, or another's work product of any description), and representing it as your own work

**Cheating** occurs any time a student uses deception in order to avoid fulfilling the specific requirements of an assignment or course and/or in order to receive a higher grade than he or she might otherwise receive.

- *Multiple submissions without permission of all faculty involved or self-plagiarism*— Copying material students have previously produced and submitting it as if it were a new work product without faculty knowledge and permission
- *Obtaining Unfair Advantage*—obtaining, by any means, an unauthorized advanced copy of a test or assignment before its intended release date and time
- *Aiding and Abetting*—helping another person to plagiarize or cheat; providing answers to assignments to another person
- *Unauthorized access to academic or administrative records*

## PROCEDURES

### (COLLEGE OF UNDERGRADUATE STUDIES STUDENTS ONLY)

When a faculty or staff member has a reason to believe that a student has violated the University's academic integrity policy, that particular faculty or staff member should meet privately with the student and confront him/her with the suspicion (Matthew 18:15). The faculty or staff member will carefully investigate to determine if an academic integrity violation has, in fact, occurred. If not, the faculty or staff member will drop the matter without prejudice.

If the faculty or staff member determines that there is sufficient evidence to conclude that the student has violated the CCU academic integrity policy, the faculty or staff member may apply a sanction after taking such things as the following into consideration:

1. Whether the infraction was a technical error requiring instruction and not discipline
2. The student's intent
3. The severity of the violation

4. The number of instances of dishonesty that have occurred by the individual student. To determine the number and severity of previous instances, the faculty or staff member will coordinate with the office of the Vice President Student Development or his designee. The office of the Vice President Student Development or his designee will maintain confidential records of all violations of academic integrity reported to that office.
5. The student persists with dishonesty after a professor confronts the student with the professor's suspicion or evidence of dishonesty

*If the faculty or staff member determines that an intentional, severe, and/or repeated academic integrity violation has occurred, the faculty or staff member will report the case to the Dean of the School. The Dean and the faculty or staff member will discuss the situation and possible academic sanctions. The Dean of the School and the faculty or staff member may decide to meet with the student to discuss the violation. If warranted, the Dean of the School and the faculty or staff member will then discuss the specific situation with the Vice President for Academic Affairs - CUS and with the Vice President of Student Life (to determine if there are other violations of this policy) before taking any further action. Then, if they decide that further action is warranted, either the faculty or staff member, the Dean of the School or the Vice President for Academic Affairs or will meet with the student or students either individually or as a group and will subsequently apply an appropriate academic sanction(s) such as, or similar to, the following:*

1. One crucial component of determining the sanction is the attitude of the student. A repentant student is afforded much more grace than a student who is belligerent or continues to lie and deceive.
2. For first time violations of a less severe nature, sanctions could range from a grade reduction of at least one full letter grade to a failing grade on the assignment in question.
3. A first-time violation of a severe nature may result in a failing grade on the assignment or a failing grade for the course.
4. A second violation within a single course may result in an administrative withdrawal from the course with a grade of WF upon the recommendation or concurrence of the *Vice President for Academic Affairs – CUS*.
5. Students who violate academic standards in more than one course during a semester may be administratively withdrawn from the courses with a grade of WF. However, because academic dishonesty issues are reported to the Dean of Students who keeps comprehensive records of students, additional sanctions may be applied.

*The Dean of Students will review all student records and may recommend that the student receive additional sanctions in accordance with the University's disciplinary guidelines. If the student disagrees with this decision, he or she can request a hearing according to the discipline process on page 122. The hearing will consider any sanctions assigned by the Dean of Students.*

*Students who wish to appeal the academic decision may follow the Academic Appeals process on page 171.*

## **ALCOHOL POLICY**

The CCU campus is a dry campus, and it is expected that its underage students will not engage in behavior that includes alcohol consumption. Possession or use of alcoholic beverages in University owned or operated facilities, during University sponsored academic, athletic, or University trips (conferences, mission trips, athletic competitions or any trip in conjunction with Colorado Christian University), and during University sponsored activities, is prohibited, no matter what the age of the student. Contributing to the consumption of alcohol or knowing about alcohol use by underage students at any time, any place is expressly prohibited. Alcoholic beverage containers (beer bottles, bear cans, wine bottles, and hard alcohol bottles), posters, and other items promoting and advertising alcoholic beverages may not be displayed in residence halls, or any other setting on campus.

Students violating any part of this policy may be subject to the disciplinary process as expressed in the Standards of Conduct outlined in this handbook, as well as subject to local, state, or federal authorities for prosecution. Intoxication of any student, regardless of age at any time, on campus property either owned or operated, or at any time off-campus will result in disciplinary sanctions.

Of-age students are allowed to use their discretion as to whether alcohol use will be a part of their lives in off-campus settings. It is the University's hope that students will weigh this decision and pray earnestly about it, processing how alcohol use will affect their ministry and calling on their life. The University, however, will not tolerate underage drinking of any kind, and of age students found in an environment where underage drinking is present will be entered into the discipline process at the appropriate level. In this sense, the University is asking that its of-age students role model the inappropriateness of underage drinking by confronting students in situations where illegal behavior is occurring. The University will not tolerate students, whether of legal drinking age or not, supplying alcohol to minors, contributing to an atmosphere where underage drinking can occur, or serving as the conduit to procure alcohol for minors. This violation will be treated as an automatic step 6 violation. In addition students who are of legal drinking age and are found accountable for "knowledge of a violation of University policy" may face a higher sanction than those students under the legal drinking age.

Students who find that they are struggling with alcohol, its use, and its role in their lives, are encouraged to come forward on their own will with no threat of disciplinary action, but instead will receive help, guidance, and love. *See the Non-disciplinary section of the Standards of Conduct.*

## **BARBEQUES**

Students may use and operate barbeque grills in the residential community as long as the grills are outside and at least 10 feet from any building or combustible material. The use and operation of barbeques, including propane, natural gas, and charcoal barbeques, Hibachi's or any open flame cooking device, on combustible decks and balconies of apartments or within ten feet of any combustible material is prohibited by the International Fire Code. Neither barbeque grills nor may fuel be kept in apartments, decks, and patios, or in front of stairwells or breezeways. No other sort of open flame is permitted in the residences or on CCU property.

## **BIKES AND MOTORCYCLES**

All bikes, on the Lakewood Campus, are required to be registered and display a valid CCU bike permit. Bikes stored outside must be locked in the bike racks provided. Free locks are available at the Security Office. Bikes locked to anything but the bike racks will be removed and the lock may be broken in order to move the bike. Bikes found propped up by trees, laid in the grass or rocks or anywhere besides the bike racks will be moved. Bikes and other recreational equipment may be kept in the residences with roommate agreement but must be kept out of the way of fire escape pathways. Bikes may be kept on the balcony, but may not be kept in the stairwells or breezeways whatsoever. Bikes left over the summer must be tagged with the current year's identification tag obtained from the Residence Life Office and must be relocated to Waite bike racks (in front of the Security Office) before the student leaves for the summer. Bikes located on campus that are not tagged the Wednesday after CCU Graduation will be donated to charity. All motorcycles are required to display a valid CCU parking permit (see Vehicle Operation Policy below). Motorcycles may not be kept in the apartments or on the porches or decks, and must be parked in designated areas outside.

## **CLASSROOM DISCUSSIONS**

Students and professors within the classroom setting are encouraged to participate in open dialogue at CCU. When those discussions include comments about existing CCU policy, students should feel free to express their ideas without threat of discipline. These discussions should always be respectful of others views and disagreements should be handled in a Christ-like manner. Students may disagree with University policies and discuss these disagreements with peers; however students who encourage policy violations or allow them to continue without confronting the student in question through a Mutual Accountability Commitment or reporting to a staff member may be found in violation of "Knowledge of Violation of University Policy" or "Knowing Policy" and may face disciplinary actions.

## **COMPUTER CRIME**

Computer crime is a violation of both federal and state laws. Any form of computer crime is also viewed as a breach of the University Code of Conduct and is taken very seriously. Computer crime is defined (CRS 18-5.5-102) as follows:

- Any person who knowingly uses any computer, computer system, computer network, or any part thereof for the purpose of devising or executing any scheme or artifice to defraud; who obtains money, property, or services by means of false or fraudulent pretenses, representations, or promises; who uses the property or services of others without authorization or commits theft, is charged with having committed computer crime

- Any person who knowingly and without authorization uses, alters, damages, or destroys any computer, computer system, computer network, or any computer software program, documentation, data contained in such computer, computer system, or computer network, is charged with having committed a computer crime
- If the loss, damage, or thing of value taken in violation of this section is less than one hundred dollars, computer crime is a class 3 misdemeanor; if one hundred dollars or more but less than four hundred dollars, computer crime is a class 2 misdemeanor; if four hundred dollars or more but less than fifteen thousand dollars, computer crime is a class 5 felony; if fifteen thousand dollars or more, computer crime is a class 3 felony

Inappropriate use of a computer on the University network for the viewing of pornography or other inappropriate material which conflicts with the unique nature and mission of the University will result in disciplinary action. Students may lose their computer privileges for an indefinite time. All use of University technology must be within the guidelines of the University policies and Acceptable Use Policy.

## **COMPLIANCE WITH A UNIVERSITY OFFICIAL**

Respect for authority is an important principle for all individuals to understand. Students are to comply with the directions of University officials which include Security Guards, Resident Assistants, and all other faculty and staff of Colorado Christian University. Complying means that the student will answer questions directly when asked, stay calm and treat the other person with respect. If there is a dispute regarding the matter, the student should respectfully disagree with the person in a clear and concise manner. If the matter is not able to be resolved, he/she should speak with the person's immediate supervisor at the next possible time. University officials are operating in the fulfillment of their roles and are to report behavior as they see it. It is understandable that the student may not be happy about the situation, but the student should still act in a respectable manner and refrain from rude or unclear behavior. If the student needs something clarified, he/she should ask for that clarification and refrain from assumptions. Students who fail to comply with directions of a University official will be entered into the discipline process.

## **CONTROLLED SUBSTANCES/ILLEGAL DRUGS**

The following section describes the University's policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off University property or at University-sponsored events or programs in accordance with federal, state and local laws. Examples of violations include:

- Misuse of over-the-counter drugs.
- Misuse or sharing of prescription drugs.
- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

As a part of the campus commitment to be drug free, the University upholds all laws against distribution, use, knowing about, and possession of any controlled substance on- or off-campus, in University operated facilities and at University events or activities. Students engaging in activity, which include the presence of illegal drugs or the abuse of legal prescription drugs in any way on campus, or at any time in the off-campus community, will be dealt with swiftly and quickly. It is the University's solid belief that illegal drugs of any kind are wholly inappropriate in the lives of its students. The University will cooperate fully with local and federal authorities when dealing in situations involving them. It is the University's hope that any student who finds himself or herself faced in a situation where drugs are being used will immediately leave the situation or call the appropriate authorities.

Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana (smoked or edible) continues to be prohibited for all CCU students on or off campus. In addition, all CCU students are prohibited from use of synthetic marijuana (i.e. K2 or Spice or any other synthetic product which, when consumed mimics the effects of cannabis). Students are prohibited from possessing marijuana on or off University property, attending classes or university events under the influence of marijuana, and are not allowed to sell or distribute marijuana in any way. Use of marijuana under medical marijuana laws will not be recognized.



In addition to illegal drugs, students are prohibited from using prescriptions that are not prescribed to that individual and substances that are meant to illicit a feeling of being “buzzed”, high or intoxicated. The use of any substance to alter one’s personality, behavior, physical or emotional state or to enhance academic or athletic performance is strictly forbidden

Violators of this policy will be subject to disciplinary sanctions as outlined in the standards of conduct section of this handbook. Students who find themselves in a dependence situation involving drugs are encouraged to come forward to a Student Life staff member on their own will with no threat of disciplinary action and a promise of help, assistance, and love.

## **DISORDERLY CONDUCT**

Students may not participate in any activity or protest that disrupts or interferes with the right of other students, faculty or staff to participate in the educational program and/or perform duties imposed by the college; disrupts the normal operations of the college and infringes on the rights of other members of the college community; lead or incite others to disrupt scheduled and/or normal activities within any campus building or area; or be a part of any intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus. Please also see Demonstration Policy on page 169.

CCU reserves the right to remove from the residence halls and/or campus any student whose behavior impedes the well-being and/or daily routine of other students, staff, or faculty.

Please also see Prohibited Conduct: Disorderly Conduct, page 110 of this Student Handbook.

## **DRESS CODE**

Students should remember to reflect the Christian nature of the University and to respect others in the community when dressing for classes, chapel, social activities, athletic events and practices, or while residing on campus in the residences or University operated properties. Students should think about the sensitivities of others on the campus. Although students are not asked to conform to specific dress regulations, modesty, cleanliness, and appropriateness should be considered at all times. Each faculty member may have additional dress requirements or preferences concerning appropriate student attire in his/or her classroom.

No clothing which advertises or promotes the use of alcoholic beverages or illegal drugs will be permitted. In addition, students may not be in public places in their underwear.

Regardless of intent, the following items may be perceived as sexually provocative and therefore may be inappropriate on campus.

- Visible undergarments,
- Short shorts,
- Halter tops,
- Short or tight dresses, and skirts, including mini-skirts,
- Tight pants or shorts, including spandex/lycra or
- Tight strapless, backless or low-cut shirts.

Students violating dress code standards will be subject to disciplinary sanctions in the minor violations section of this handbook.

For safety reasons, it is advised that students wear shoes when walking around on campus. Students playing sand volleyball or Frisbee (or similar activities) in the grassy areas, walking in the parking lots or walking paths should be wary of broken glass, etc. Shoes must be worn in the classroom, Anschutz Student Center, Event Center, Chapel

In addition to the above standards, the university will uphold a view that we are “fearfully and wonderfully made” in the uniqueness and image of God and therefore strategically and purposefully made as the biological gender we were born as. Because of this belief the university will not allow a student of a particular gender to dress and act differently than the biological one that God created them to be. Please see Gender Identification on page 136.

## **GAMBLING**

Colorado Christian University offers its students a unique opportunity to live and grow in a Christian learning community. Because of the University's commitment to fostering Christ-centered lifestyles, the University is sensitive to the role that gambling may play in students' lives. Gambling refers here to the act of playing a game for money, personal, material, or other valuable stakes with the hope of gaining something of significantly greater value than the individual contributed and is therefore prohibited on campus.

The University's sensitivity to gambling reflects conflicting interests. On the one hand, the singular danger associated with gambling is that it can become an addictive behavior that is both contrary to the Christ-centered lifestyle that Scripture and the University seeks to foster, and is highly destructive to oneself and others. Implicit in a gambling lifestyle is the danger that the Christian's stewardship of resources God has placed in one's care may be abused. This lifestyle may also produce a negative impact within the CCU community and may cause damage to or alter relationships when one student gains while another student loses. On the other hand, the University recognizes that card games can have value as a community-building and recreational activity and values those ways of enhancing community among the individuals of the CCU student body.

As a result, within this spirit of community-building and recreation, the University permits its students when on campus to engage in card games so long as they are occasional, and have at their center a community-building aspect and are not for monetary or other valuable gain. Games that become competitive, aggressive, or financially burdensome to any participants are prohibited. Also prohibited are raffles, bingo, and pools that are considered public gambling by the State and are required by law to have a State permit. The University will not sponsor programs that encourage gambling in any form including raffles, pools, casino trips, or casino nights, whether on-or off-campus.

The University urges its students to weigh appropriate factors and to ask God's leading before choosing to engage in gambling card games. Some factors to consider would be (1) one's own ability to keep the activity under control without succumbing to an addiction, and (2) one's example being offered to others, especially to a "weaker brother" who could be led by one's behavior into an addiction.

## **GENDER IDENTIFICATION**

Based on the mission of CCU, its standards, and uniqueness as a living and learning environment that honors Jesus Christ the university recognizes that some students may struggle with their gender identity and wish to explore living as a particular gender other than the one that they were biologically created as. When a student is cooperative and willing to explore these feelings in an appropriate setting and not act out the feelings, the university will allow them to continue being a part of the CCU community if they are pursuing counseling and a mentoring relationship that will help them discuss appropriately who God made them to be. In this process, however, the university will uphold a view that we are "fearfully and wonderfully made" in the uniqueness and image of God and therefore strategically and purposefully made as the biological gender we were born as. Because of this belief the university will not allow a student of a particular gender to dress and act differently than the biological one that God created them to be. Students will be assigned housing according to their biological gender (given to them by God at birth). When a student decides to identify as a gender other than their biological one, it is in theirs, and the University's, best interest for them to leave the university community. It is also in the best interest of the university and the student for them to separate themselves from the CCU community if she or he pursues a medical course of action to physically change their biological gender to that of another sex.

## **GUESTS**

**Please see the guest policy on page 161.**

## **HARM OR HARASSMENT**

### **Threat of Harm or Actual Harm to a Person's Physical or Mental Health or Safety**

Living together in a University community requires respect for the rights of fellow members of that community to pursue their academic goals and to participate in lawful campus or University activities. As in any community, certain forms of responsible conduct must be adhered to in order to ensure the physical functioning and safety or security of that community. All University community members share the responsibility and are expected to maintain a climate of behavior that does not foster acts of violence, threats, and aggression. Acts of violence, threats, and aggression are considered to be misconduct.

Acts of violence and aggression include verbal or physical actions that create fear or apprehension of bodily harm or threaten the safety of a supervisor, co-worker, faculty member, student, patient, general public or the University community at large. Examples of such behavior include:

- a. Physical violence of any nature against any person, on or off campus. Physical violence includes, but is not limited to, (i) fighting; (ii) assault; (iii) battery; (iv) the use of a knife, gun, or other weapon except in reasonable self-defense; (v) physical abuse; (vi) restraining or transporting someone against his/her will; or (vii) any action that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm.
- b. Persistent or severe, verbal abuse, threats, intimidation, harassment, coercion, bullying, derogatory comments, vandalism, or other conduct that threatens or endangers the mental or physical health or safety of any person or causes reasonable apprehension of such harm. A single instance may be considered severe enough to merit sanctions.
- c. Hazing, refers to any act that causes or is likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in personal or mental harm to any student or other person attending the University. Hazing includes any method of initiation or pre-initiation, either directly stated or implied, into a student organization, housing community athletic team or club, or any pastime or amusement engaged in by a University organization that would lead to such harm.

## **FIRES ON CAMPUS**

At no time is an open fire of any kind allowed on campus in any location except the fire pits on West Campus and the Duplexes. Students must gain permission from the RA and RD in those areas before setting fires in them and must follow the City of Lakewood rules and regulations for recreational fires. The designated fire pit area must remain clean and orderly at all times and the fire must be extinguished completely after each use. Any hot coals found after the fire has been extinguish will result in loss of privileges for the entire living area. Firewood must be stacked in provided stands. Barbeques and gas grills may not be used on patios or decks but may be used on the sidewalk, at least 10 feet from any building.

## **HOMOSEXUAL RELATIONSHIPS**

As the topic of homosexuality has become sensitive, some Christians have attempted to alter or avoid the scriptural admonition against the sin of same-sex intercourse either by reinterpreting the scripture, or that failing, by arguing that the meaning of the scripture, while clear, was not intended by the authors for these times. Christians know that God's way is offensive to the world, but sometimes we forget that God's way can also be offensive to us Christians as well. In response to these attempts, Christian scholars at CCU and elsewhere have concluded that these attempts to discount the biblical injunctions do not withstand scrutiny and that the unambiguous rejection in scripture of same-sex intercourse remains in force for believers today. It is with these scholars that we as an institution join.

God created human beings to show forth God's image as male and female in relationship (Gen 1:26-28), and the biblical ideal is the expression of sexuality within a heterosexual, lifelong, monogamous union (Mk 10:4-12). However, God's ideal for human sexuality, as with every aspect of humanity, has been interrupted by humanity's rebellion and God's judgment. As a result, some human beings experience confusion regarding their sexual identity and sexual orientation. When students at CCU find themselves with questions regarding their sexual identity, they are encouraged to come forward and take advantage of the University's counseling and pastoral resources to help guide and direct them through their struggle. At times it may be necessary to remove a student from specific involvement such as athletic team participation, leadership positions, or other University activities either temporarily or permanently. The University will allow students to continue their enrollment at the University as long as they can remain out of the practice of homosexuality as they undergo counseling and mentoring. It is the University's desire to walk with the student through the struggle with their sexual identity. If a student does engage in a homosexual relationship, violates the policy on homosexual behavior or exhibits same sex relationship behavior anytime during the counseling and mentoring, he or she will be disciplined within the terms of the sexual misconduct policy.

## **KNOWLEDGE OF A VIOLATION OF UNIVERSITY POLICY (OR KNOWING PRESENCE POLICY)**

Colorado Christian University seeks to create a community in which successful, spiritual, academic and social development take place. In order for this to occur, all community members must work together to uphold the standards that CCU has established to help create and maintain this learning community. Thus, it is essential that all community members, especially students, guard, uphold and encourage others to uphold these standards.

Consequently, as a member of the Colorado Christian University community, each student has the responsibility to confront behavior that is inconsistent with the standards set by the University. Students who learn about or witness violations of university policies, regardless of the manner in which they become known are obligated to take one of two actions:

1. Confront the student(s) involved and request that the behavior stop under the spirit and guidelines of the Mutual Accountability Commitment (MAC). The confronting student must insist that the student in violation seek out a Student Life Official to enter into a non-discipline agreement. If the student refuses to stop the behavior and enter into a non-discipline agreement with a Student Life staff member, the student confronting the behavior must report it to a Student Life official within 24 hours of confrontation.
2. Report the violation to a Student Life official.

A student who knows about a policy violation, regardless of how the information became known, may be held accountable for "Knowledge of a Violation of University Policy" and/or the policy violated. The Student Life Official will take into account how information about the violation became known. Students who contribute to a policy being violated by aiding the student(s) in question through hiding information may also be held accountable for the same violation.

Violations of this "Knowing" policy will receive an automatic step 2 except for any violation within the Major Violations Category.

## **LIFESTYLE COVENANT AGREEMENT**

The CCU community seeks to encourage individuals to understand and use their unique, God-given gifts and abilities. Our hope is to see growth in the areas of spiritual and emotional maturity, inter-personal relationships, social awareness, and intellectual abilities, producing students centered in Jesus Christ. We intend for students to be intellectually prepared to pursue a career where they can individually serve others, live out their faith, and affect change in the world around them.

The Lifestyle Covenant Agreement expresses a commitment to educate men and women in the process of integrating their faith and education. This agreement also expresses our commitment to providing an atmosphere for study, personal exploration, involvement in interpersonal relationships, spiritual life, and growth that is conducive to students achieving goals, while enjoying living and learning in community. All students are required to sign and abide by the Lifestyle Covenant as a condition of enrollment at CCU. Students not signing this agreement are subject to immediate dismissal or suspension.

## **ONLINE COMMUNICATION NETWORKS/E-MAIL PRIVACY**

Colorado Christian University is aware of the growing usage of Facebook.com, Instagram, Twitter, and other similar websites as a way to network and communicate with other students here and elsewhere. It is important to share some cautions and concerns with its use.

*First*, students should be careful about how much and what kind of identifying information is posted on these social networks. Most of these networks are open to anybody. It is unwise to post information like date of birth, social security number, address or phone number since it could leave students open to identity theft or stalking. Students should also be aware that information posted could reveal information not only about themselves, but also others they associate with. These networks provide numerous privacy settings for information contained in its pages; students should use these settings to protect these kinds of private information.

*Second*, students should reconsider these networks as a place to confront others or to settle disputes. Many of these conversations are open to the public and comments made can be hurtful to others as well as damaging to their witness. The University urges students to handle their conflicts in a Christ like manner.

*Third*, students should be aware that potential, current, and future employers can often access information placed on these types of networks, and many are increasingly using in this way. Students should consider any information posted on these networks as potentially providing an image of them to a prospective employer.

*Fourth*, students should know that while these networks/directories are hosted outside the Colorado Christian University server, violations of University policy posted on YouTube, Facebook, Instagram, Twitter, etc. (e.g., harassing language/behavior, possible alcohol or drug policy violations, etc.) are subject to investigation and sanction via the University Student Code of Conduct, and other relevant University policies.

The University recognizes that students here and elsewhere use such online directories in positive ways to connect with and interact with other students. At the same time, however, users should be aware of the potential downsides and dangers of such directories.

E-mail messages (including any attachments) sent to or by a CCU staff/student/faculty is for the sole use of the intended recipient(s) and may contain confidential and privileged information.

Any dissemination, distribution or copying of this message (including any attachments) is strictly prohibited unless approved by the sender.

## **PETS**

No pets, except fish, are allowed at all in the University residences. Pets are allowed on campus ONLY if they are restrained by a leash and controlled by their owner. The Lakewood Animal Control Office will be called to pick up any animals left unattended and/or uncontrolled on campus. At no time are animals allowed in classrooms, events, chapel, cafeteria, or any other CCU facility, except when assisting a person with a medical need documented by an approved physician and approved by the Vice President of Student Life or his designee.

## **POND USAGE/FISHING REGULATIONS**

The CCU pond is open for recreation use to CCU Students, Staff and Faculty under the following regulations:

- The Pond will be open for use March 1-November 1 yearly. The pond will be closed if the temperature is below 60 degrees F during those months.
- Pond is open dawn until dusk.
- Paddleboards and other recreational equipment may be checked out from the Yetter Hall front desk. All equipment must be returned to the Yetter Hall front desk after each use. Permitted individuals may use personal equipment such as kayaks or paddle boards.
- Only equipment checked out from CCU may be used on the CCU pond.
- Swimming is prohibited in the CCU pond.
- Life preserves must be worn while riding paddleboards at all times.
- There is no a lifeguard on duty, so permitted persons should use the pond at their own risk.
- Please follow all posted rules and regulations for pond usage.
- The pond will be closed whenever it is iced.
- Fishing Regulations
  - No bait is to be used in the bond. Only artificial flies and lures are allowed.
  - Fishing is for full-time students, faculty, and staff. The pond is not open for other than CCU users.
  - A Colorado State Fishing License is required.
  - Be responsible for trash, fishing line, etc.

## **PRANKS**

Pranks that damage University or student property, disrupt the normal campus life or university business, and/or harm, or have the potential to harm other persons, are prohibited in the residence community and on CCU property. Such activity may result in disciplinary action and fines for property damage and/or custodial work.

## **PREGNANCY**

The University wishes to assist those students involved with an unplanned pregnancy while in attendance at CCU to consider the options available to them within the Christian moral framework. These include marriage of the parents, single parenthood, or offering the child for adoption. In the event that the father of the child is also a University student, the University will expect that the father uphold the standards of the University in the areas of sanctity of life and financial support for the mother and child. In some cases, the student may be expected to submit a commitment to that support in order to remain at the University.

University officials, namely student life staff, are available as resources to help guide, counsel, and direct students finding themselves in this situation. Students who come forward will function outside of the disciplinary framework and will complete a non-discipline agreement. When feasible, the University's goal is to keep the students in school for as long as the pregnancy permits so that the students can gain all the University course credit they can possibly achieve. However, since pregnancies are not predictable and pregnant women have different experiences and health concerns, the pregnant student may be asked to live off campus to avoid possible disruptions to the living community. A full range of University resources, including health services, counseling services, pastoral care, and a liaison with a Christian adoption agency, are available to students in this time of need.

In addition, once the baby has been born, the University will continue to assist the student in completing her degree as much as it is possible, however students will not be allowed to bring the baby to classes or some University events.

## **STUDENT RETURN TO THE UNIVERSITY**

Students who were granted a medical or hardship withdrawal from the University and wish to return must submit a petition to the Vice President of Student Life. The petition should outline the following:

- The students' current understanding of the factors that contributed to his/her leaving the University.
- What the student has been doing during the time away, and in particular, what has been done to address the issues that contributed to the withdrawal
- Why the student feels ready to return at this time
- What the student's plan is to encourage a healthy and successful environment?

Upon review, the Vice President of Student Life may ask the student to complete specific requirements and upon completion, the VPSD will review progress to make a determination to allow the student to return to the University.

## **GENDER DISCRIMINATION POLICY**

Colorado Christian University is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 (Title IX). As such discrimination on the basis of gender will not be tolerated in any of CCU's education programs or activities. Such discrimination includes, but is not limited to: sexual harassment; sexual violence; gender based bullying; hazing; stalking; domestic violence or dating violence, and a provide equal opportunity in admissions, activities, employment or athletics. Student workers fall under the jurisdiction of human resources which will jointly resolve complaints with the Dean of Students.

Questions or concerns regarding the University's procedures and Title IX may be directed to one or more of the following resources:

- Rick Garris, Director of Human Resources, Title IX Coordinator—303-963-3290 or rgarris@ccu.edu
- Sharon Felker, Dean of Students, contact for undergraduate complaints—303-963-3369 or sfelker@ccu.edu

The University will make every effort to successfully complete the grievance process for complaints of sex discrimination over a period of 60 days or less. The complaining party will receive periodic status updates on the progress of the complaint and any subsequent appeals.

During the investigation and/or grievance process for complaints of sex discrimination, the University may take a number of interim actions in order to ensure the preservation of the educational experience and the overall University environment of the party bringing the complaint. These actions may include, but are not limited to: imposing a no contact order on the responding party; residence hall room change for one or more involved parties; changes in academics schedules or assignments of one or both parties and interim suspension of the responding party.

## SEXUAL MISCONDUCT: POLICY AND REPORTING PROCEDURE

Sexual Misconduct is an umbrella term used to encompass unwanted or unwelcome conduct of a sexual nature that is committed without valid consent, including sexual assault and sexual harassment. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation in connection with an accuser's or reporter's allegations under this policy. Definitions of types of sexual misconduct are included later in this policy. Sexual Misconduct can include the following.

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation
- Intimate Partner Violence
- Stalking

### *Sexual Harassment:*

Sexual harassment is:

- unwelcome,
- sexual, sex-based and/or gender-based,
- verbal, written, online and/or physical conduct.

Sexual harassment may be disciplined when it takes the form of *quid pro quo* harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- Sufficiently severe or pervasive, and
- objectively offensive, such that it:
  - o unreasonably interferes with, denies or limits someone's ability to participate in or benefit from Colorado Christian University's educational, employment social and/or residential programs.

### *Quid Pro Quo Sexual Harassment is:*

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational development or performance.

### *Non-Consensual Sexual Contact:*

1. any intentional sexual contact of touching, however slight;
2. with any object;
3. by a man or a woman upon a man or a woman;
4. that is without effective consent and/or by force; and
5. that can reasonably be construed as being for the purposes of sexual arousal, gratification or abuse.

Sexual touching or contact includes any bodily contact with the breast, groin, genitals, mouth or other bodily orifice of another in a sexual manner, however slight, by any individual upon any individual that is without consent and/or by force.

### *Non-Consensual Sexual Intercourse:*

1. any sexual penetration (anal, oral or vaginal),
2. however slight;
3. with any object; or
4. sexual intercourse by any individual upon any individual that is without consent and/or by force.

Non-consensual sexual intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

### *Sexual Exploitation:*

- Occurs when anyone takes non-consensual or abusive sexual advantage of another for his/her own pleasure, advantage or benefit, or to pleasure, advantage or benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to:
- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio recording of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)
- Knowingly transmitting an STD or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another expose their genitals.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

### *Intimate Partner Violence:*

Intimate Partner Violence is defined as violence or abuse between those in an intimate interaction and/or relationship to each other.

### *Stalking:*

#### Stalking 1:

- a. A course of conduct
- b. Directed at a specific person
- c. On the basis of actual or perceived membership in a protected class
- d. That is unwelcome, AND
- e. Would cause a reasonable person to feel fear

#### Stalking 2:

- f. Repetitive and/or Menacing
- g. Pursuit, following, harassing and/or interfering with the peace and/or safety of another

### *Other definitions related to Sexual Misconduct cases*

*Accuser:* An individual who reportedly experienced sexual misconduct, regardless of whether that individual participates in the disclosure or review of that report by the University at any point.

*Accused:* A University student or participant in a University Program who is reported to have engaged in sexual misconduct. This term also includes individuals whose identities are unknown if (a) there is reason to believe that they may be a University student or participant in a University Program or (b) the accuser or reporter is a student.

*Advisor:* Any person selected by the accused accuser or accused to assist and accompany them through university conduct process (including Disciplinary Conferences, Administrative/University Conduct Board Hearings, Sanction Reviews, and formal appeals). If the student does not have an advisor, one can be assigned.

*Incapacitated:* Lacking the physical and/or mental ability to make informed, rational judgments. This may have a variety of causes, including, but not limited to, being asleep or unconscious, having consumed alcohol or taken drugs, or experiencing blackouts or flashbacks.

*Consent:* Consent is clear, knowing, and voluntary, words or actions that give permission to engage in a particular activity. Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent cannot be validly given by a person who is incapacitated. For purposes of this policy, the issue is whether the Accused knew, or should have known, that the activity in question was not consensual.

### **Reporting Sexual Misconduct**

A person who believes she/he has been a victim of sexual misconduct is strongly encouraged to make a report as soon as possible. Students may report to campus officials or to the Lakewood Police Department at (303) 987-7111 or 911. University personnel are required by law to assist victims in contacting the appropriate law enforcement authorities if the victim so chooses, though the student has a right to decline to notify such authorities. Timely reporting of sexual assaults is an important part of preventing the commission of similar crimes by the same individual in the future. Please note that the University will make every effort to protect victim confidentiality to the extent permissible by law. In some cases where a clear and present danger is evident, the University may not be allowed to keep the information confidential.



University personnel on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the university nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these university officials without starting a formal process that is beyond the victim's control, or violates her/his privacy. If you are unsure of an University employee's duty, please ask before disclosing any sensitivity information. Following are some guidelines:

### **To Report Confidentially**

If the details of this incident need to be kept confidential, a student should speak with on-campus mental health counselors, campus health service providers, and the campus pastor or off-campus rape crisis resources who can maintain confidentiality. Unless there is a statutory duty to do so, professionals who are not required to report include:

- Campus mental health counselors [ccucounseling@ccu.edu](mailto:ccucounseling@ccu.edu)
- Dean of Spiritual Formation (Campus Pastor) 303.963.3376
- Director of Health Services (Nurse) 303.963.3365

These professionals have a privilege to withhold information, to the extent consistent with the law, only where they are acting in the scope of their license or certification for these functions and/or working in their professional capacity. Students can seek advice from certain resources who are not required to tell anyone else their private, personally identifiable information unless there is cause for fear for the student's safety, or the safety of others. All other CCU staff and faculty have a duty to report the general information of the situation to the Title IX Coordinator or other school designee such as the Title IX Deputy. They can report all information related to the incident to start the formal reporting process. If unsure of someone's duties and ability to maintain a student's privacy, the student should ask them before talking to them. The employee will be able to tell a student his/her responsibilities, and help the student make decisions about who can best help.

### **Formal Reporting**

Formal reporting notice to any University employee not listed above is official notice to the institution. Students have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the other involved individuals. University staff and faculty (except for those named above) must report all details of the incident to the Title IX Coordinator or Title IX Deputy depending on the type of incident. The Title IX Coordinator will be notified of any incident involving Title IX issues involving staff, faculty or students.

The University encourages victims to report all incidents of sexual misconduct or sexual assault to the police. Victims must be aware that an investigation conducted by the University is distinct from a criminal investigation and flows from the University's obligation under Title IX and related laws to ensure that it is providing a safe environment for all community members. Therefore, if a victim wishes to pursue criminal actions, s/he needs to file a complaint with local law enforcement.

### ***Request for Confidentiality***

The victim has the right to decline to file a complaint. Choosing to report an act of sexual misconduct is a personal decision that only the victim can make. If sexual misconduct occurs, Colorado Christian University encourages those affected to take action. If the victim chooses not to report, or demands confidentiality and anonymity, s/he must be aware that this choice may negatively impact the University's investigation and limit the outcome of it. In addition, any response by the University may be hindered by the accuser's requests for anonymity, confidentiality and/or inaction. Nonetheless, if a complainant chooses to report confidentially or ask that no further action is taken, an investigation may still be initiated if the University has enough information to reasonably determine key facts, such as time, date, location and names of parties involved in an alleged incident and there is cause for concern of the accuser's safety, or the safety of others. The Title IX Coordinator or designated investigator will evaluate requests for confidentiality and determine whether the University will proceed with an investigation. This determination will be made by considering whether: 1) *there is an increased risk of the accused committing additional acts of sexual*

*misconduct or other violence; 2) there is an increased risk of future acts of sexual misconduct under similar circumstances; 3) a weapon was allegedly used; and 4) the University has means to obtain other evidence.* If it is determined that the University will proceed with an investigation, information will be kept as confidential as possible. Only individuals who are believed to have relevant information will be interviewed and information will only be shared with individuals who are responsible for responding to the situation. If the University determines it does not have enough information to investigate because of the accuser's request for confidentiality, it will still take all reasonable steps to respond to the complaint consistent with the confidentiality request, including seeking appropriate interim measures.

A victim who was under the influence of alcohol or drugs should not be discouraged from filing a complaint, as s/he will not be disciplined for consuming alcohol or drugs if an assault occurred. Students who come forward to a staff member to make a report of sexual misconduct will be processed through our Non-Discipline policy if there were other violations of policy by the accuser (ie alcohol, drug use, or prior consensual sexual activity).

#### *Federal Timely Warning Reporting Obligations*

Victims of sexual misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decision in light of the danger.

### **INVESTIGATING COMPLAINTS**

When a report of sexual or gender-based misconduct is made and includes two or more students, the Dean of Students is designated to review and investigate complaints and coordinate the University's response. Notice of a formal complaint can be made in person, or verbally to a responsible employee, but the University encourages submission of the complaint in writing, to the Dean of Students.

Whenever possible, the complaint should include the name, email address and phone number of the accuser, a detailed statement describing the conduct which is the basis of the complaint, including the name(s) of the accused(s) (accused student), the date(s), time(s), and locations of the conduct, and the names of any witnesses. In addition, any supporting documentation and evidence should be referenced within the body of the complaint. Complaints can be filed in person, by mail or by electronic communication. If the Dean of Students believes that the complaint is incomplete, additional information may be requested. Please note that if another student is mentioned in the written report it becomes a part of his/her official education record and therefore the student can request to view the report.

Prompt filing of a complaint after any alleged incident of discrimination or gender or sex-based misconduct is strongly encouraged. A complaint may be withdrawn at any time after it is filed. However, withdrawal of a complaint will not necessarily result in the termination of the University's inquiry or investigation.

#### **University Preliminary Review**

The University will provide a prompt, fair and impartial process throughout the investigation and disciplinary proceedings. Investigations will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

#### *Rights*

During the Preliminary Review and any subsequent hearings, the Dean of Students or other appointed University Official will conduct the investigation affording rights to both parties (accuser and accused) as prescribed on pages 119 & 120 of the Student Handbook.

Rights of an accused student in the disciplinary process (page 119)

Rights as a victim/accuser in the disciplinary process (page 120)

## Process

The Dean of Students will conduct a preliminary review to determine if the allegations fall under this policy, or to otherwise determine whether a formal hearing is warranted. During the preliminary review, the Dean of Students can meet with witnesses, receive statements from the accuser(s), accused(s) and/or other witnesses, and gather written information regarding the allegations.

The University will conduct a prompt, fair, and impartial investigation. Prompt means that the investigation is completed within reasonably prompt timeframes, generally within sixty (60) days. Fair means that the investigation is conducted in a manner that is consistent with this policy and transparent to the accuser and accused. Impartial means the investigation is conducted by an individual (usually the Dean of Students) who does not have a conflict of interest or bias for or against either party. The University Official can extend the timeframe in this policy for good cause with written notice to the accuser and accused of the delay and the reason for the delay. Examples of good cause for extensions include but are not limited to: 1) the complexity of the case requires it; 2) there are several parties involved; 3) the witnesses or the parties are unavailable or uncooperative; and 4) if a University investigation would compromise a law enforcement investigation.

During the initial inquiry, the Dean of Students will review with the student (accuser) and provide written information of the following:

- The right to file criminal charges with the Lakewood Policy Department. University official will assist in notifying law enforcement if the accuser desires assistance in this area.
- The right to file a civil lawsuit or restraining order request through local law enforcement.
- The right to obtain a no contact order through the University process.
- Contact information for local and campus resources for counseling, health, mental health and legal assistance services.
- The option to changing academic, living, and working situations if reasonably available and even if the accuser chooses not to report to local law enforcement. Please note the option to change any of the above situations, at this point in the process is up to the accuser. Changes to the accused academic and living situations can only be made at the sanctioning phase of a University case or if there is sufficient evidence to support otherwise.
- The right to file a formal complaint against the accused student in the CCU discipline process. If one chooses this option he or she can expect the following:
  - a. A prompt, fair, and impartial investigation and preliminary review.
  - b. To provide, in writing, a detailed complaint.
  - c. To be notified in writing whether the case will go to a preliminary review following the initial inquiry by the Dean of Students. The Dean of Students will determine if there is enough evidence to move forward with the preliminary review.
  - d. To give testimony and answer questions about the case in front of an investigator (usually the Dean of Students).
  - e. To receive written notification of the outcome of the preliminary review.
  - f. To give testimony and answer questions about the case in front of an Administrative Hearing Officer or panel, the accused, and an advisor for the accused, should the case go to a hearing. In some cases, accommodations will be made to allow so that the accuser does not have to answer direct questions from the accused or directly question the accused.
- Inform University officials without filing a formal complaint. In this case, the University may:
  - a. Discuss with the accuser the potential consequences of his or her actions if charges were to be filed-either using accuser's name or not, as is desired
  - b. Keep a record for future information without informing the accused that the University has been contacted by the accuser.

The accuser may pursue these options at the same time or any of them separately. In addition, the student may notify the Dean of Students of his/her desire to change the previous decision and pursue a different course of action. CCU encourages victims to file criminal charges against their assailants, but the choice belongs to each student, and the University will help the victim work through his or her choices with appropriate support services through University counseling services or elsewhere on-campus as the student chooses.

At the conclusion of the preliminary review investigation, the Dean of Students or University Official shall prepare a written report that will include a statement of factual findings and a determination as to whether or not there was a violation of the Student Conduct Code or university policy. The standard of proof shall be a preponderance of the information, which is "more likely than not". If it is determined that the Standards of Conduct or University Policy has been violated, the Dean of Students will meet with the accused to share the results of the preliminary review. If the accused agrees with the findings, the Dean of Students will issue sanctions. If the accused disagrees, the case will be referred to an Administrative Hearing.

If it is determined that there was not a violation or if there is not enough evidence to support a violation, the Dean of Students will meet with the accuser to share the results. If the accuser is not satisfied with the findings, the accuser can request an Administrative Hearing.

Both accused and accuser will receive information regarding the outcome of the investigation regardless of the finding.

### **Administrative Hearing**

If after the Preliminary Review it is determined that a hearing is warranted, an Administrative Hearing Officer or Panel trained on issues related to dating violence, domestic violence, sexual assault, and stalking shall hear the case and shall use the preponderance of evidence standards ("which is more likely than not").

The hearing date shall be set by the Dean of Students and no delays shall be granted. The Dean of Students will determine an appropriate amount of time that allows both parties to review the Preliminary Hearing notes and prepare for the hearing.

Both accuser and accused will have the opportunity to call and question witnesses. Both parties will have the opportunity to question the opposite parties' witnesses. As stated previously in this policy, both parties are entitled to an advisor of their choice.

At the conclusion of the hearing the Administrative Hearing Officer will deliberate. If the accused is found accountable, the Administrative Hearing Officer will consult with Dean of Students to determine the sanctioning.

Both accuser and accused will be notified within 24 hours of the outcome, but usually immediately after the hearing. If the accused is found accountable, the accuser will be notified of sanctions associated with his/her specific complaint.

Both parties have the option to appeal to the Vice President of Student Life. Appeals must be based upon four criteria outlined in the Student Handbook (see page 127).

The accuser has the right be notified of any outcomes associated with the case and to be notified when the outcome is final.

### **Retaliation**

Colorado Christian University prohibits retaliatory behavior against any accuser or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the individual who initiates the complaint nor will it affect the individual's academic standing, job assignment, status, rights, privileges or benefits.

Any individual who retaliates against any individual who has either made a complaint of sexual misconduct or has participated in an investigation of a complaint of sexual misconduct will be subject to disciplinary action according to the corresponding area's policies.

To be considered retaliation there must be a causal connection between a materially adverse action and the act of reporting a violation or participating in a conduct proceeding. A materially adverse action is one that would dissuade a reasonable person from reporting a violation, and includes, but is not limited to intimidation, threats, coercion or discrimination. A determination of whether an action is materially adverse is made on a case-by case basis.

## **Sanction Statement**

Any student found responsible for violating the provision on nonconsensual sexual activity (charge of Sexual Misconduct) will likely receive a sanction of suspension or dismissal. See sanctioning guidelines in the Student Handbook for further detail.

## **Sexual Misconduct-Risk Reduction Tips**

Students are reminded that CCU Standards of Conduct state that consensual sexual activity among CCU students is prohibited during their enrollment as a student. The information provided below is not intended to condone activity such as pre-marital sexual activity or over use of alcohol, but to help reduce the possibility of a sexual misconduct situation.

A student who believes he/she has not given consent to a sexual act should be aware that although the University Standards of Conduct prohibit pre-marital sexual activity, the University will provide support to the victim and will not place blame on any student who was not a willing participant in the sexual activity. If students are concerned about past behavior while a student at CCU, the student can come forward in a non-discipline agreement (see page 129).

Risk Reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act.

Students are advised, to the best of their ability, to try to refrain from being in a situation that could be potentially harmful. A victim is never to blame for an act committed on them. The University asks all its students to also be aware of their surroundings and to try to maintain their safety. Students are also reminded of Romans 12:10: "Be devoted to one another in love. Honor one another above yourselves." Students should be respectful of one another as a child of God and never take advantage of somebody sexually.

- Make limits known as early as possible using the standards of the University as a foundation.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

## **Bystander Intervention**

### Pro-active

- Believe that violence is unacceptable and say it out loud
- Treat people with respect
- Speak up when you hear people making statement that blame victims
- Talk with friends about confronting sexual misconduct
- Don't laugh at sexist jokes or comments
- Look out for friends at parties and bars
- Get police or other authorities involved
- Ask a friend in a potentially dangerous situation if he/she wants to leave. Make sure he/she gets home

## Reactive

- Get police or other authorities involved
- Tell someone else
- Get help
- Ask a friend in a potentially dangerous situation if he/she wants to leave
- Make sure he/she gets home safely
- Ask a victim if he/she is okay
- Provide options and a listening ear
- Call Counseling Services
- Call the local crisis center for support and options.

### *Additional Information*

If a student finds him/herself in the position of being the initiator of sexual behavior, the student owes sexual respect to your potential partner. These suggestions may help students to reduce your risk for being accused of sexual misconduct.

CCU policy prohibits all pre-marital sexual activity. If a student *initiates* sexual activity whether consensual or non-consensual, the student is breaking a policy and can face discipline ranging from probation to dismissal. If students decide to proceed with consensual pre-marital sexual activity under the risk that the students will face disciplinary action:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language
- Respect the Lifestyle Covenant that you signed.
- Think about your relationship with Christ and how moving forward can create an obstacle to continued growth.
- Remember that pre-marital sex goes against God's plan and STOP.
- Respect the person you are with and their relationship with Christ.

## **SEXUAL CONDUCT/ACTIVITY/RELATIONSHIPS (CONSENSUAL) (OR THE APPEARANCE OF)**

Grounded in Christ-centered traditions and principles, CCU's values hold sexual intercourse and other forms of sexual contact to be the unique expression of covenanted love within heterosexual marriage and are oriented toward family life. As a result, the University holds that any sexual activity outside of heterosexual marriage is inappropriate. Further, the University holds that cohabitation, spending the night together, and sleeping together are likewise inappropriate. Unmarried couples are expected to refrain from staying overnight in the same location unless accompanied by another responsible adult (not another student) to whom they can be accountable. Students enrolled at CCU engaging in such activity, either on or off campus, are in conflict with this policy and are subject to disciplinary action. The University will not tolerate premarital or extramarital sexual activity whether between a man and a woman or between two people of the same gender. CCU endorses healthy heterosexual relationships that uphold God's desire for sexual purity and which seek to honor Him through a holistic biblical relationship. Students engaged in such heterosexual relationships are encouraged to practice only discreet and appropriate displays of affection in public. The University reserves the right to define and judge what types of public displays of affection are permissible on its campus grounds and at University sponsored events. In addition students should also be mindful of their displays of affection in private. Inappropriate conduct (for example, sleeping in the same bed together) will also be addressed under Sexual Misconduct.

A student who is known or suspected to be participating in a relationship, outside of heterosexual marriage, involving sexual activity will be confronted about that activity by a University staff member or another member of the community. In that instance, a student who is willing to stop the inappropriate behavior and engage in professional counseling and mentoring will be allowed to continue at the University under the discipline guidelines set forth in this handbook. But, a student who continues with the inappropriate sexual behavior, will be subject to further discipline including, but not limited to, suspension or dismissal from the University. A student who comes forward voluntarily with admission of inappropriate sexual behavior will be subject to the non-disciplinary policy set forth in this handbook and will find a community of support and encouragement within required pastoral and counseling care.

Students engaged in a proper heterosexual relationship are expected to show due regard for the personal privacy of their roommates. When such regard is lacking, roommates are encouraged to confront the inappropriate behavior themselves through the Mutual Accountability Commitment, and then, if that fails, to seek the assistance of Residence staff members. In that event, the students failing to show due regard may be moved to another room, or sanctioned through the discipline process, or both.

## **SMOKING**

The University strives to enhance the general health and well-being of its students and to support individuals to be tobacco free. To support this commitment, the University intends to provide a tobacco free environment. Smoking and the use of tobacco and tobacco products are prohibited in or on all University owned or leased property including vehicles. CCU also reserves the right to pursue students smoking on the campus perimeter and may ask students to move away from the University altogether.

Smoking of any nature and any use or possession of tobacco including, but not limited to, cigarettes, cigars, cigarillos, e-cigarettes, pipes, water pipes hookah-, herbal cigarettes, smokeless cigarettes, and oral tobacco (spit, spit less, smokeless, chew, snuff) products on the CCU campus, including residences, classrooms, and all administrative offices, is strictly prohibited and may result in disciplinary sanctions. Smoking is not permitted anywhere within the boundaries of University-owned or leased property and vehicles.

The University would also ask community members to think about what role smoking has in a Christian's life, especially in the areas of role modeling and keeping the Christians' earthly temples clean. It is the University's hope that all community members would not have smoking as a part of their lives. The University asks that students respect the neighboring community and their property and to refrain from smoking on sidewalks and roadways around the University.

## UNAUTHORIZED PRESENCE

Students may not climb onto the roofs or any part of the Colorado Christian University buildings for any reason including to retrieve Frisbees or any other item. Only CCU personnel have the authority be on the roof or climbing on CCU buildings. If a Frisbee or other item does land on the top of a building, students should go to the security office to report the missing item. If it is a Frisbee, the student may check out a replacement Frisbee to continue the game. Students will need a CCU student ID in order to check out a replacement Frisbee. In addition, students may not jump from balconies.

Students may not drive on CCU grounds unless approved by the operations department. This includes the soccer fields, bridges and any other part of the CCU campus not designated as a driving path or parking spot.

The University advises that no relative of a resident or student not living in a particular apartment be left alone in another student's apartment at any time as this may cause conflicts from roommates in the apartment when items are missing or have been misused. Any student "carding" into another apartment will be subject to discipline and a fine for property damage.

At no time is camping on-campus allowed in any form in parking lots, or on-campus green space, in trailers or tents, or in any situation. Students camping as part of a campus program must have it approved through Student Activities. Sleeping in the public areas of campus buildings such as the Student Union and the Beckman lounge is not allowed.

Tampering with or altering University equipment from its intended use is strictly prohibited.

## WEAPONS/EXPLOSIVE DEVICES ON CAMPUS

Students, staff or faculty may not possess or store weapons (regardless if a person has a concealed weapon permit) on University property. This includes vehicles parked on Colorado Christian University's Property. Anyone aware of weapons on campus must immediately report it to Campus Security. Weapons include, but are not limited to BB guns, pellet guns, stun guns, blow guns, paint ball guns, air soft guns, knives with a blade of more than three inches (excluding kitchen knives), brass knuckles, crossbows, slingshots, tasers, camping axes and/or any object that is brandished or used as a weapon. Students violating this policy through possession or use are subject to disciplinary actions. Anyone possessing a weapon, except for those authorized by the University to carry a weapon will be subject to disciplinary sanctions outlined in the standards of conduct as well as criminal charges. Weapons intended for decoration or display, or which hold sentimental values, are prohibited. This policy excludes props for University theater productions. Props must be approved by the supervising faculty member.

Items used aggressively or for violent purposes are prohibited and may constitute a violation of this policy.

The ignition or detonation or possession of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion, or similar means is prohibited. Possession of any material that constitute fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the University or off-campus University sponsored events.

The Vice President of Student Development, or his designee, will have the sole responsibility of deeming a particular object to be a dangerous weapon and/or explosive or not and for authorizing any permitted weapons to be carried on campus.





## RESIDENCE LIFE POLICIES

By signing the housing contract, on-campus residents agree to abide by all of the following Residence Life policies as well as all policies listed elsewhere in the Student Handbook. In some cases, Residence Life policies apply to all students. Students who live off-campus are asked to get acquainted with all of the policies. Please view the Colorado Christian University Department of Residence Life web page at <http://www.ccu.edu/studentlife/housing.asp> to view housing and meal plan information, including housing options and accommodations, meal plan options, campus living, and rates.

The guidelines outlined in the Residence Life Policies section govern CCU's discipline, behavioral, and housing policies. However, when situations arise involving existing policies that have not been specifically addressed in the handbook, the University reserves the right in such situations to alter the following set of policies in order to promote the welfare of its on campus residents and the integrity of the residential experience at CCU.

Violations of any of the following Residence Life policies may result in one or more of the following actions: disciplinary action, fines, eviction, mandated room changes, or any other alternate sanctions, as described in the Guidelines for Imposing Sanctions.

### DEFINITIONS

- First Year Students – Students in their first full year of college following high school graduation (regardless of the number of college credits completed).
- Second Year Students – Students in their second full year of college following high school graduation (regardless of the number of college credits completed).
- Third and Fourth Year Students) – Students in their third or fourth full year of college following high school graduation (regardless of the number of college credits completed), or who are 21 years old *before* the beginning of the academic year.
- On-campus residences – All apartments, townhomes, and other student housing facilities operated by the University.
- Apartment – refers to any type of on-campus residence.

### CONTRACT DATES

The Housing Contract for the 2017-2018 academic year covers all student housing and dining agreements between Colorado Christian University and the student. The 2017-2018 academic year runs from August 28, 2017 through May 11, 2018. The CCU residences are open, and the contract rates cover housing accommodations and dining plans from August 27, 2017 through May 11, 2018, excluding Winter Break (Christmas vacation). During Winter Break, the residences are closed from December 22, 2017 at noon through January 12, 2018 at 9:00am. On-campus residents, who desire to move in early, move out late, or stay in CCU on campus residence during Winter Break, must apply for that privilege and will be required to pay additional daily charges.

### GENERAL RESIDENCY AND DINING REQUIREMENTS

#### HOUSING RESIDENCY REQUIREMENTS

Residential living is viewed by the University as an important part of a student's complete educational experience. All full-time (12 credit hours or more), unmarried, 20 years old and younger, first and second-year students taking courses in the College of Undergraduate Studies are required to live on campus and have a campus meal plan through the University food service plans.

There is no waiver from the first and second year residency requirement except for students to live at home in the Denver metro area with parents or legal guardians. In addition, since the University requires all first and second year students to automatically sign up for housing, those under the age of 21 who wish to live off campus with parents or legal guardians must submit a completed "Residency Requirement Waiver" form to the Residence Life Office. Waivers from the residency requirement are extremely rare, but requests may be made by submitting a completed "Residency Requirement Waiver" form, which can be found on the StarRez housing portal at <https://reslife.ccu.edu/StarRezPortal>, to the Residence Life Office (specific deadline dates for each academic year will apply). Students will be notified via email of the University's decision to uphold or waive the residency requirement generally within five business days of the request. Students who do not comply with the housing residency requirement will be automatically assigned an on-campus housing space and billed the corresponding rate.

Housing contracts are effective through the entire academic year, thus students who change class standing during the fall-to-spring semester break are still required to complete the terms of the housing contract for the full academic year. Furthermore, the University must approve any student who is taking less than 12 credit hours and living in on-campus housing. More information regarding all of these policies may be obtained from the Residence Life Office.

## FOOD SERVICE REQUIREMENTS

All unmarried first and second year students under the age of 21 living in on-campus (University-operated) housing are required to take meals on campus through particular University food service plans. Students in their first year of college following high school graduation, regardless of the number of college credits completed, are required to choose one of the two Plan A options. Second year students may choose either of the options in the Plan A or Plan B options.

Third and fourth year students living on campus are not required to take a food service plan, but may choose any of the available meal plans. In addition, students living off campus may also select any meal plan and take their meals in the CCU Dining Commons

The meal plan options are as follows (unused meals and declining balances on all plans are not transferable from semester to semester):

### Meal Plan A Options for First-Year Students

First-year students are required to choose one of the following Meal Plan A options.

<p><b>Meal Plan 18</b> 18 meals per week (7 days) \$300 Dining Dollars per semester</p>	<p><b>Meal Plan 15</b> 15 meals per week (7 days) \$300 Dining Dollars per semester</p>
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### Meal Plan B Options for Second-Year Students

Second-year students are required to choose one of the Plan B options. They may also choose a Meal Plan A option.

<p><b>Meal Plan 12</b> 12 meals per week (7 days) \$300 Dining Dollars per semester</p>	<p><b>Meal Plan 190</b> 190 meals per semester \$300 Dining Dollars per semester</p>
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### Meal Plan Options for Upperclassmen

Although third and fourth-year students living on campus are not required to have a meal plan, they may choose any of the available meal plans, whether living on or off campus.

<p><b>Meal Plan 150</b> 150 meals per semester \$300 Dining Dollars per semester</p>	<p><b>Meal Plan 80</b> 80 meals per semester \$400 Dining Dollars per semester</p>
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### Meal Plan D

\$100 - \$500 Dining Dollars per semester  
(Variable amount between \$100 to \$500, available in increments of \$100)

The CCU Dining Commons will serve meals 7 days a week and students may use their meal swipes in all campus dining locations. Students select their meal plans for the upcoming year on the housing application, and may change their meal plan(s) (to another approved plan) for the upcoming semester through the Add/Drop Deadline (usually the second Wednesday of each semester) of that semester by submitting a completed "Meal Plan Selection Form" to the Residence Life Office. Meal plans will not be changed to a lesser plan, and refunds will not be given, for the current semester after that date; however, students may opt for a larger plan at any time during the semester.

Waivers from the food service requirements (or requests for a reduction from the required plan(s) are extremely rare, but requests may be made by submitting a completed "Meal Plan Selection Form" to the Residence Life Office by the Add/Drop Deadline of the semester for which the waiver is being requested. Students will be notified in writing of the University's decision to uphold or waive the food service requirement generally within five business days of the request. Waiver requests will be considered ONLY for the following reasons:

- Student has a documented need for a special diet, because of a documented health condition (including allergies), that Sodexo Dining Services cannot accommodate during meal times or via special arrangement with the Dining Services Manager. In this case, a doctor's description of the health condition and necessary diet must be submitted with the waiver request. Additionally, the University will consult the Dining Services Manager to attempt a suitable accommodation for the student's health needs while maintaining the required meal plan.
- Student's financial situation has changed since the housing lease was originally signed. To request a change under this category, student must submit a written explanation as to how his or her financial situation has changed since the signing of the contract, and consequently, how he/she will be incapable of fulfilling the meal contract obligations.

This written request explanation must include:

- a letter from the student's parent or guardian outlining the financial change; or show proof of independent status;
- an explanation of how the financial change is due to factors that are out of student's control; and
- additional documentation, in accordance with individual appeals, may be required in this process.

Other financial hardships and scheduling conflicts with work, school, athletic, and other activities and commitments will not be considered for a waiver from the food service requirements. Students who do not comply with the meal plan requirement will be automatically assigned an appropriate meal plan and billed the corresponding rate.

## HOUSING POLICIES

### **CHECK-IN AND CHECK-OUT**

Upon arrival at CCU, each student in residence will be given a room condition report form (RCR) and will be allowed to make notes on the condition of the room they are about to occupy. It is critical at this time that all damages and conditions of the room are noted so that at the time of check out the student will not be charged for them. At check-out, the apartment must be cleaned completely, including all appliances. Cleaning charges will be charged when cleaning has not occurred according to the University's standards at time of check-out. Please see a list of charges in the Residence Life Office for specific information. During check out, a University staff member will walk through the apartment with students, noting the comments that were made on the original room condition report (RCR).

At check-out, residents will be charged, either as a group of residents or an individual resident, for any additional damages or unsatisfactory conditions present. Failure to check out properly will result in an improper check out charge plus any additional damages found, forfeiture of the housing deposit, as well as the full room and board charge until a proper check-out is processed. The room key charge will be \$100 if the key is not returned at check out. Replacement costs of missing or damaged furniture will be added to the student's charges. Students have 30 days to pay or contest housing damage charges after they are added to the student's account. After 30 days, charges cannot be contested and a hold will be placed on student accounts with outstanding damage charges.

Students may conduct regular check-out of their apartments beginning on Monday morning of finals week each semester. Students checking out of apartments prior to the Monday morning of finals week must complete mid-semester check-out requirements, which may be obtained through the Residence Life Office. Summer on-campus residents must check-in and check-out of apartments following the directions of the Department of Residence Life.

### **CLASS ATTENDANCE AND CAMPUS RESIDENCY**

Students living in on-campus housing who have stopped attending classes for more than 2 weeks will be asked to vacate their residence, unless permission is granted by the Director of Residence Life. Students desiring to live on campus while not attending classes may apply for non-student housing through the Department of Residence Life, and if approved to live on campus, will be subject to all Residence Life policies.

## **DAMAGES**

Whenever damage occurs in the residence community, students will be held financially responsible (to repair or replace damaged buildings or furnishings) and are subject to immediate disciplinary action. If the individual responsible cannot be identified, financial responsibility will be determined in the following manner:

1. Residents of the apartment are responsible for all damage that occurs in their apartment.
2. Residents of the stairwell or building are responsible for any damage occurring within the outer stairwell or building area.
3. Residents of the entire hall or building may be responsible for damage occurring out and around that hall in common areas and areas immediately around the premises.

As stated in the housing contract, should there be loss or damages to a student's personal property, the University will not be responsible for those damages, regardless of the cause of the damage(s) to the personal property. As such, residents are encouraged to carry renter's insurance or maintain insurance coverage through a parent's or guardian's homeowner's policy.

In previous years, many damages have been attributed to playing sports in the apartments. Such actions not only result in damage but also may constitute a violation of courtesy/quiet hours regulations.

## **DEPOSITS**

The housing deposit (\$100) reserves a student's on-campus housing for the academic .. When a student has completed the terms of the contract, the deposit will be credited to the student's account once all outstanding housing or other University charges have been paid and check-out procedures have been properly followed. If a student's contract is terminated during the academic year or summer session, or if a student fails to follow proper check-out procedures or has outstanding housing bills (including damage and other), the deposit will be forfeited. Students will not receive a housing deposit refund in the case of academic suspension or disciplinary dismissal.

Students requesting cancellation of their housing lease/contracts on or before June 1 (for those applying for the fall semester), December 1 (for those applying for or not returning to CCU in the spring semester), or May 1 (for those applying for the summer semester) may receive the full refund of the Housing Deposit. Students requesting cancellation for the fall semester on or before June 15 may receive a 50% refund of the Housing Deposit. Any cancellations occurring after these dates will result in forfeiture of the full Housing Deposit. No refunds of deposits will be given to students who decide not to live in on-campus housing or who apply for housing after these respective dates.

## **ENTERING AND SEARCHING STUDENT ROOMS**

The University respects the right of the student to the privacy of his/her rooms. However, for reasons of safety, health, general welfare, official business, maintenance functions, cleanliness inspections, or reasonable grounds to suspect that a violation of University policy is taking place, the University reserves the right to enter a student's room to search through his/her personal possessions and will do so without notification, if necessary. During vacation periods throughout the year, the University reserves the right to clean, check, or repair residence rooms. Whenever possible, the University will notify students in advance of maintenance work to be done in the rooms and shall exercise all reasonable care with personal belongings of the students. The University will not be responsible for lost or stolen personal items in student rooms. The University reserves the right to remove any object or material which would violate a University regulation or Standard of Conduct, from a student's room. Disciplinary action may be taken with any student found in possession of such items. All University policy violations found by a staff member, who enters a student's room, no matter for what reason, will be documented and referred to the student disciplinary process.

## **INTENT TO VACATE**

Any student intending to leave University housing must complete and submit a "Housing Lease Cancellation Request" at least 30 days prior to moving out. This form can be obtained from the Residence Life Office. Failure to obtain approval within the above time-frame will result in the loss of the housing deposit and possible improper check-out fees. Contracts for housing are signed for the entire year, and a release from the housing contract must be applied for and/or obtained before a student can move out of University housing. Most students moving out mid-year will lose their housing deposit.

## KEYS AND LOCK-OUTS

Keys to apartments and Student IDs for Yetter Hall are issued to students upon arrival. In the event a key is lost at any time during the year, the lock will be replaced at a charge of \$100, and all residents of that apartment will be issued new keys. Apartment keys are not to be duplicated or given to others for any reason. Student ID Cards used as keys must be reported missing immediately. A replacement Student ID card must be purchased.

Students locked out of their non-Residence Hall apartments may come to the Residence Life Office (during office hours, Monday through Friday 9:00 a.m. to 5:00 p.m.), the Student Union front desk (open Sunday through Wednesday from 8:00 p.m. to 12:00 a.m., and Thursday through Saturday from 8:00 p.m. to 2:00 a.m.), or to Security during all other times, to check-out a key for 5 minutes to enter their apartment, which must then be brought back immediately. On the fifth lock-out, a resident will be charged for replacement of lock and new keys (\$100). Students who are living in the Residence Hall will need to see the front desk staff in the Residence Hall Lobby to be issued a temporary card or passcode.

Security of the individual apartments rests with the students. *Thus students are encouraged to deadbolt their apartment door whenever leaving and during breaks.* Also, students may not prop or leave open their doors when no one is present in the apartment. At no time may residents alter the locking mechanisms in any way (including use of rubber bands, tape, etc.) that prevents the doors from closing and automatically locking. Finally, using an alternative means of entry to an apartment, such as carding in, is prohibited.

## LAUNDRY

Laundry facilities for Harwood and Waite Halls are open 24 hours a day, 7 days a week. Residents of all other living areas have laundry facilities in their apartments but may utilize the community laundry services, if needed. Any tampering with or theft from the laundry facilities will result in disciplinary action.

## LEASE

All students living in an on-campus residence are required to sign a housing contract. Signing the contract states the student's intent to abide by the Residence Life Policies and Standards of Conduct as outlined in the Student Handbook and in other University documents related to housing policies. The contract applies for the entire academic year and may not be broken unless the Director of Residence Life grants a release from the contract.

The housing contract is a binding document; therefore, release from contract obligations is only available under limited conditions, which are listed below, and must be approved by a University-appointed panel. Please note that the housing contract and corresponding financial obligations remain in effect until a student receives written notice that his/her appeal has been approved from the Director of Residence Life. Any student who wishes to break their housing contract, which is in effect for the entire academic year, must do the following:

1. Obtain a "Housing Lease Cancellation Request" from the Residence Life Office.
2. Completely fill out the appropriate form noting the reasons for the release or waiver. The release or waiver will be considered only under the following criteria:

**Medical Condition** – Student's medical condition requires a change in living environment. To request release under this category, the student must demonstrate the necessity of such a move with a doctor's note and a personal outline of the change in physical or emotional health anticipated due to a change in living situation.

**Extreme Change in Financial Situation** – Student's financial situation does not allow him/her to live on campus. To request release under this category, a student must submit a written explanation as to how his/her financial situation has changed since the signing of the contract and, consequently, how he/she will be incapable of fulfilling the housing contract obligations. This written request explanation must include:

- a letter from student's parent or guardian outlining the financial change; or show proof of independent status;
- an explanation of how the financial change is due to factors that are out of student's control;
- a detailed cost analysis of the student's projected living expenses for proposed off-campus housing and the living expenses student would incur in on-campus housing. Categories to include in the comparison include rent (copy of lease required), all utilities, food, car expenses, car and apartment insurance, gas, internet, phone, etc.; and
- additional documentation, in accordance with individual appeals, may be required in this process.

**Not Attending CCU as a Student** – Student is not attending CCU on its Lakewood Campus for the term in which he or she is requesting a release. Any student who is found to request a release under this category, and then register for classes will have the housing contract reinstated upon their enrollment at CCU. Any student leaving the University or withdrawing before the semester begins, will automatically be released from the housing contract, however students will not receive a housing deposit refund in the case of academic suspension or disciplinary dismissal.

3. The Director of Residence Life will notify the student in writing of his/her decision. Students will not be released from their contract until the Vice President of Student Life has agreed to the release. The student's housing contract and corresponding financial obligations remain in effect until the student receives written notice that your appeal has been approved from the Director of Residence Life, therefore, until written notification, all students requesting a lease cancellation should be prepared to live on campus. Students released from the lease obligations must follow-through with their housing plans as stated in the cancellation request, or the student will be responsible for housing and dining costs for the semesters for which their lease was released.
4. Students not released from the contract will be responsible for fulfilling the terms of the contract.
5. Most students released from the housing contract will lose their \$100 housing deposit.

## **MAIL**

The Mail Services Center exists to meet the mail and copy needs of the CCU community. All on-campus residents are required to receive their mail on the main campus in campus mailboxes.

All student mail is received by the Mail Services Center staff and is entered into the electronic distribution system that notifies students via email or text that there is mail ready to be picked up. No package or box will be released by Mail Services Center employees without the presentation of this printed notification form. All student mail not addressed with the properly assigned box number in the address line will be returned.

CCU students are responsible for the contents of their mailbox, thus, any mail that comes into the CCU Service Center that represents material that is not in line with the CCU mission will be immediately forwarded to the Dean of Students for disciplinary action.

Mail should be addressed as follows:

Student Name  
180 S. Garrison St.  
Lakewood, CO 80226

## **RESIDENCE HALL LIVING**

The following policies relate specifically to Yetter Hall:

- **Basement Access/Storage** – Student access to the basement will be restricted. Students who wish to store or retrieve items from storage must check out their key and be granted access by the front desk staff. Please see the student storage section in the student handbook for more information on storage areas.
- **Elevators** – There should be no intentional overloading or jumping in the elevators. Elevator doors may not be propped open for any reason. No stopping the elevator other than for emergencies.
- **Lobby/Front Desk** – The lobby area of the Residence Hall is a public space and must remain clean and orderly at all times. The front desk will be staffed with student workers and/or RAs 24 hours a day, 7 days a week who are able to assist with grab and go food purchases, lockouts and other needs. The Night Clerk Staff are required to document incidents as they occur. If game equipment is present in the main lobby, it may be checked in/out with a valid student ID card from the desk. Students will be liable for any broken or missing items upon return.
- **Lobby/Pod Furniture** – All lobby and pod furniture must remain in their designated areas. Any student found to be in possession of lobby/pod furniture in their room will be entered into the discipline process. Students are not allowed to sleep on the Lobby/Pod furniture and should refrain from any public displays of affection.

- **Pods** – The Pods are a public space and must remain clean and orderly at all times. Pod furniture must remain in its designated spot as to not block the main flow of traffic in the hallway. TVs must be kept at a reasonable volume at all times and must be shut off when visitation hours are over. Content on the pod/lobby TVs is subject to review by the Residence Life staff, including the front desk staff. Once quiet hours begin, all noises in the pod, including TV volume, must comply with the quiet hours policy. If at any time the noise level in the lobby or pods interferes with student living conditions, students will be asked to be courteous of fellow students and keep the volume to a minimum. All televisions in the pod areas will be turned off at the beginning of quiet hours.
- **Restrooms** – Residents and guests may not use the bathroom in an opposite gender apartment. Use of opposite gender bathrooms is a violation of the visitation policy, as they are located in student bedrooms. There are public restrooms located in the East side of the main lobby behind the RD office.
- **Stairwells and Entries** – Students must enter the building from the main lobby entrance only. Students may exit the building from either end of the hall, but the doors must remain closed at all times. Doors may never be propped open or altered to keep from shutting and locking. The stairways must remain free from personal belongings and students may not loiter or study on the stairwells at any time. Students are cautioned about letting in unknown individuals. Any visitors to the building must enter from the main entrance. Students letting individuals into the building from the stairwell doors may be entered into the discipline process.
- **Sporting Activities** – All sporting activities are restricted from the Residence Hall, unless otherwise noted in the lobby. This includes any thrown or rolled objects such as Frisbees, the bouncing of basketballs, golf balls etc. Students are not allowed to ride any wheeled or non-wheeled recreational equipment in the building. Care should be taken that wheels of bicycles are cleaned before entering the building.
- **Trash/Trash Shoot** – Students are responsible for emptying the trash in their rooms on a regular basis. Trash shoots are located on either end of the hallways. Students should take notice of the trash shoot size restrictions and not force any items down the trash shoot. Students should also take great care in making sure trash bags do not leak while carrying them down the hallway. The community trashcans located by the elevators and in the lobby are not for bags of trash or to be used as dumpsters for any room trash. Any student found to be in violation of this policy may be entered in to the discipline process.
- **Visitation** – Members of the opposite gender must be off the entire floor before visitation hours expire/start. This includes the area around the elevators on the upper floors and all Pods. The main lobby on the first floor will have 24 hour visitation or as long as the front desk is staffed. Quiet hours will be enforced at the designated times.

## ROOM CHANGES/CONSOLIDATION

The University reserves the right to make room re-assignments and temporary assignments as necessary. If an opening occurs within an apartment, the remaining occupant may be given the following options: move into another apartment where there is a space available, contract their space as a single room and pay an additional charge (see Single Room Policy), or have someone move in with them. The University reserves the right to place another student in any apartment where a vacancy occurs at any time and without prior notice.

Room changes may not be made during the first two weeks of the semester. A student desiring a room change after the first two weeks of the semester because of a conflict within the apartment must first discuss the conflict with his or her apartment-mates in an effort to try to resolve differences. If an agreement cannot be made, and there is still a desire to move, the Resident Assistant should be consulted to enter the Roommate Mediation Process for additional mediation. If the conflict still exists, the students will meet with a University counselor to continue to discuss their desires attending any follow up meetings as prescribed by the counselor. If reconciliation cannot be reached and the resident feels that there is no possible resolution, he/she discuss their situation with a Resident Director and complete a Room Transfer Request form. If a room change is approved by a Resident Director or other appropriate University staff, the student will then be given the opportunity to move in accordance with directions from the Residence Life Office. Students desiring to move into an available vacancy with a friend should submit a Room Transfer Request form to the Residence Life Office and discuss their desires with their current Resident Director.

Students who move into another bedroom (within the assigned apartment) or to another apartment without prior written approval from the Department of Residence Life will be forced to return to their assignment, face disciplinary charges, and/or pay improper check-out fees of up to \$100.

## **SCHEDULE OF CHARGES**

The Department of Residence Life publishes a current schedule of charges, which is available in the Residence Life Office. Students can consult this schedule to know what to expect to be charged for early check-ins, damage and cleaning charges, improper or late check-outs, guest stays, lock replacement, trash removal, etc.

## **SINGLE ROOMS**

When space is available, the University offers single room agreements, at an additional cost, to a limited number of students. Students desiring a single room may submit a Single Room Request form, available at: <http://www.ccu.edu/admissions/admitted/checklist.asp>, which gives a student the right to occupy his/her own room as space is available. CCU, however, reserves the right to cancel any single room agreement at any time and for any reason.

## **STORAGE**

The University has units that are available to be reserved by students. Units may be reserved for one semester at a time and are available for use for the duration of the summer, if needed. Students desiring to reserve a storage unit should contact the Residence Life Office. The University does not assume responsibility of damage to items located in University storage units. Students may not store combustible fuels, weapons, motorized vehicles or any other hazardous materials. Students found in violation of any of the above rules or any University policy in conjunction with their storage unit will be entered into the discipline process.

## **VACATION CLOSURES**

The residence apartments will officially close during winter break and the day before graduation in the spring. During these times, no students may be in their apartment without written authorization from the Director of Residence Life. In addition, during winter break, students who desire to pick something up from their apartments or enter their apartments for any reason must first check-in with, and receive approval from Security before accessing their apartments. The University reserves the right to close the residences for other periods of time at its discretion. Food Service for students will also be closed during all vacation and break times. The university is not responsible for loss or damage to students' personal belongings during break times. Appropriate check out procedures, including locking deadbolts and securing doors and windows, should be taken to assist with securing personal possessions. Students are encouraged to take out renters insurance for their personal items.

## **ACCOMMODATIONS, ALTERATIONS, AND STUDENT RESPONSIBILITY**

### **ALTERATION OF ROOMS**

A student room should be a comfortable and familiar place to live. Therefore, some room decorations and alterations may be desired to accommodate personal preferences. However, no decorations are allowed that would impact the apartment's structure. Painting of rooms by students is not permitted. If the student believes that his or her room needs new paint, a request must be submitted to the Facilities Department through the "Work Order" process. Paneling, corkboard, mirror tiles, and other glued or nailed items are prohibited. No room alterations may be attached to walls, ceilings, or decks, such as loft beds, hammocks, or bike racks. Freestanding loft beds must be approved by the Resident Director before construction and are subject to inspection by the Facilities Department for safety regulations. Satellite TV is not allowed. Alterations made that do not comply with these policies may be replaced or removed at the expense of the students.

Under no circumstances are students allowed to move furniture from their unit. Students may not put University furniture on their balconies, nor swap or exchange furniture with another unit. Stadium seating is prohibited and beds must not be used for anything other than sleeping. In the case of bunked beds, mattresses must be at least 24" from the ceiling. Furniture may not be stacked or elevated in any way, with the exception of University owned bunk beds being bunked as intended by the manufacturer. Only the metal connectors available in the Residence Life Office may be used to bunk beds. Risers may be used, but they must be made of high density polyethylene; cinder blocks or other materials may not be used as risers. If a bed is unused, it may be disassembled and the parts stored in the apartment. It may not be used to hold a couch. Waterbeds and hand-built lofts are not permitted in apartments.

All furniture must be in good condition and accounted for at the end of the year. All furniture and furnishings, cabinet doors, handles, drawer pulls, etc. in CCU rooms and apartments must remain intact and in place. Unauthorized removal of furniture from these locations may result in a fine. Students are held accountable for missing furniture, broken furniture, cleaning the apartment, and any other damage occurring over the course of their occupancy of the room.



## **APARTMENT USE**

The on-campus residences are designed and intended for students to use for sleeping, studying, and carrying on normal residential activities. Operating for-profit businesses out of the on-campus residences may distract students from fulfilling CCU's educational mission, and is therefore prohibited in the on-campus residential environment. While it is understood that students, in the course of regular residential activities, may conduct some business out of their apartment (such as selling or buying items online, etc.), when those activities are done at such a frequency that they become a business enterprise, students are prohibited from conducting such business in and from their apartments. The responsibility for determining what constitutes a business use of an apartment is held solely by the Director of Residence Life.

## **APPLIANCES**

The electrical wiring in the residences is not designed for unlimited or overloaded use. Students are reminded not to leave electrical equipment unattended and not to overload wall sockets or extension cords. The use of open heating coils, hot plates, frying utensils, and other cooking appliances must be used in the kitchen area only. Microwave ovens that do not exceed 600 watts are permitted in the apartments. No air conditioners, washers, or dryers may be installed in the apartments.

## **BABY-SITTING**

Due to safety and liability concerns, students may not baby-sit in the on-campus residences. Only children 12 years of age and older may stay on campus in accordance with the regular Guest Policy.

## **BARBEQUES**

Students may use and operate barbeque grills in the residential community as long as the grills are outside and at least 10 feet from any building or combustible material. The use and operation of barbeques, including propane, natural gas, and charcoal barbeques, Hibachi's or any open flame cooking device, on combustible decks and balconies of apartments or within ten feet of any combustible material is prohibited by the International Fire Code. Neither barbeque grills nor may fuel be kept in apartments, decks, and patios, or in front of stairwells or breezeways. Gas barbeque grills are available at the Student Union patio. No other sort of open flame is permitted in the residences or on CCU property.

## **BIKES AND MOTORCYCLES**

All bikes, on the Lakewood Campus, are required to be registered and display a valid CCU bike permit. Bikes stored outside must be locked in the bike racks provided. Free locks are available at the Security Office. Bikes locked to anything but the bike racks will be removed and the lock may be broken in order to move the bike. Bikes found propped up by trees, laid in the grass or rocks or anywhere besides the bike racks will be moved. Bikes and other recreational equipment may be kept in the residences with roommate agreement but must be kept out of the way of fire escape pathways. Bikes may be kept on the balcony, but may not be kept in the stairwells or breezeways whatsoever. Bikes left over the summer must be tagged with the current year's identification tag obtained from the Residence Life Office and must be relocated to Waite bike racks (in front of the Security Office) before the student leaves for the summer. Bikes located on campus that are not tagged the Wednesday after CCU Graduation will be donated to Charity. All motorcycles are required to display a valid CCU parking permit (see Vehicle Operation Policy below). Motorcycles may not be kept in the apartments or on the porches or decks, and must be parked in designated areas outside.

## **COMMON AREAS AND BALCONIES**

Common areas are defined as those areas shared with other community members outside of their apartments. These areas must be clean and open, and students may not dump or store trash or store room furniture in these areas. Balconies of residences, although not used by other students, can be seen by the University community and must be kept clean and presentable, and are not to be used as storage areas. Any balcony not meeting this standard will be cleaned at resident expense. Students may never throw trash or other items off the balconies.

## **DECORATIONS**

Room decorations are encouraged so long as they do not create health and/or fire hazards, cause damage to the room, or are deemed contrary to the mission and Christ-centered nature of the University. Students are not allowed to hang posters, pictures, or other decorations in on-campus apartments using nails, screws, tacks or other items that put holes in the walls. Due to the damage that they cause to the apartments and the potential injury to persons, dart boards are not allowed in campus residences. Christmas decorations are not to include live trees. Artificial trees are acceptable. Empty alcohol containers are not permitted in apartments for any reason. Student room posters, signs, or other information must be limited to inside the apartment and not shown to the outside community. Window postings facing outside may be removed or altered at the discretion of the University. CCU also reserves the right to remove any window, wall, or door postings inside the room or facing outside the room which it deems offensive and, if damage occurs, to hold the student(s) financially responsible and subject to further disciplinary action.

## **FIRE SAFETY/FLAMMABLE MATERIALS**

Living in campus residences requires each student to be responsible for abiding by all rules, particularly those designed to provide safety to individuals residing in the community and their property. Because of the seriousness of this matter, students are encouraged to read all policies related to candles, appliances, barbecues, decorations, firearms, and fireworks, fire extinguishers, emergency procedures, smoking, and littering. Additionally, students are not permitted to bring gasoline-operated items, gasoline, white gas, propane, natural gas, or other similar flammables into the residences. Candles and incense may not be burned but can be used for decoration purposes (with a white wick only). Barbecue grills are not to be used on any of the patios or decks and must be 10 feet from the buildings when in use. At no time may open fires be present on campus and other situations with fires, except for charcoal briquettes or gas operated barbecues are prohibited.

Hallways and stairwells must be kept clear of any trash, furniture, or bikes. Fire drills will be held periodically, and all students are expected to comply with directions given to them by any authority from the University or the city of Lakewood. Failure to comply will result in disciplinary action.

## **FURNITURE**

Students living in Yetter Hall will not be allowed to bring in outside furniture for their rooms and pod areas. Only small, one seat style chairs will be allowed (i.e. camp chairs, folding chairs, bean bags etc.). It is at the discretion of the Director of Residence Life to determine if the furniture is appropriate for the size of room. Students found to be in violation of this policy will be asked to remove furniture in question in a timely manner and may be entered into the discipline process.

Students living in all other residential areas may choose to bring outside furniture to be used in their residence hall, but must know the origin of the item(s). Students may bring new furniture from home or other trusted sources. However, students should use extreme caution when bringing furniture purchased at second hand stores, yard sales, or other venues where the history of the item is unknown because these items may contain bedbugs or other types of insect infestations. To the best of its ability, the University ensures that prior to students moving in; all residence hall rooms are free of pests, including bedbugs. If bedbugs or other types of insect infestations are found in a room after students move in, the student(s) residing in that room/apartment may be required to reimburse the University for all or a portion of the cost associated with removal. Since the costs could rise to several thousand dollars or more, students should be extremely diligent in following this policy.

## **HOUSEKEEPING AND MAINTENANCE**

The maintenance and custodial staff work diligently to keep the buildings and apartments in good condition. They are a very important part of the CCU community and should be treated as such. Residents are expected to clean up after themselves in public areas for the benefit of all community members. Assessments for extra cleaning in common areas, around the building grounds, or in individual rooms will be charged to stairwell, apartment, or hall members. Residents are encouraged to report problems with their apartment facility or any part of the living area immediately to the Facilities Department for service. Work orders may be submitted online at [my.ccu.edu](http://my.ccu.edu). When damages or problems are not due to normal wear and tear, students will be billed for the costs of repair.

Individual apartments are expected to be kept clean over the course of the student's stay and will be checked periodically for health reasons. Any apartment that is not in acceptable condition will be given a timeline for cleaning to be completed or the University will clean the apartment at the residents' expense, evict the residents, enter them into the discipline process, or enforce a combination of any one of the above.

## LITTERING

Residents are expected to refrain from throwing trash onto campus grounds. Residents may not store up large amounts of trash or throw trash or other objects out windows. Dumpsters are provided in all residence areas and are expected to be used regularly. Residents will be charged for the removal of trash found in common areas. Students may only place trash outside their apartments after 5:00 p.m. on the day that Trash Club picks up the trash.

## PETS

No pets, except for fish, are allowed in residences as per Colorado Health statutes. Students may have fish, in 25-gallon or less fish tanks, but all other pets, including other aquarium dwellers, are prohibited. A student having a pet in the residences will be asked to remove it immediately, and if the pet is seen again, it will be taken by University staff and given to a City of Lakewood animal control officer. In addition to disciplinary action, the student will be financially responsible for any damage done by the pet. The University also asks students refrain from feeding wild animals, including birds, on University property including the balconies of the residential apartments.

## SCREENS

All screens on University apartments are placed there for safety and therefore are not to be removed. Damaged or removed screens must be replaced at resident expense (normally a \$35 maintenance fee).

## COMMUNITY LIVING

### COURTESY HOURS

All hours other than those deemed as quiet hours are under the courtesy hour protection policy, in which a community member may request another resident to lower the noise level for purposes of studying, sleeping, etc. Any student who confronts other residents about bothersome noise should expect full cooperation from that student in resolving the nuisance. If the disruption continues, campus security or other University staff upon being asked for assistance will resolve the situation, using disciplinary action when necessary. Courtesy hours are set so that the residence's atmosphere can be flexible enough to provide students with an opportunity to have a place to sleep and study. Any student not cooperating with a request from another student, staff, or community member will be subject to disciplinary action.

### GUESTS IN RESIDENCE HALLS AND ON CAMPUS

The privilege of both visiting and hosting others carries an equal responsibility to consider the rights, feelings, values, and principles of the members of the CCU community, as well as those of the specific apartment and residential community. Care and consideration for the other occupants of the room, or apartment, should take precedence over the right of a roommate to entertain a guest in the room. This care and consideration extends to situations where guests may be visiting campus, but not staying in a campus apartment. Students are always responsible for the actions of their guests whether it is in a classroom, chapel, on the Frisbee golf course, or elsewhere on campus. Guests who disregard the care and consideration of other students, faculty, and staff, or who disturb the normal functioning of the CCU campus may be removed and barred from returning to campus, even if to visit a CCU student.

The University believes that the overnight visit is always an infringement upon the privacy and convenience of the persons sharing the space and thus, should only occur with the consent of the others sharing the space. Overnight guests of residence students, whether they are University students or guests not connected with the University, are permitted under the following conditions:

1. The guest must comply with University rules and regulations.
2. The student host/hostess is responsible for the guest's conduct and must obtain their roommate's consent for the stay.
3. A "Guest Registration Form" must be obtained and completed and then approved by the appropriate staff member in the Residence Life Office *before* the overnight stay begins.
4. An overnight guest is normally limited to a stay of no more than three nights. Stays for more than 3 nights must be approved by the host's Resident Director prior to the stay, and may be subject to a charge, due prior to the stay.
5. No guests of the opposite sex (including family members) are permitted to stay in an on-campus residence. This applies to CCU students as well as non-students.

Repeated visits of a guest to a specific room, especially when staying up to visitation hours on a consecutive basis, will be confronted by Residence staff. Visitation hours are set for guest visitation; however, a guest who is continually present can inconvenience and bother other roommates, and consequently will be asked to limit his/her visitation to the satisfaction of the roommate involved. Any roommate of a student hosting a guest who is inconvenienced by a guest's stay is asked to contact a Residence Life staff member for assistance in addressing the problem.

Students should take care when they invite guests to campus especially when they are new acquaintances to the student. Students have many opportunities to meet new students through ministry work, internet chat rooms, or during normal visits to a neighborhood store. Students are advised to use discretion when establishing new relationships and to take precautions regarding their well-being. While it is the student's prerogative to meet new people and establish relationships, it is important to respect the safety and well-being of other CCU students. If a student intends to invite a guest who is a stranger to his/her roommates, the student is responsible for seeking roommate permission before the guest is on campus.

## **HOLIDAYS**

During University holidays (Labor Day, Thanksgiving Break, Spring Break, Christmas Break, Good Friday, etc.), and end of semester periods, the University may decide to adjust any residential policies (such as visitation hours, following weekend visitation hours rather than weekday hours). This temporary adjustment of policy will be posted in the Residence Life Office for each holiday, if policies are being adjusted. Students should presume that regular policies are in effect unless posted differently.

## **HOUSE GOVERNING SYSTEM**

From time to time the University may designate certain areas of the Residence Life system as House Governing areas. Normally junior and senior students will have an opportunity in these areas to designate by vote their community's rules and policies. The policies for that area will remain for that area only. Underclassmen visiting these areas will be held to the regular policies of the campus residences. Residence Life staff will assist in the voting process and advise the community on which policies are available to be voted on. The University reserves the right to delineate which policies can be changed and those that cannot be changed by the student vote.

## **QUIET HOURS**

The University residences are under quiet hours from 10:00 p.m. to 8:00 a.m., Sunday through Thursday, and during the weekend (Friday and Saturday nights) from 12:00 a.m. (midnight) to 8:00 a.m. During quiet hours, it is the University's expectation that the community noise be at a level that students can sleep and study. During this time, noise in the residences should not be heard in the stairwell or in apartments above or below. Any conversation in the stairwells or outside around buildings should be kept to a low level. Students can expect to be documented for a quiet hour violation immediately during this time period, and continued noise during this time may result in a temporary eviction off-campus. If a residence staff member contacts a student during this period for a noise violation, the student should consider him/herself documented for violating quiet hour policies. The University has the right to supplement quiet hour times during the semester to accommodate mid-term and/or final exams.

## **ROOMMATE CONFLICTS**

The University understands that from time to time conflicts arise between roommates that cause life within the apartments to be stressful and unhealthy. During these times, the University recommends that the students in conflict try to communicate with each other regarding any conflicts as the first step toward finding resolution and reconciliation. Resident Assistants are available to help coach students regarding how to have such a conversation with a roommate or friend. If a conflict cannot be resolved interpersonally, students are encouraged, as the next step, to use their Resident Assistant to mediate such conflicts in the interest of coming to a workable solution. In times where one roommate comes forward to a Residence Life staff member concerned about a conflict, or a disciplinary situation, he/she will be given several possible options: to go back to the student(s) in question and confront the behavior, to have a Residence Life representative mediate the dispute or situation, have a Residence Life staff member confront the situation, or to do nothing which immediately gives the student coming forward some time to think and pray about the situation. In these instances, a Residence Life staff member will ask the student coming forward to sign a document acknowledging the path that the student wishes to go in solving the situation.

If a student desires mediation assistance from a Residence Life staff person, the following process will be followed to assist students in reconciliation and finding reasonable arrangements in roommate conflicts.

Our roommate resolution process is a three step progression of mediation. The majority of resolutions should be reconciled at the Resident Assistant or Counseling levels;

*Step 1: Resident Assistant/Assistant Resident Director Intervention:*

The ARD/RA level should be the first chance to engage a potential roommate conflict. RAs are expected to be actively involved in their residents' lives. This involvement should create a proactive recognition of growing resident conflict. RAs will be trained to assess the level of mediation necessary in a given situation. The use of the Roommate Contract will be a guideline to facilitate an initial meeting with residents. It is important for RAs to honor the process and make appropriate referrals

*Step 2: Counseling Staff Mediation:*

The next level of mediation will incorporate our Counseling team from the University Counseling Center. These trained counselors will provide an objective, solution focused facilitation. Counselors possess training in mediation and conflict resolution techniques. Counselors will focus on resolutions/solutions and not as much on personality type interventions. All counseling interventions will be scheduled.

*Step 3: Resident Director Discussion:*

If after the Counseling step, roommate conflict persists, the respective RD will review the mediation process to this point and assess whether any additional mediation is necessary. After gathering all necessary information, the RD will make recommendations for other types of intervention. These types may include individual counseling, roommate change, or other pertinent interventions. The ultimate goal is to reconcile and restore.

### **Mediation Guidelines**

The following are helpful guidelines for the mediation/conflict resolution process described above. For more tips on talking to a friend or roommate about a conflict, please feel free to discuss your specific situation with any Residence Life staff member.

- Mediations should not take more than 1 hour.
- Any mediations facilitated by counselors or RDs should be done in an office/professional setting.
- Mediations are solution-focused, meaning that all parties must be interested in finding tangible ways to reverse interactions between residents. This should not be focused on personality issues. Only relevant history that will help result in a resolution should be given merit.
- The role of a mediator is not to solve the issue, or mandate; rather, the goal is to facilitate purposeful dialogue and educate residents on patterns of behavior, communication, and how to resolve issues of difference. Mediators should never suggest someone is right or wrong; instead they may point out inconsistencies and help facilitate win-win solutions.
- Mediators should educate residents how to respectfully listen and communicate. This is done through setting boundaries.
- Mediators will be sensitive to understanding where students are developmentally and what each person can do to encourage each in their process of growth.



## VISITATION

These suggestions and policies are based on the need for respect and consideration among the roommates, and to assist couples in maintaining the purity of their relationships. Apartment visitation by the opposite sex is to be conducted with discretion. It is suggested that other individuals be present in the apartment while a guest of the opposite sex is visiting. Students who are having difficulty with roommates who are taking advantage of the visitation policy should consult their roommates first and then bring the situation to the attention of the Resident Assistant in the community.

- In all freshman areas and for all freshman students, guests of the opposite sex are allowed from 10:00 a.m. – 10:00 p.m. Sunday – Wednesday and 10:00 a.m. – 12:00 a.m. Thursday through Saturday. (Opposite sex are required to be out of the apartments in all freshmen living areas from 10:00 p.m. to 10:00 a.m., Sunday through Wednesday, and from 12:00 a.m. to 10:00 a.m., Thursday through Saturday.)
- In all upper-class areas and for all sophomore, junior, and senior students, guests of the opposite sex are allowed in the apartments from 10:00 a.m. to 2:00 a.m. seven days a week (guests of the opposite sex are required to be out of the apartment from 2:00 a.m. to 10:00 a.m.)
- All students are never allowed in the bedrooms (including the doorway) of apartments of the opposite sex in all CCU on-campus housing.
- Freshman visitation hours apply to freshmen in all University operated housing. Thus, freshman students may not be in an upper-class apartment after freshman visitation hours if a member of the opposite sex is present or if it is an apartment of the opposite sex.
- Upperclassmen who live in, or are visiting freshmen living areas must follow freshman visitation policies while in those areas. Those upper-class students who visit upper-class living areas may follow upper-class visitation policies when in those areas.

See also the Cohabitation Policy and the Guest Policy. Note: Students who violate the bedroom visitation policy will automatically receive two steps in the disciplinary process within the sanctioning guidelines.

Opposite sex visitation is never allowed in the bedrooms.



# GENERAL UNIVERSITY POLICIES AND PROCEDURES

## CLASS ABSENCES

Attendance in each class is the expectation. Students are required to abide by the attendance policies stated in each course syllabus. The syllabus should include the process for completing various kinds of missed assignments.

The Colorado Christian University Health Services provides documentation that a student has been seen in the clinic. This documentation is not excusing the student from anything– it is just documentation of a visit to the clinic. There might be an addendum to the “visit” slip in which the clinic staff recommends an excused absence for a specified reason. The following are some of the reasons that the clinic staff would recommend a student not attend class or could not attend class. These include but are not limited to:

- Student is considered contagious.
- Student was sent to ER during class time and/or student is currently hospitalized.
- Student has a fever and should be resting until that fever resolves.
- Student is so sick, e.g., vomiting, that he/she would not be able to function in class.
- Student is on a medication that limits his/her ability to drive or attend class, e.g., narcotics.
- Student has a concussion and requires cognitive rest for a short and specified period of time (see Policies for verified medical/mental health absences below).
- Student has a chronic issue flare that requires them to rest and not attend class for a short and specified period of time, e.g., migraine, seizure.

Students should plan to visit the health clinic or other medical appointments outside of class time if at all possible. If it is unavoidable, the health care provider should note this on the documentation.

There are two categories of absences that the University considers “excused” – required CCU curricular (or co-curricular) activities and verified medical/mental health absences.

### 1. Policies for required CCU curricular (or co-curricular) activities:

An absence is excused if the absence is a result of a formal, required curricular activity (e.g. field trip for another course) or a co-curricular assignment that the student must attend (e.g. athletic, academic competition or music performance). Notifications of impending absences will come from the professor, coach, or CCU faculty or staff. Only those on a team who are travelling receive the excused absence. Athletic practices and/or music practices are not excused. In special circumstances, such as playoff situations, the faculty will be given notification as soon as possible of the impending absences of those students travelling as a team. However because of the nature of these type of activities (play off games), the notification may be “last minute”.

### 2. Policies for verified medical/mental health absences:

An absence is excused if the absence is a result of a serious illness or significant mental health issue. An absence as a result of serious illness or death of an immediate family member (parent, sibling, or grandparent) may also be excused.

There are two categories of medical/mental health absences: short term (2 consecutive classes) and long term (3 consecutive classes or more).

#### a. Short term medical/mental health absences.

- i. Medical absences – The student must provide the professor a written statement from the CCU nurse, athletic trainer (if the student is an athlete and has suffered an injury resulting from his/her sport), physician’s assistant, or physician regarding the medical requirement for the absences.
- ii. Mental health absences – The student must provide the professor a written statement from a licensed counselor, licensed psychologist, or licensed psychiatrist regarding the necessity for the absences.
  1. In certain cases, the Director of the CCU Counseling Center will send notification to the student’s academic dean as to the necessity for the absences. The dean is then responsible to inform pertinent faculty.
- iii. The course syllabus identifies how missed assignments may be completed.

- b. Long-term medical/mental health absences.
  - i. Medical absences – The student must provide the professor a written statement from an appropriate physician as specified in CCU’s Return to Learn Protocol for Injury or Illness, e.g., concussion, flu. The statement should specify the period of time for recovery and any applicable restrictions.
  - ii. Mental health absences – The student must provide the professor a written statement from a licensed counselor, licensed psychologist, or licensed psychiatrist regarding the necessity for the absences. The statement should specify the period of time for recovery and any applicable restrictions or limitations.
    - 1. In certain cases, the Director of the CCU Counseling Center will send notification to the student’s academic dean as to the necessity for the absences. The dean is then responsible to inform pertinent faculty.
  - iii. Based on the statement, the professor will determine whether completion of missed assignments is feasible. If so, a schedule will be established for the student to complete the assignments. The professor will also refer the student to the LDC for advice on CCU’s Medical withdrawal policy and temporary and long-term disabilities accommodations.
  - iv. Any assignments not completed as re-scheduled will be graded as 0.

## **ADDRESS CHANGES**

Students are required to update or confirm their current address prior to registration each term. This is done through the “Update Personal and Emergency Information” under the resources tab at [my.ccu.edu](http://my.ccu.edu). The University uses email as the primary means for updating students regarding important information that requires action. Students are responsible to check their e-mail regularly for daily e-news as well as other email correspondence from CCU departments. If a student receives bills, government documents, prescriptions or magazines at the CCU mailing address it is the student’s responsibility to notify these entities of any address change. It is recommended that students send out address change notifications in April to prepare for summer break.

## **ADDING AND DROPPING COURSES**

Students may add or drop courses online (using Student Planning or WebAdvisor) during add/drop periods or by consulting their Life Directions Center advisor and completing a form available from the Service Central website. Deadlines for adding and dropping courses for traditional undergraduate students are listed in the calendar section of this handbook. Students are responsible for confirming course schedule changes made at the time of submission. Refunds are made on the basis of the schedule in the Financial Information section of the CCU Academic Catalog ([www.ccu.edu/catalog](http://www.ccu.edu/catalog)). When students drop just one or two courses, refunds will only apply when remaining credits are below the block tuition rates (12-18 hours) or a student drops a class in the overload category.

In the College of Undergraduate Studies, a grade of “W” (withdraw) is assigned to courses dropped after the Wednesday of the second week of the fall and spring terms and before the eleventh week of the semester. After the start of the eleventh week, a grade of F (failing) is assigned. All course changes must be made with the Life Directions Center advisor’s approval. Unless a course is officially dropped, charges will continue since the student remains enrolled. Students who withdraw from a course after the Add/Drop deadline (and before the Withdrawal Deadline) will receive a grade of W (Withdrawn) and charges will remain on the student’s account. Students who unofficially withdraw from a course after the Add/Drop deadline (and before the Withdrawal deadline) will receive a grade of WF (Unauthorized Withdrawal) and charges will remain on the student’s account.

Students who are not registered for a course will not be permitted to attend classes or participate in academic coursework.

## **AFTER-HOURS CARE**

Students should call 911 in an emergency, and then contact the Security Office at 303-963-3222. RAs and RDs may call the nurse, but should only do so in non-emergency situations. Athletes must receive clearance from the coach or athletic trainer if the emergency is related to athletics. Note: Hospitalization, dental care and personal visits to or by a physician are the financial responsibility of the student and his or her parents or guardian. Students experiencing severe mental health issues may contact the Colorado Crisis Services center 24/7/365 at 1-844-493-TALK (8255) for immediate professional help.



## CANCELLATION OF COURSES

The University may cancel courses that do not meet minimum enrollment requirements (typically, this number is six students or less). In the event of a cancellation, students may be allowed to take alternate courses or directed studies in order to maintain normal progress toward graduation. Financial penalties will not be assessed for cancelled courses. The University also reserves the right to cancel courses for students involved in university discipline, students who have ceased going to classes, or for other reasons deemed necessary by the Vice President of Student Development.

## CATALOG AS A GUIDE

The catalog provides students with the best information available concerning the University and its programs at the time of publication. While every effort is made to provide accurate and up to date information, the University reserves the right to change without notice statements in the catalog regarding policies, academic offerings, standards of conduct, and charges for tuition, fees, and room and board. Since the University continually modifies and improves the curriculum to meet the needs of students, the catalog serves not only as a guide, but as an agreement between the student and Colorado Christian University. A student who enrolls in the University will be allowed to graduate under the academic requirements in the academic catalog published at the time of his or her initial enrollment or selection of a major, as long as the student has maintained continuous enrollment. A student who has not been enrolled for 366 days must apply for readmission and complete a degree program under the regulations published in the catalog that is in effect at the time of re-enrollment.

## CHAPEL ATTENDANCE

### Chapel Purpose Statement

The primary purpose or mission of Chapel is to inspire and motivate CCU students in their Christian faith and life toward greater spiritual maturity, and to provide a corporate time of worship and spiritual community (or "body life"). We view chapel as a critical component of the CCU spiritual formation, corporate worship and spiritual community experience. Chapels are carefully and intentionally planned to "inspire the heart" more than "inform the head." Student-led worship teams, chapel speakers, and other approved chapel events seek to provide opportunities to "worship God in spirit and truth" by:

- Encouraging and promoting an intimate, personal relationship with God through worship;
- Providing inspiring and challenging, biblically-based teaching intended to transform personal living;
- Complementing the work of the local church and the classroom through creative, effective communication on topics relevant to University students; and
- Providing a corporate and spiritual experience to promote CCU unity in Christ.

Attendance at chapel is an important part of the CCU community; therefore satisfactory attendance is required to graduate.

- 180 chapel credits required to graduate:* All CUS students who attend and plan to graduate in a traditional 4-year degree program must acquire 180 chapel credits to officially graduate and receive their diploma. Students who attend and graduate from CCU in less than four years, due to transferring or accelerated programs are required to obtain an average of 45 chapel credits per year, or 23 per semester, to complete their chapel graduation requirement. It is up to each student to plan out when and how he/she will accumulate enough chapel credits to graduate. Students who are involved in jobs (including EMS related jobs), work, internships or other conflicts are expected to figure out how to fulfill their 180 chapel credits in their schedule. Students are strongly encouraged to plan to fulfill these 180 chapel credits by personally attending approved chapels **BEFORE** they reach their last semester. If there is a problem completing this requirement, please check with the CM Dept. as soon as the problem occurs to work out a satisfactory strategy to fulfill this requirement before graduation. Each student is responsible to monitor and track their own chapel attendance, and to complete this requirement in a timely manner. Once students complete their requirement, chapel participation is strongly encouraged but optional.
- Chapel every Tuesday and Thursday:* Since the normal on-campus Chapel time is every Tuesday and Thursday from 10:50-11:40am in the Event Center (unless announced otherwise), students should plan their class and work schedules to best accommodate these times to complete chapel credits.

3. *Extra-credit chapel opportunities:* Other spiritual formation activities are approved (by the Campus Ministries Department) and are planned as additional chances for students to fulfill their chapel credits. Many of these are offered in the evenings or times not during the normal school hours so can help accommodate a student who has trouble fulfilling of all their chapel requirements on Tuesday and Thursday timeframe.
4. *Procedure for chapel attendance:* In order to receive credit for attended chapels, students must do the following:
  - Have and use only their student ID (No exceptions)
  - Scan their ID prior to 11:00am (or sign-in personally to “extra-credit” chapels)
  - Remain for the entire program (until 11:40am- students leaving early are asked to scan out)

### **On-line Chapel Program**

The CCU Chapel requirement can best be fulfilled through personal involvement – that is our intention and desire. But we recognize that there may be unusual circumstances or situations which necessitate an alternative method of fulfilling the chapel responsibilities. Because the chapel requirement can be accomplished in a three-year period, and extra-credit chapel opportunities abound, the on-line chapel program is offered for only the following students:

1. Students who have completed their academic courses but have not finished their chapel credits.
2. Students who are enrolled in the study abroad program and who desire to stay connected to the CCU community and maintain their chapel responsibilities while living away from the CCU campus.
3. Students in the education majors doing their student teaching off-campus and are physically not able to attend chapel on Tuesday and Thursday.
4. Students who have very unique medical, personal, family or other situations which prevent them from attending the Tuesday and Thursday chapels.

### **On-Line Chapel Requirements:**

In order to earn chapel credits through the on-line program, the following guidelines are used:

- Application for on-line chapel must be made each semester prior to the add/drop deadline and the course work completed by the first day of finals week. There is a \$20 registration fee.
- Once students are registered, they will be given access to the on-line chapel “course” whereby they can listen to each live-streamed chapel (at their own convenience), complete and pass a quiz which verifies their adequate listening and engagement with the chapel program.
- Not all Tuesday/Thursday chapels will qualify for on-line chapel credit (i.e. worship, awards, etc...).
- In addition, students doing on-line chapel may attend (and receive chapel credit) for any extra-credit chapels concurrently.

Questions may be directed to chapel@ccu.edu or calling the Campus Ministries Department.

## **COMMUNICABLE DISEASE**

Communicable diseases vary in susceptibility of transmission to others and severity of potential health risks to the individual. Examples of such infections may include, but are not limited to, chicken pox, measles, mononucleosis, or even more serious conditions such as tuberculosis, leprosy, and acquired immune deficiency syndrome. Such communicable diseases generate differing levels of concern among various populations. Colorado Christian University strives to establish clear, consistent and non-discriminatory policies and procedures to deal with communicable diseases while concurrently acknowledging the privacy of the individuals. These policy and procedure statements are formulated on the basis of current medical and legal opinions regarding communicable diseases with the goals of providing health awareness opportunities and extending proper treatment to all CCU employees, faculty and students within the bounds of legal, moral, and ethical responsibilities. A full description of the policy statement regulating communicable diseases is available at Health Services or the Student Life office.

## **CONSENT FOR MINORS**

If a student will NOT be 18 years of age when he/she arrives on campus, a “Consent to Treat Minors” form must be completed, signed by the student’s parent or legal guardian and submitted to the Health Services office.

## **COPYRIGHT INFRINGEMENT**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

In accordance with the Higher Education Opportunity Act (HEOA), Colorado Christian University hereby notifies you that the illegal distribution of copyrighted materials may subject you to criminal and civil penalties. Specifically, you may not stream or download any copyright-protected materials.

As required by the "Digital Millennium Copyright Act" (DMCA), the University will respond promptly to complaints submitted by DMCA copyright holders. This response may include a preliminary investigation by IST and possible disciplinary referral to the applicable CCU department.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

## **DEMONSTRATIONS**

CCU recognizes the rights of current students to dissent as long as it does not limit the freedom of others, damage University property, or delay the opportunity of the student body, faculty, or staff to proceed regularly with their work, schooling, or scheduled activities. Rallies, demonstrations, petitions, or other such student events requiring building space or public areas, must obtain clearance in advance from the Director of Student Activities. The regular event registration process obtained in that office must also be followed. All groups must obtain a permit that is visible at all times during demonstration or event. The Vice President of Student Life, or his designee, may make an exception to that process for situations where time is a factor for the event and such clearance must be obtained at least 48 hours prior to the event. The University reserves the right to make reasonable restrictions of location, time, or format for such events, using the following guidelines in order to:

- Alleviate potential problems with safety or potential disruption of University activities
- Facilitate a free exchange of ideas consistent with the academic environment and the University's mission
- Comply with federal, state, university, or local laws or ordinances

CCU reserves the right to review, cancel, alter or restrict events, demonstrations, speakers or groups whose nature or presentation is contrary to or inconsistent with the University's mission or Christ-centered character. Such determinations shall be in the sole discretion of the University President or his designees.

Off campus groups, individuals, churches, ministries, former students, or individuals not connected to the University as a current employee or student will not be permitted to use University owned or operated property for demonstrations and may not, at the University's discretion, participate in them. See Programming Policy.

## **EMERGENCY CONTACT REGISTRATION AND MISSING PERSON PROTOCOL**

The University requests of all students each year that they provide, on a voluntary basis, emergency contact information. This information will also be used in the following manner in the event that a student is reported missing while at the institution.

If a Colorado Christian University student living in University-operated housing is suspected to be missing from campus, immediately report it to a residence life staff member (i.e. Resident Director, resident assistant) or the Campus Security at 303-963-3222. If the student resides off-campus, contact Security at 303-963-3222 or the Dean of Students for assistance at 303-963-3369.

All reports of missing students made to the residence hall staff and/or Campus Security and the Dean of Students will be investigated. If the investigation determines that the student has been missing over 24 hours then within the next 24 hours the University will:

- Notify the individual identified as the emergency contact person;
- If under 18 years of age, the University will notify a parent or guardian; and;
- If over 18 years of age and have not provided an emergency contact, the University will notify the appropriate law enforcement agency.

## FUNDRAISING

Colorado Christian University recognizes the need for student clubs, organizations, ministries, and mission trips to build their monetary funds. The building of funds may occur through individual or group entrepreneurial skills. The CCU Fundraising Policy exists to assist groups by organizing campus fundraising efforts. The fundraising process ensures that there is no duplication of similar events by different groups or over-solicitation of vendors and donors. It also coordinates all campus fundraising with the Office of Development to make sure that groups do not impede their fundraising efforts. The fundraising approval process helps to guarantee that fundraising groups will follow proper procedure and enable those who donate to receive receipts quickly and properly.

Before approaching any company, organization or individual, a student group or individual must complete the fundraising registration form and receive approval of their fundraising plans. All club, organization, and ministry fundraising plans must be submitted to Student Activities. All CCU mission trip fundraising plans must be submitted to the Director of Student Missions in the Campus Ministries Office.

Fundraising is considered as any activity where funds are exchanged for a service, donation, resource or material goods even if there is no profit earned from the effort. This policy does not pertain to an individual wishing to sell a personal item (for example: Joe Rider selling his snowboarding equipment). *Special Note: All mission trips commissioned by CCU must consult the Missions Office before proceeding with any fundraising.*

### Fundraising Steps

- 1) All groups or individuals wishing to sell items or solicit donations by any means must complete a fundraising registration form found in Student Activities before specific arrangements are made or any companies or individuals are approached. This includes restaurants hosting fundraising nights (example: Chick-Fil-A, Panda Express, Coldstone). (Forms should be submitted at least 10 days before the group wants to begin advertising or soliciting, but a month is preferable to allow optimum planning time for the student group). If the fundraising activity is an actual event, such as a dance or theme dinner a student sponsored event form must also be completed.
- 2) The Director of Student Activities must approve all items being sold. This includes t-shirt designs, food items or any product that may be sold. In the case of a stairwell t-shirt, the design must be approved by the Resident Director of that hall. Raffles where a participant must purchase a ticket or something similar by students or student groups are prohibited.
- 3) Upon approval of a completed fundraising registration form, the Director of Student Activities will provide feedback to the student group within 72 business hours. Because the director must consult another office, he or she may only be able to offer an update on the process and will give an answer as soon as it becomes available. Also, if another student group is doing a similar project, the director may consult that group before denying or approving the fundraising event.
- 4) Scheduled fundraising projects must be administered in accordance with University policies governing advertising and solicitation.
- 5) Under no circumstances may door-to-door solicitation by non-CCU community members occur. Residents encountering a solicitor are asked to report the incident to the RA or Resident Director or to call Security. This is to protect students and their property and to ensure that University property is not used for personal or monetary gain. Community members of CCU may seek permission for door-to-door solicitation from Residence Life once the proper procedures of this policy are completed.
- 6) Advertising and publicity methods must be approved by the Director of Student Activities. This includes chapel handouts, sidewalk chalk, or any other advertising method. Any advertising and publicity materials **MUST** include:
  - The name of the sponsoring organization.
  - The product or service being sold.
  - The purpose for which the profit will be used.
  - The location of the proposed activity.

*Note: Any flyer to be posted on- or off-campus must be approved by Student Life or Student Activities before being posted.*

- 7) All solicitation of alumni or vendors must be approved through the Director of Student Activities. This will help the University community continue good relationships with vendors and alumni who contribute regularly. The Director of Student Activities will communicate with the Development Office once he or she receives the completed fundraising registration form.

- 8) If a vendor has contacted your organization offering to support your event (an unsolicited donation), your organization may accept the contribution with the help of Development.
- 9) All fundraising letters should be approved by the group's advisor before they are sent to potential donors. (A packet of materials is available through Student Activities to assist you with details for appeal letters and response cards.)
- 10) Due to IRS regulations, the University CANNOT issue a tax-deductible receipt for gifts that benefit a specific individual. Fundraising appeals must request donations for the group project. (CCU realizes that some groups may challenge each student to raise enough money to cover his or her portion of the group's expenses. Please see the sample fundraising letter for assistance.) Please note: If a student is unable to participate in the team's ministry, a gift from a donor will belong to the team and is non-refundable. Please state this in the fundraising letter and on the response; the University states this on the thank-you letters that are issued with receipts. (If the trip is cancelled, all gifts will be refunded.)
- 11) Once a group receives a donation, speak with the Director of Student Activities to determine how and where money should be deposited.
- 12) Student mission groups must seek approval for a fundraising event by the Director of Student Missions (Campus Ministries).

## STUDENT ACADEMIC APPEALS

The process for students to appeal grades is as follows:

1. The student will request in writing that the faculty member reconsider the grade that was given;
2. The student may appeal in writing to the dean of the appropriate school before the end of the semester following the one in which the grade was assigned;
3. Within 10 days of the dean's decision, the student may submit a written appeal of the dean's decision to the Vice President of Academic Affairs.

Students may appeal other academic decisions, as follows:

1. The student will submit a written appeal to the dean of the appropriate school before the end of the semester following the one in which the decision was made
2. Within 10 days of the dean's decision, the student may submit a written appeal of the dean's decision to the Vice President of Academic Affairs.

## STUDENT COMPLAINT PROCESS

An online process is available for students to register a complaint with the university. At [my.ccu.edu](http://my.ccu.edu), under *Resources*, there is a *Student Complaint Form* where students can indicate the nature of their complaint, explain their complaint in detail, and provide the basis of their complaint by explaining what standard was violated. Once the form is submitted, it automatically goes to a designated department contact, based on the indicated nature of the complaint. The contact person is responsible for responding to the student, directing the resolution process, and recording the final resolution of the complaint.



## STUDENT IMMUNIZATION AND HEALTH INSURANCE REQUIREMENTS

All CCU College of Undergraduate students who are enrolled in six or more credits (whether living on or off campus) are required to submit immunization and insurance information. The State of Colorado requires all college students to have a certified record of two (2) doses of Measles, Mumps and Rubella (MMR) vaccine. The MMR record must be signed by a physician, nurse, county health department official or school health authority. The following is taken from the Colorado Immunization law:

- Measles, mumps and rubella (MMR) vaccine is not required for college students born before January 1st, 1957.
- If the student received a second measles dose prior to July 1st, 1992, the second rubella and mumps dose is not required.
- The first MMR must have been given on or after the first birthday. The second dose of measles, mumps and rubella vaccine or of the measles vaccine must have been administered at least 28 calendar days after the first dose.
- In lieu of immunization, written evidence of laboratory tests showing immunity to measles, mumps, and rubella is acceptable.

A "Statement of Exemption" to the immunization law may be signed. A "Medical Exemption" must be signed and dated by a licensed physician. A "Religious Exemption" and a "Personal Exemption" are also available. The Religious Exemption and Personal Exemption must be signed and dated by a parent, guardian or emancipated student 18 years or older. In the event of an outbreak of the measles, mumps or rubella, exempted students will be subject to exclusion from school until the outbreak is over.

The meningitis vaccine series is recommended by the CDC, the Colorado State Health Department, the American Academy of Pediatrics, and the American College Health Association. The CDC states the following: "First-year college students up through age 21 years who are living in residence halls should be vaccinated if they have not received a dose on or after their 16th birthday." The vaccine is not mandatory for college students in the State of Colorado, however, the state does require that information about meningococcal disease and the meningococcal vaccine be provided to each incoming student (or if the student is under 18 years, to the student's parent or guardian).

The student must submit one of the following to Health Services: 1) official immunization record showing that the student has received the meningococcal vaccine within 5 years of their enrollment date, 2) completion of the request form to receive the meningococcal vaccine at CCU Health Services upon arrival or 3) completion of the meningitis waiver, verifying that the student has read the information about the meningococcal disease and the meningococcal vaccination and has chosen not to receive the vaccine. The meningococcal vaccine is available at Health Services for a fee. The cost varies each year and is payable by cash, check, or charge to the student's account. Although other immunizations are not required by Colorado law, it is recommended that students submit their entire immunization record to Health Services whenever possible. Tetanus and seasonal flu shots are also available for a fee through Health Services.

MMR information and meningitis information must be turned into the Health Services office by the drop/add date of the first semester of classes for the student. If the immunization requirement has not been met or the meningitis information has not been completed by that date, an academic hold will be placed on the record of that student. This "hold" will prevent the student from registering for classes, adding or dropping classes, or receiving copies of their transcript.

As a condition of enrollment, all CUS students carrying six credits or more (living on or off campus) must have health insurance coverage.

All students must submit the Student Personal Insurance Coverage Form upon entering CCU. This form must be submitted by the drop/add date of the student's first semester in attendance. A new form must be completed with any name change or change in health care insurance. If a student leaves the University for any period of time, a form is required upon his/her return. A student who is found not having health insurance may face one or more of the following:

- registration hold for the next semester;
- disciplinary charges for not complying to university policy; or
- dismissal from his/her current courses.

## IDENTIFICATION CARDS

All CUS students are required to obtain a CCU ID card. This card is required for library services, the food service program, chapel attendance tracking, class attendance, keys to some Residence Hall apartments, and as requested by University authorities. The identification cards are issued by the Security Office. These cards are not transferable. Students are allowed one Student ID per year. A \$15.00 fee will be charged to a student's account for replacing an ID card.

## LEADERSHIP POSITIONS

Serving as a student leader at Colorado Christian University is a privilege that carries high expectations. Developing leadership is one of the primary purposes of the University, and in few areas of college life do such genuine opportunities for leadership development exist than in the area of Student Life. Student leaders are expected to live above reproach and not only meet the CCU standards, but live above them and be a model of them. All student leaders, hired, appointed, elected or selected are required to possess a 2.5 cumulative grade point average (GPA) at the beginning of the leadership term and must maintain a 2.5 cumulative average each semester of the term. If a student receives below a 2.5 for the semester, but maintains a 2.5 cumulative, the supervisor will be notified in order to identify a plan of action to avoid the cumulative grade slipping below a 2.5. If a student leader is on step 2 or higher in the disciplinary process, the advisor will be made aware of this and it is up to the advisor if the student leader may continue his or her position. Any student leader who is on step 3 or higher at the time he/she will serve in that position will be ineligible for selection. Each student leader will be required to sign a list of expectations. Student leaders who receive 3 steps or higher while in a leadership position will be removed from that position. Application of this policy may be appealed through the Vice President of Student Life or his designee. If a student in leadership position enters a non-discipline agreement, the advisor/supervisor must be notified so that he/she can be a part of the process.

Students in positions classified as "service positions" must maintain a 2.0 cumulative GPA to retain position and scholarship stipend. The Director of Student Activities maintains the list of service positions.

## LOST AND FOUND

The center for all lost and found items is Campus Security, located in Waite 119. Lost and found items are at times turned into the Mail Services Center, Student Life, or Residence Life. In turn, these offices hand over any lost items to Security within 24 hours. All unclaimed lost items are donated to charity the week after graduation.

## MINISTRY HOUR REQUIREMENTS

A distinctive example of CCU's commitment to preparing graduates for Christian leadership and service is the ministry hour requirement. In order to graduate from the CUS program, every student must complete a ministry hours requirement. Total hours required are based on the number of semesters a student attends CCU (22.5 hours/semester). For a traditional four year student, that will be 180 hours of service. Students pursuing an Associate's degree must also complete 22.5 ministry hours for each semester they attend CCU. Because of the structure of the ministry hours and ease of accomplishing these hours in the years that students are enrolled at CCU, waivers for these hours or the ministry requirement will not be granted. The Weekend of Welcome is the first opportunity for new students to obtain ministry hours.

The purpose of the ministry hour requirement is to encourage students to develop a lifestyle of service to others and have the opportunity to explore different areas of service and vocational calling. The heart of the ministry hours requirement is to encourage students to branch out of their comfort zone and explore ways to serve people outside of their immediate circle. For this reason, a maximum of 25% of a student's ministry hours can be service to those within the CCU community (On Campus Hours). Ministry hours may be completed at church, para-church, or non-church-related organizations and businesses.

*Students cannot accept payment* for hours they wish to submit for ministry hours credit. **Credit is given for hours of actual service, not for hours spent in preparation for service.** For example, hours spent leading a group Bible Study count, not time spent preparing or traveling to and from the study. Please see the University Catalog for more details on Ministry Hours parameters. Hours that are completed during a summer in between semesters that a student is enrolled can also be submitted. The Ministry Hours Coordinator reserves the right to determine whether hours meet Ministry Hours qualifications.

**All ministry hours must be submitted within one year of completion to count towards the graduation requirement.** It is the responsibility of the student submit their hours to the LDC. Please see the LDC website on my.ccu.edu for instructions on how to submit ministry hours or talk to your LDC advisor. Even when students are told by University staff that they will get hours for service, they must personally submit their hours to the LDC. Because ministry hours are a graduation requirement, all CUS students, including part-time students, are required to fulfill it. Part-time students must discuss their specific requirements with the Ministry Hour Coordinator in the LDC.

Students who wish to obtain ministry hours for an internship should see the Ministry Hour Coordinator in the LDC. Depending on how many credits they receive and whether or not they are paid, they may be eligible to receive ministry hours for the internship experience. Students can submit up to 25% of their ministry hour requirement for unpaid for-academic credit internships/courses. In addition, when students participate in Study Abroad or Off Campus Program, they should also see the Ministry Hour Coordinator in the LDC for their specific requirements for that semester. It is strongly advised to schedule that meeting prior to studying off campus.

Students who would like ideas or help selecting a service opportunity are encouraged to contact their LDC advisor in order to discuss what options might be best for them. Students lacking their completed ministry hours do not graduate from CCU until all hours are fulfilled, submitted and approved by the LDC Ministry Hour Coordinator. (Students may be allowed to participate in Commencement, but degrees are not conferred, and diplomas are not delivered, until the Ministry Hours requirement and Chapel requirement are completed and approved.)

The LDC has further information about ministry hours with greater definition and examples of acceptable ministry hours as well as specific service hour opportunities.

The Life Directions Center website maintains an up to date listing of specific requirements. The University Catalog also has more specific details and examples of on campus and off campus ministry hours options.

## **FERPA**

The Family Education Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of education records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA office concerning alleged violations by the University or failure to comply with the act. The University is committed to following the FERPA, and The University's institutional policy concerning privacy rights of students explains in detail the procedures to be used by the University for compliance with the provisions of the act. CCU reserves the right to forward education records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment. Copies of the University's institutional policy and a list of all records maintained on students by the University are available from the Service Central office.

## **NOTICE OF DIRECTORY INFORMATION**

The University designates the following categories of student information as public or directory information. The University, at its discretion, may disclose such information for any purpose:

1. Name, addresses, telephone numbers, email addresses, dates of attendance, and class level
2. The most recent institution attended, major field(s) of study, degrees and awards received
3. Participation in officially recognized activities and sports, and the height and weight of members of athletic teams

Currently enrolled students may withhold disclosure of any category of information under the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. To withhold disclosure, students must provide written notification to the Service Central Office. Forms requesting withholding of student information are available from Service Central. The University assumes that failure on the part of any student to specifically request the withholding of categories of directory information indicates approval for disclosure.

## **OFF-CAMPUS HOUSING**

Students eligible to live off-campus and who are seeking nearby housing may check listings on the bulletin board in the Student Union. Students searching for off-campus roommates may also check there.

## **PARKING**

See Vehicle Operation Policy under the Administrative Offices section of this handbook.



## **POSTING: POSTED OR HAND DISTRIBUTION OF FLYERS OR OTHER MATERIALS ON CAMPUS**

All flyers, posters or other material must be approved by Student Life or Student Activities before being posted or distributed anywhere on-campus. All materials (i.e., flyers, announcements, posters, give-aways) posted or distributed must include the name of the group sponsoring the event as well as a contact phone number or e-mail address and be stamped with a University approval stamp.

The University reserves the right to coordinate any posting or distribution request including but not limited to: the time of distribution, the manner in which materials are distributed and the place where distribution can occur. Students wishing to distribute materials on campus must have the specific location, time and manner approved by Student Life or Student Activities. Distribution of material is not allowed inside chapel except for the CCU Chronicle or materials approved by the Director of Student Activities. At no time will any distribution of such materials to individual residence halls be allowed. A list of approved sites for distribution of materials is available in the Student Life Office and be stamped with a University approved stamp.

The University reserves the right to remove or refuse to post or allow distribution of advertisements or announcements it deems offensive for public display purposes. The University also reserves the right to refuse advertisements of private off-campus parties, those advertisements that counteract the mission and nature of the University, or present non-University events in conflict with or competition with University events or the mission of the University.

In order for us to have a campus that represents the Lord well and due to the damage that is inadvertently caused by posting signs around campus, we ask that all signs that have been approved be posted in the following locations:

- Bulletin boards
- Inserted in the clear Plexiglas sign holders around campus
- Other approved locations (list available in Student Life and Student Activities)

Thank you for not posting signs in/on the following locations:

- University glass surfaces
- University doors
- University building walls (interior or exterior)
- University signs or light posts
- Vending Machines
- Bathroom stalls

Signs found in any of these locations will be removed.

No duct tape or packaging tape is to be used on any University property.

## **PROCEDURES FOR REVIEWING STUDENT MEDIA COMPLAINTS/MISCONDUCT**

The Student Standards and Accountability Board (SSAB) oversees student media to ensure and promote responsible and fair journalism practices, as well to mediate between students, faculty, and staff in the event of a dispute of fairness, misconduct, or practices not coinciding with the mission of the University.

The SSAB will review complaints and misconduct situations surfaced by members of the CCU community. The board will review allegations of misconduct by students or staff members of the University. These complaints will be considered in written form and should be submitted to the Vice President Student Development or his designee who will set up appropriate hearings and meetings to address the dispute. The board will then decide appropriate disciplinary action, which could include turning over the incident to be dealt with through the standards of conduct, removal of the student media staff person from office, written retractions or apologies, or other sanctions deemed necessary by the board. Appeals of board decisions will be made to the Vice President Student Development or his designee.

## **PROGRAMMING**

One of the distinctions of Christian higher education is a community that voluntarily submits to a higher standard of behavior because of their desire to follow the example of Christ and the teachings of the Bible and be a light of difference to the world around them. Having such a community requires establishing standards that reflect our CCU institutional mission and provide a framework for student behavior. For all groups planning events on campus, please consider the following verse in determining appropriate programming: “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. (Ephesians 4:29).

### **Performance Guidelines**

#### **Purpose**

One of the distinctions of Christian Higher Education is the pursuit of a community that follows the example of Christ and the teachings of the Bible. Having such a community requires establishing standards that reflect our CCU institutional mission and provide a framework for student behavior.

At every function of Colorado Christian University, the individuals involved must represent Christ. We are ambassadors of Christ and our actions must reflect this fact. Part of this is committing to consider our fellow brothers and sisters in Christ and avoid behavior that may offend, tempt or hurt others. It is in this spirit that the following guidelines are created.

*“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those listen.”* Ephesians 4:29

### **General Event Guidelines for CCU Programs and Activities**

1. Solo acts must be CCU students or alumni unless otherwise approved by the Director of Student Activities.
2. Group acts must consist of a majority of CCU students or alumni. There may be exceptions allowed at events but will need to be approved by the group’s advisor and groups agree to the Performance Guidelines.
3. Song lyrics, skits, or monologues must be approved by the group that coordinates the event as well as their advisor in advance of the performance. Performances containing the following references will not be allowed:
  - Sexual Themes, Comments, or Innuendos
  - Alcohol
  - Controlled Substances
  - Slang for Profanity
  - Ethnic or Offensive Jokes
  - Violence
  - Profanity
  - Demeaning remarks about men, women, faculty, students or staff (In the case of a “roast”, specific permission must be obtained from the person in question.)
  - Anti-Christian lyrics (any songs that specifically speak against Christianity)
4. All costumes worn cannot be of a revealing nature. This is at the discretion of the group planning the event and their advisor.
5. Any person(s) performing in an event must attend dress rehearsal (when scheduled) and perform the act in its entirety, wearing the costumes they will wear during the performance. If the student(s) miss the dress rehearsal, the committee or group can disqualify them from performing. The final performance during the event must be the same as the performance from dress rehearsal. Should a group’s performance during the event deviate from the dress rehearsal performance, students will be subject to disciplinary action.
6. Any videos to be played during an event must be reviewed by the group and the advisor at least five days before the event to allow time for editing, if necessary.
7. During concert or band performances, no crowd surfing, moshing, or stage diving is allowed.
8. Video game events should have an ESRB Rating of Everyone (or Everyone 10+) or less.
9. Movies shown on campus should follow the film policy found in the Student Handbook.
10. Speakers, debates, forums, etc. should follow the Speakers/Public Events/ Political Activities policies found in the Student Handbook.

If any of these guidelines are breached, the act will be stopped immediately and the group will be disqualified. The student(s) involved will be referred to the Dean of Students for possible disciplinary action.

## **Request for Events (On- and Off-Campus)**

All CCU student groups including clubs, organizations, ministries, programming committees and missions' teams must file an Event Registration Form when planning an on- or off-campus event. This process is supervised by Student Activities and has a requirement that the form must be submitted 10 days before the event. Students missing the 10-day lead-time may be required to postpone their event until planning can be done. This process is in place to also ensure that there is good planning and promotion for events on campus. No event will be authorized until the completion of the student sponsored event form. Any University sponsored event without an event form on file will be at risk of cancellation. Groups or individuals who would like to host an event on campus must be associated with a University department or a chartered student group and must follow the same guidelines as student groups. Off campus groups must go through the Conferences Office to obtain approval for hosting an event on the CCU campus. All events should have a permit posted.

## **Educational Programs Guidelines (On- and Off-Campus)**

Many entities involved with student life provide educational programming. Many of these programs may lead to discussions about controversial areas within the Christian life. These can be fruitful conversations and aid in the development of the Colorado Christian University community.

1. All programs sponsored by a student must receive approval through the proper channels.
  - Resident Assistants must seek approval through the Director of Residential Life or the appropriate Resident Director must approve the program. For events larger than two stairwells, Resident Assistants must also seek approval from the Director of Student Activities
  - Student clubs/organizations/ministries must seek approval through the Director of Student Activities after seeking approval through the appropriate faculty or staff advisor
  - Individual students wishing to sponsor an educational program must find a sponsoring club/organization/ministry, SGA entity or stairwell that is willing to co-sponsor the program
2. Any person(s) sponsoring a program that could be considered controversial (theology, the use of alcohol, sexuality, drugs, etc.) in a Christian setting must enlist the assistance of a staff or faculty member to process information learned and questions that arise.
3. All advertising must state that the program is for educational purposes and that a processing time will follow the event. The person(s) in charge of the program must announce any possible controversial issues before the event begins and allow the opportunity for people to leave.
4. Events that include an invitation to members of the general public must first receive approval from the Director of Security. The student group's advisor should be present during the entirety of the event.

## **Showing Films on Campus Outside of the Classroom**

Films can be a great opportunity for entertainment and education. It is important that the movies shown on-campus (or in an off-campus location sponsored by CCU) are not in conflict with the Colorado Christian University mission. The purpose of this policy is to provide specific guidelines for groups wishing to show movies outside of an academic setting and to the general population of students at Colorado Christian University.

1. Any person(s) showing a movie outside of a student's residence hall room and/or the classroom must be in compliance with federal regulations regarding a public showing. These can be found in the Student Activities Office.
2. A public showing license must be purchased. This can be done through any of the companies specializing in public showings. Student Activities can assist students wishing to program a movie on campus.
3. All movies should be viewed by the student leader and the staff/faculty advisor prior to showing on campus to determine if it is appropriate for the Christian nature of the University.
4. Any movie shown for pure entertainment should have no questionable material and should usually be rated PG or G. Questionable material means excessive violence, sexual content, or adult language. Sometimes a PG-13 edited version can be obtained and this is acceptable.

5. A movie that contains questionable material (PG-13 or R Rating) can only be used for educational purposes. All advertising must state that showing this movie is for educational purposes and that a processing time will follow the movie. The processing time should always include a staff or faculty member. The person(s) in charge of the program must also announce any possible controversial issues before the movie begins and allow the opportunity for people to leave.
6. The following disclaimer must be used when advertising movies for the CCU community. *Disclaimer: Although the movies advertised to the campus go through a careful selection process, we acknowledge that there are different beliefs on the viewing of such entertainment. Therefore, please make informed movie selections based upon your own personal convictions. Movies sponsored by (insert student group name here) do not necessarily reflect the views and beliefs of Colorado Christian University. Movies may occasionally include minimal language or insinuation contrary to the Lifestyle Covenant, especially at off-campus theaters where CCU has no editing privileges. CCU disclaims any endorsement of such behavior and encourages students to think critically when making decisions about movie viewing.*

### **Speakers on Campus, Public Events or Political Activities**

CCU is committed to its role as an academic institution and to the belief that a variety of ideas should be responsibly presented and critically examined. The existence of rational debate and controversy, the free exchange of divergent opinions, and the orderly expression of ideas are considered fundamental to the life of intellectual vitality and social awareness. The following guidelines exist to assist the CCU community in deciding appropriate uses of campus facilities including, but not limited to: films (further guidelines exist for films—see policy), lecture speakers, political solicitations, student outings, rental groups, or presentations. These guidelines do not apply to guest lecturers who are invited by faculty members as a part of an academic course. Other standards exist for University sponsored programming and events considered demonstrations.

1. Normally, 10 days' notice is required for the planning and scheduling of outside speakers, events, or rental groups, in order to prepare and evaluate any issues and allow for physical arrangements.
2. Any event/speaker or outside political group must be sponsored by a chartered student club, organization, ministry, academic department, or administrative office. Any individual student wishing to bring a speaker, group or outside entity onto the CCU campus must find an on-campus sponsor. If the event is sponsored by a student group, the event coordinator must complete an Event Registration Form with the Director of Student Activities. All student sponsored programs must conform to University program guidelines.
3. As a tax-exempt institution, CCU is obliged to comply with government regulations, which prohibit the support of particular candidates, political parties, or substantial activity carrying propaganda or otherwise attempting to influence legislation.
4. The scheduling and sponsorship of an event/activity or speaker on the CCU campus does not necessarily imply approval or endorsement either by the sponsoring group or the University.
5. If there is a reason to believe that the presentation of the event on campus may pose safety problems or become a disruption to the campus community, the Vice President Student Development or his designee may postpone the event or presentation for an appropriate period so that security arrangements may be developed or proper planning may take place.
6. In the interest of a free exchange of divergent opinions, CCU reserves the right to restrict groups or speakers to a classroom environment with the sponsorship of a faculty member or to otherwise require that the presentation take place within a debate or panel discussion format, so as to assure expression of a range of views.
7. CCU reserves the right to exclude events, speakers, or groups, whose nature or presentation is contrary to the mission of the University and the Christ-centered nature of the campus. This determination is at the sole discretion of the president or his designees.
8. Employment recruiters will be allowed on-campus for a fee, provided they are equal opportunity employers and space is available.

### **PHOTO AND TESTIMONIAL RELEASE**

Students should understand that photographers will be present at many university functions or at daily activities of the campus (classes, dining commons, chapel, etc.) Photos or videos will be taken for use in the CCU website and in various promotional items including but not limited to brochures, advertisements, etc. Students understand that CCU shall have the right to alter and composite any such images without restriction and without student approval. Occasionally, students may be asked to appear in publications and invited to photo shoots. On these occasions, students will be provided information of how their images or testimonials will be used and be offered a release of information to be signed.

## SOLICITATION

Any CCU individual or group wishing to sell a product or service, promote issues through petitions, or raise money for a cause, is strictly prohibited from doing so without the written approval of the Vice President of Student Life or his designee. Under no circumstances may any campus or door-to-door soliciting occur by non-CCU community members. Members of the CCU community may seek permission to solicit door-to-door through the Residence Life Office after completing the proper fundraising procedures which emanate from the office of Student Activities. Residents encountering a solicitor are asked to report the incident to the Resident Assistant or Resident Director or to call Security. This is to protect students and their property and to ensure that University property is not used for personal or monetary gain. Any student group or individual wishing to sell a product or service must meet with the Director of Student Activities and follow proper fundraising procedures before approaching Residence Life for solicitation permission. *Soliciting is defined as asking for money, services, signatures, resources, or material goods.*

## STUDENT TRAVEL POLICY

Students attending Colorado Christian University have many opportunities to travel outside the Denver Metro area for field trips, recreation, and other educational experiences. Traveling with a group of students requires planning and coordination on the part of the trip leader to help ensure a safe and fun trip. CCU defines student travel to be students who are a part of University business, athletics, student activities, academics, or other departmental event, traveling from CCU in a University or privately owned vehicle. All requests for student travel must be done through the Director of Student Activities and the following guidelines must be adhered to:

### Before the trip:

1. Trips which are **required** or carry an implication of requirement for coursework or involvement in a campus club/organization/ministry must be accompanied by a faculty or staff member. If travel is a required element of a class, a transportation option must be provided.
2. Each student must complete an Adult Liability Release form and return it to the staff/ faculty person in charge of the trip. If student is under 18, his or her parent must sign this form so these forms should be distributed with enough advance notice to obtain any needed parent signatures.
3. Each student should obtain his or her insurance information. Many students are covered by the University health insurance. In this instance, the trip leaders should carry extra claim forms, which can be obtained through Health Services. Students who have waived the University insurance should bring their personal insurance cards and any other information that might be pertinent in an emergency situation.
4. Each student should complete an "In Case of Emergency Contact" form. This form should include information about a friend or relative to contact in an emergency as well as any allergies or other medical conditions the student might possess.
5. Hold an informational meeting before the trip. Discuss the area you will visit along with any risks that could be involved and go over any specific training (van driving, rock climbing, etc.). Review all relevant University policies. Remind the students that the same visitation and alcohol policies are in effect during the trip.
6. Provide a list of all students going on the trip to the Director of Student Activities. He or she will give a copy to the Student Life Office Manager to keep on file with Student Life Department.
7. Provide phone number/contact info of where you can be reached in case of emergencies. Plan to call Student Life Office Manager every other day to provide update info (303-963-3362). This information is needed in case a parent or family member calls with an emergency. The office manager will update his or her phone message to reflect any updates for family members calling the University. (This is primarily in the case of trips that are away for an extended period of time such as mission trips.)
8. Make sure you are aware of emergency numbers in the area.
9. Reserve transportation—vans are available through the Operations Department. A student must be 21 to drive the vans.

## Cancellation/Deferral of Student Trips

The following criteria will be used in determining the deferral or cancellation of a student trip prior to departure.

- *US State Department:* In the event that the US State Department issues a travel warning which encourages Americans to defer travel to a specific region, the student trip travel will be deferred until the warning is dropped or the language of the warning is altered. US State Department advisories can be viewed at <http://travel.state.gov>.
- *Homeland Security Advisory:* In the event that the US Department of Homeland Security issues an alert through the National Terrorism Advisory System which advises travelers to defer travel to or through a specific region, the student trip travel will be deferred or rerouted. Information regarding DHS advisories can be viewed at <http://www.dhs.gov>.
- *US Centers for Disease Control and Prevention:* In the event that the US Centers for Disease Control and Prevention issues a travel health warning recommending postponing non-essential travel, the student trip will be deferred until further information regarding the impact on the precise area students plan to travel can be attained. US Centers for Disease Control and Prevention travel notices can be viewed at <http://www.cdc.gov/travel>.
- *Unavailability of Local contact/professional staff trip leader:* All CCU student trips must have an in-country (or US city) local contact available to guide the student team. Additionally, a CCU (or CCU approved) professional staff member must also accompany each student team. If that local contact, or professional trip leader, becomes unavailable to the team before the trip is launched, the travel will be deferred until the re-establishment of a local contact, or trip leader, can take place.

CCU reserves the right to cancel any trip about which it has concerns. When a trip is officially cancelled, for reasons outlined above or otherwise, the following procedures will be followed. Student trip participants, involved professional staff and parents noted on the trip application will be notified in writing of the cancellation. Students who intend to proceed with a trip after it has been cancelled by CCU will be asked to sign a letter of understanding that clearly states that the university's sponsorship of the trip has ended. A copy of that letter will be sent to the student's parents as well. No CCU resources will be used to support the student directly, including provision of ground transportation to the airport, monetary resources, or staff support.

## Designation of Trip Advisories

The following criteria will be used in determining when to provide notification to appropriate parties that a trip is being closely monitored for potential deferral or cancellation or that additional cautions are warranted during travel. This communication also serves as notice to students and parents that they should be closely evaluating the situation in regard to determining their personal involvement. When the following advisories are issued, students (and parents when requested by the student on their CCU2theWorld application) will be notified.

- *US State Department:* In the event that the US State Department issues a travel alert to a specific region or a travel warning with recommendation for specific cautions, notification will be made. US State Department advisories can be viewed at <http://travel.state.gov>.
- *Homeland Security Advisory:* In the event that the US Department of Homeland Security issues an alert through the National Terrorism Advisory System which encourages a specific action short of travel deferral, notification will be made. Information regarding DHS advisories can be viewed at <http://www.dhs.gov>.
- *US Centers for Disease Control and Prevention:* In the event that the US Centers for Disease Control and Prevention issues a travel health precaution, travelers will be directed toward information outlining preventative measures. US Centers for Disease Control and Prevention travel notices can be viewed at <http://www.cdc.gov/travel>.

## STUDENT GROUPS, CLUBS AND ORGANIZATIONS REGISTRATION GUIDELINES

CCU encourages the formation and sponsorship of student run groups in order to advance our mission of developing leadership skills and solidifying student's relationship with Christ. In particular, such groups enhance the diversity of activities in our community and provide a crucial part of the campus atmosphere. Any student operated group who will represent Colorado Christian University in some capacity and is not otherwise operated by a CCU department must be chartered. Student groups not chartered or operated by a University department will not receive the privileges reserved for chartered groups and will not be allowed to exist on campus.

The following are expectations that student groups must meet and maintain to be eligible for good standing:

- The group must possess a working constitution that describes the group's purposes, membership, eligibility, officers, officer selection, dues, event and amending process
- Membership must be open to all Colorado Christian University students without regard to race, color, national or ethnic origin, handicap, sex or religion is strongly encouraged (restricted membership may be granted if the organization provides justification for this special status). Only CUS students enrolled at CCU may participate in club/organization/ministry activities unless special permission is granted by the Director of Student Activities.
- An advisor who is a faculty or staff member from CCU must agree to advise the group. The advisor must attend training and be involved with the group's planning and implementing of group activities.
- Officers, as defined by the group's constitution, must be in good standing with the University (not on academic probation or disciplinary probation) and must possess and maintain a 2.5 cumulative GPA during their tenure (see Student Leadership Positions policy in this handbook)
- As part of the initial application, the advisor and president (or director) must sign an agreement concerning compliance with any and all relevant University policies, procedures, rules, regulations and guidelines
- Groups applying for a charter must meet a need not presently met by any other club/organization/ministry or department on campus
- The group must live out the University's mission and be congruent with values of the Christian faith in both purpose and practice

The Vice President of Student Life or his designee reserves the right to restrict, cancel, or modify charters of student organizations on campus. Students who are interested in starting a new group on campus are encouraged to contact Student Activities for more information.

## STUDENT PROPERTY

CCU is not liable for the theft or loss of personal goods housed in CCU facilities or taken on CCU property. Students are encouraged to take precautionary measures against theft, such as locking their doors properly with dead bolts, identifying personal property, and carrying private property insurance. Most students are covered for loss or theft by their parents' homeowners insurance. If not, the University strongly encourages that students take out a renter's insurance policy for your property. Valuable property should be secured before leaving campus for break periods. All reports of lost or stolen property should be made with Security.

## TIMELY WARNING OF CAMPUS THREATS AND EMERGENCIES

Purpose: In accordance with Federal law and in order to protect members of the campus community, the University establishes the following policy for the timely warning of serious or continuing criminal offenses by students and other emergencies or dangerous situations that pose a threat to the campus community.

Policy: Upon confirmation of a reportable criminal offense or other emergency considered to be a threat to health or safety, the college will issue a timely warning to the campus community (unless to do so will further jeopardize their health or safety).

Procedures: Upon receipt of information that a reportable offense or other emergency has occurred, the college will take the following actions:

The Vice President of Student Life or his designee will determine whether the nature of the reportable offense or emergency amounts to a serious or continuing threat to the health and safety of the campus community.

- A. An appropriate warning to the campus community will be prepared that:
  1. describes the nature of the threat
  2. provides instructions and/or recommendations on actions to take in light of the nature of the threat; and
  3. includes information on evacuation procedures if the threat requires such action.
- B. A timely warning to the campus community through any means appropriate including, but not limited to, one or more of the following ways:
  1. email alerts
  2. phone alerts
  3. text alerts
  4. website announcements
  5. posted warnings

### **USE OF THE UNIVERSITY NAME FOR THE SOLICITATION OF FUNDS**

There is to be no solicitation by any student of advertisements, donations, patrons, or any type of financial support for any CCU activity without the expressed approval by the Director of Student Activities.

### **VENDORS ON CAMPUS (SELLING ITEMS ON CAMPUS)**

Any individual or group wishing to sell a product or service, or gain signatures for political issues, is strictly prohibited from doing so without the written approval of the Director of Student Activities. Under no circumstances may campus or door-to-door solicitation by non CCU community members occur. CCU community members wishing to solicit door-to-door must seek permission from the Director of Residence Life Programs or his designee. Residents encountering a solicitor are asked to report the incident to the RA or Resident Director or to call Security. This is to protect students and to ensure that University property is not used for personal monetary gain. Allowing vendors on campus is at the discretion of the Director of Student Activities. Vendors may be denied space based upon availability, the campus calendar, and consideration of other recent vendors on campus. For further information on the solicitation policy, please see page 179.

1. The only approved sites for vendor tables are in the Dining Commons, Leprino Academic Building, the Student Union.
2. Vendors will pay a \$25.00 per day fee to sell items on campus. This is payable in cash or check made to Colorado Christian University and must be presented to the Director of Student Activities before selling items on campus. Vendors providing services such as job or ministry opportunities will not be charged the fee. The fee may be waived for vendors who do not receive payment or personal gain from being on campus at the discretion of the Director of Student Activities (for example, Girl Scout cookies).
3. Vendors may not go door-to-door soliciting sales.
4. All sale items must not conflict with the Christian values of the University.
5. All vendors must remain in the designated area to sell items.
6. Vendors must not hassle or use pressure-selling techniques on the students.
7. Vendors should remain at their table with items to be sold.
8. If any complaints are received, the vendor will be asked to leave without a refund and will not be allowed on campus again.
9. On the day a group is sponsoring a table, the contact person should check-in with Student Activities unless other arrangements have been made.
10. A table will be reserved with the name of the vendor on it.
11. The vendor will receive a copy of this policy along with a vendor permit. Vendors must display this permit at all times. If any campus authorities have any questions about the vendor, they can be referred to the Director of Student Activities.

### **Approved Vendors that must pay to have a table in the Dining Commons or in the Student Union:**

- Businesses from the community selling their services/items
- Student businesses



- Groups representing political issues/candidates
- Credit Card companies (only one company offering credit cards is allowed per semester)

**Approved Vendors that do not have to pay a fee for a table in the Dining Commons or in the Student Union:**

- Colorado Christian University chartered or pending clubs, organizations, or ministries
- Companies recruiting employees
- Charity groups (Girl Scouts, Boy Scouts, etc.)
- Groups sponsored by a chartered club, organization, ministry or stairwell
- Churches or off-campus ministries

Note: Students wishing to sell items other than their personal belongings on campus are considered vendors and the student must seek approval through Student Activities. The appropriateness of the items will be determined by the Director of Student Activities. This includes, but is not limited to

- Creating t-shirts or other items and selling them
- Selling personal business items (Mary Kay products, scrap booking materials, etc.)
- Providing services (changing oil, waxing snowboards, etc.)

Note: *The Director of Student Activities will make any decision regarding any groups not mentioned above.*

**WITHDRAWAL FROM THE UNIVERSITY-CUS**

Students contemplating withdrawal from the College of Undergraduate Studies should obtain a Withdrawal Form from their Life Directions Center Advisor and ensure financial clearance from the Service Central office. They must also complete an exit interview with their Life Directions Center Advisor. Students who withdraw from the University will receive refunds as outlined in the Financial Information section of the University Catalog, available online. Failure to complete the withdrawal process may result in failing grades on the student's records.

**Withdrawal from classes:**

Several conditions could result in a student withdrawing from courses after the published add/drop date. The conditions fall into three categories: Student Benefit, Health, and Administrative. In all cases students should consult with their LDC advisor for advice. Students should also be encouraged to contact Service Central concerning any potential impacts on financial aid or scholarships.

**Student Benefit:**

If a student believes that withdrawing from a class is beneficial for any reason they may request that through their LDC advisor. If that request is granted prior to the published withdrawal date the student will be given a grade of W. If that request is granted after the published withdrawal date the student will be given a WF or W based on their grade in the course as of the withdrawal date.

**Medical/Mental Health:**

If, on the advice of a physician, licensed counselor, licensed psychologist, or licensed psychiatrist a student is unable to complete his or her course of study, the student may request to withdraw through their LDC advisor. The student must provide written proof from a licensed physician, licensed counselor, licensed psychologist, or licensed psychiatrist of his or her condition for a medical/mental health withdrawal. Upon approval of that withdrawal the student will be given a W and possibly receive a prorated refund for tuition as well as room and board.

**Administrative:**

If a professor, dean or the Vice President for Academic Affairs believes that a student should withdraw from a class due to lack of attendance or other administrative reason they will initiate the administrative withdrawal. Upon approval of that withdrawal, the student will be given a WF.

Withdrawal forms should be submitted to the VP of Student Development.

From time to time, students involved in the discipline process will be given the opportunity to withdraw from the University in lieu, or in addition, to University discipline sanctions.

# ADMINISTRATIVE OFFICES AND SERVICES

The primary Administrative Services departments of interest to students are Facility services and Support Services

## FACILITY SERVICES

Facility Services provides maintenance work related to the care and upkeep of student apartments and the general campus. Students may place work orders for maintenance by going to [my.ccu.edu](http://my.ccu.edu) and clicking "Work Order Request." Work orders that relate to room repairs and maintenance will be addressed within 48 hours unless repair parts or outside vendors are required.

Located in a one-story building between the La Plata stairwell and the Dietrich Bonhoeffer Center  
303.963.3223

## SUPPORT SERVICES

Support Services provides services related to postal mail, CCU vehicle reservations, printing, faxing, laminating, campus keys, University signs, office supplies, etc. The student postal boxes are located in the Student Union. Students should visit the Mail Center for information about their postal box numbers and/or combinations.

Located in the Patrick Henry Hall  
303.963.3292 (mail services and CCU vehicles)  
303.963.2440 (all other services)

## CAMPUS SECURITY

### The Campus Security Act

The Campus Security Act and "A Student's Right To Know" requires that Campus Security report crimes to the U.S. Secretary of Education (if requested) and that information on certain crimes be made available to the University's students and employees within a reasonable time after the crimes are committed. To comply with these regulations, Campus Security needs student assistance in the following ways:

- Campus Security must be informed of all crimes committed on CCU property.
- If a crime or medical emergency is in progress, call 911. You must dial "9" first if you are calling from a campus extension. Then notify campus security at (303) 963-3222.
- If a crime has been committed, but is not in progress, notify Campus Security so a report can be taken.

### Fire Evacuation Policy

If a fire or smoke is detected, follow the appropriate evacuation procedure and activate the fire alarm near your point of exit (if available).

### Classrooms and Offices

If fire or smoke is detected or an alarm sounds, immediately exit the building using the nearest, safe exit, closing doors as you leave. Do not lock the doors and do not take time to do anything else. Crawl if necessary to avoid smoke already in the area. Department heads and/or professors should account for everyone in their departments and classes. Security or the highest ranking administrator should be notified if anyone is unaccounted for, and that information should be passed on to the fire department incident commander when the fire department arrives.

### Apartments

If fire or smoke is detected, get down near the floor and feel any closed doors before opening or exiting. Do not open a door that is already hot to the touch. Leave the apartment by the most direct, safe route possible and assemble in the parking lot so everyone can be accounted for. If the balcony of upper level apartments is the only safe place, remain on the balcony until the fire department comes to your rescue. If possible, close doors as you leave, but do not take time to do anything else. Make every effort, within safety guidelines, to notify others in the area that there is a fire danger but never re-enter the fire area.

### Escort Service

If you need an escort on campus or to/from University operated housing to/from your vehicle, you may contact the Security office by calling (303) 963-3222 and speaking to the on-duty security guard.

## Vehicle Operation Policy

The purpose of the vehicle operation policy is to ensure a fair and safe environment for drivers as well as pedestrians. To accomplish this, it is important that everyone cooperates to benefit the University. The operation and parking of any vehicle on CCU campuses should be considered a privilege that can be revoked if misused or abused. All drivers are expected to comply with all aspects of the policy without exception. In addition, all state and local vehicle laws and regulations will apply. Acceptance of a parking permit indicates the understanding of the vehicle operations policy. Any questions regarding the policy should be directed to the Campus Security Office at (303) 963-3222.

### **General Policies and Regulations**

The scope of the Vehicle Operation Policy covers all CCU campuses, all property owned or operated by CCU, or any property hosting a function sponsored by CCU or involving CCU in any way.

1. All motor vehicles (this includes vehicles operated by CUS students living off campus, CAGS students and visitors) must display a valid current year CCU parking permit if driven or parked, at any time and for any reason, on the Lakewood Main Campus; including: West Campus, East Campus, CCU daytime parking along W. Cedar Drive / S. Campus Drive near the Westford Condominiums, the Garland Center, the Ellsworth Center, the School of Music, or the Mile Hi Church parking lot. Not all CAGS sites require a permit. Students failing to obtain a permit after the first two weeks of the beginning of the semester will be given a citation if their vehicle is parked or driven on campus.
  - a. The student parking permit must be affixed to the outside bottom left corner of the back window of the vehicle. Motorcycle permits are to be displayed where they can be easily seen. Any decorations obstructing the visibility of the permit or displaying more than one current year CCU permit will render the current permit invalid. The permit is valid for one year and must be renewed at the beginning of each school year.
  - b. Each student is allowed one vehicle permit or one motorcycle permit. Motorcycle parking is limited and therefore will be granted on a first-come first-served basis. Each student may only park one vehicle on campus at one time.
  - c. Student temporary parking permits may be obtained from the security office. Temporary permits are only valid for seven days and must be renewed at the security office if needed. Temporary permits are for borrowed or rented vehicles that will be used for a short time duration.
  - d. All visitors and guests must obtain a temporary parking permit. Visitors and guests may obtain a temporary permit at the Security office or the Welcome Center. Temporary parking permits are valid for no more than 7 days.
  - e. Each faculty/staff member of CCU is allowed two valid vehicle permits at a time. The Staff Parking permit must be affixed to the back side of the interior rear view mirror. These permits are valid for the period the person is employed at CCU (or until a new permit is authorized at the discretion of the Director of Security).
  - f. All vehicles must be insured for at least the minimum coverage required by the State of Colorado. A copy of the insurance must accompany the application for a parking permit.
  - g. Off-road and other unlicensed vehicles are not permitted to operate or park on the campus.
2. The speed limit on campus is 15 MPH. Drivers observed exceeding this limit may be ticketed for driving a vehicle at an unsafe speed while on campus.
3. Drivers/owners may be ticketed for the following:
  - No valid parking permit/permit not properly displayed
  - Parking in Disabled Person's space/area
  - Parking in NO PARKING space/area
  - Parking in RESERVED or DESIGNATED space/area
  - Parking in 2 parking spaces
  - Blocking driveway or access
  - Parking in front of red painted curbs
  - Parking on white or yellow painted cross-hashes
  - Any other inappropriate parking as determined by the Director of Security

4. There are three areas designated as restricted parking by the Lakewood Traffic Engineer that require special attention. Parking in the following areas will result in heavy fines and towing of the vehicle:
  - The cul-de-sac located on the residential side of campus and all emergency access lanes, including access areas between the Peaks Buildings. This area must be kept clear for emergency vehicles.
  - The ingress and egress lanes located on the residential side of campus. These areas must be kept clear for emergency vehicles.
  - Handicapped parking located near all main building entrances.
5. Students living off campus are restricted from parking on the residential side of campus from Sunday at noon through Thursday at 5:00pm. Off-campus students are required to park their vehicles on the academic side of the campus (Event Center, Library, Leprino) for overnight parking. Overnight parking in the Mile Hi parking lot is prohibited and Mile Hi may tow your vehicle from the lot.
6. Vehicles that are observed to be stationary for an extended period of time will be served with a notice requiring an explanation. Vehicles that continue to be in disrepair for fourteen days from the time of notification will be towed at the owner's expense.
7. Drivers may not pull other individuals on skateboards, scooters, or other apparatuses. All passengers must ride completely inside of the vehicle while the vehicle is in motion.
8. An explanation of any special circumstances that may necessitate a deviation from this policy should be submitted in writing to the Director of Security one-week in advance for evaluation. A written response will be returned within ten business days.
9. Due to the nature of the CCU property, pedestrians always have the right-of-way.
10. Students may perform only limited emergency maintenance in school parking lots.
11. Students may be ticketed, after the violation has occurred, if the vehicle is not accessible at the time of the violation (for example, a car seen speeding on campus may be found and ticketed at a later time).
12. The Visitor Parking spaces, in front of the Welcome Center, are reserved for Welcome Center visitors only. No students, staff or faculty are allowed to park in these parking spaces between 8am – 5pm, Monday-Friday. Any vehicle parked in these parking spots must have a temporary parking permit, issued by the Welcome Center, displayed on the dash board of the vehicle.
13. Overnight parking in the Mile Hi Parking Lot is prohibited and Mile Hi may tow your vehicle from the lot.
14. Students leaving their vehicles on campus over the summer break are required to register their vehicle for a summer parking permit. Vehicles must be parked in a specific designated summer parking location. Any vehicle left on campus, over the summer break without this parking permit, may be towed at the owner's expense. This fee will be added to the student's account.

### **Offenses and Consequences**

It should be noted that fines are listed for the first offense only, and any subsequent offense may result in a doubling of the fine. Upon a third offense, a mandatory meeting with the Director of Security will be required and disciplinary action may be taken.

Any five offenses on campus will result in loss of driving privileges for the remainder of the academic semester. A person may apply to resume those privileges under probation at the beginning of the next semester. If granted, a student may obtain a new permit at that time. Any one serious offense as deemed by the Director of Security, or an accumulation of serious offenses, can result in an immediate suspension of driving privileges. The Vice President of Student Life has final authority to suspend driving privileges.

### **Towing Your Vehicle**

It is possible for a vehicle to be towed at the individual's expense from the CCU campus and stored at his or her expense at the towing company's lot if any of the following occurs:

1. The vehicle does not display a proper CCU parking sticker
2. The vehicle has been stationary for some time
3. An individual has multiple offenses pending against him or her
4. At the discretion of the Director of Security an effort will be made to contact the owner of the vehicle before a tow is made, and towing will be the last resort to resolving a problem if circumstances permit. An orange towing sticker will be placed on the car a minimum of three days before a tow is exercised. Any vehicle parked in emergency access areas, trash or snow removal areas, or impeding University traffic, will be towed immediately.

## Citations and Fines

All payment of fines must occur with the CCU cashier in Service Central Office. Special needs for paying off fines should be directed to the Director of Security within ten business days.

### The following violations will result in a \$20 fine for the first offense:

- Failure to display a proper CCU parking permit

### The following violations will result in a \$30 fine for the first offense:

- Unauthorized parking in restricted areas, parking in loading zones, any violation observed while the vehicle is moving, wrong way on a one way, failure to stop at a stop sign, driving/parking on undesignated areas, and reckless driving, including speeding as perceived by others.

### The following violations will result in a \$50 fine for the first offense:

- Parking in front of dumpsters, blocking ingress or egress lanes, parking in emergency access lanes, unauthorized parking in a handicapped space and unsafe vehicle operation or disregard for the safety of others.

Students receiving more than one ticket during the school year may have their fine for subsequent tickets doubled, at the discretion of the Director of Security.

*Note: University officials reserve the right to charge the student in violation of these regulations in the University disciplinary process.*

## Appeal Procedures for Citations and Fines

All appeals of citations or towing of vehicles must be directed to the Director of Security in writing within ten days of the citation or tow. Any decision made by the director can be appealed to the Dean of Students in writing within three days of notification of the decision. The decision of the Dean of Students is final.

*Note: If the person obtaining the ticket at the end of ten days takes no action, the student receiving the ticket loses the right of appeal.*

## INFORMATION SYSTEMS AND TECHNOLOGY SERVICES

The Office of Information Systems and Technology (I.S.T.) provides and maintains all of the network, telephone, computing, and printing services available at CCU. Our staff is available to help make students' interaction with technology as simple and worry-free as possible.

### LOCATION and CONTACT

Across from the Music Center

Three blocks north of campus along Garrison Street (Ellsworth Center)

303.963.3444      [techsupport@ccu.edu](mailto:techsupport@ccu.edu)

### SOME OF THE SERVICES I.S.T. OFFERS

- Wireless Internet
- E-mail powered by Google
- Computer access and printing in several public computer labs on campus
- Walk-up kiosks in high-traffic locations across campus

*Students must have a valid Digital Services Account (DSA) to use any of these services. Students' usernames for DSA accounts are their student ID numbers and the password specified when they applied for a DSA.*

## LIBRARY

Located immediately south of the Beckman Center

303.963.3250 (quick information and book renewal by phone)

[www.ccu.edu/Library](http://www.ccu.edu/Library)

### LIBRARY HOURS (Regular Semester)

- Monday – Wednesday 7:30 a.m. – Midnight
- Thursday 7:30 – 10:00 p.m.
- Saturday 10:00 a.m. – 6:00 p.m.
- Sunday 2:00 p.m. – Midnight

Colorado Christian University's Clifton Fowler Library is both a traditional physical library located in the south end of the Beckman Learning Center and a virtual library accessible to students from any computer with Internet access. There is also a Music Library located in the School of Music. The CCU Centers (Denver Metro, Northern, Southern, Thornton, and Western) are served by online databases, E-Books and reference services from the central library.

The library's traditional collections include over 100,000 circulating and reference volumes, 286,000 ebooks, 180 current print journal subscriptions with hundreds of retrospective volumes, 314,000 microfiche items, more than 12,000 videotapes and audio CDs, and a Curriculum Lab containing 5,762 items specially chosen to support new and aspiring teachers. The main level has a Reference Room computer lab and several single computer workstations, group study rooms and two conference rooms that may be reserved by students, staff, and faculty.

Nineteen computers are used throughout the library to access the library's online catalog and electronic collections and wireless is available throughout the library. This virtual library provides Internet resources and online subscriptions to indexes and full text databases across a variety of academic disciplines, including over full text journals and periodical titles. The library website also offers tools and links created by library faculty intended to support online research.

The library is a Prospector member library making 30 million items readily available to CCU students who can request these items, held at libraries throughout Colorado, to be delivered to the CCU Library. Interlibrary loans (no charge) are encouraged and cooperative agreements through regional, and state library consortia allow students to borrow materials from libraries throughout the state, region, and country.

All of these resources and services are provided and enriched by skilled professional staff together with one full-time assistant and student assistants. Librarian faculty are readily available through Book A Librarian, IM chat, phone, and email. The librarians provide reference services, instructional classes and classroom colleagues are involved in collection development. The library is a warm and collegial place, very popular with students, and is open 92 hours each week over seven days, including weekends and evenings.

## **LIFE DIRECTIONS CENTER (LDC)**

Located in The Dietrich Bonhoeffer Center  
303.963.3010

[www.ccu.edu/LifeDirections](http://www.ccu.edu/LifeDirections)

The mission of the Life Directions Center (LDC) is to equip authentic disciples of Christ to discern their life calling, achieve academic success and engage in meaningful service. The LDC provides a four year connection for students in their pursuit of spiritual, academic, and career directions by providing resources, guidance, and counsel to help students realize and move towards their God-given calling.

The Life Directions Center manages the following student services:

- Academic Advising
- Academic Alerts
- Student Success Services
- Tutoring Services
- CLEP and DSST Policies
- Undeclared Majors Advising
- Life Calling
- Ministry Hours Requirement
- Study Abroad and Off Campus Programs
- International Student Services
- Students with Disabilities and Special Needs
- Veterans Affairs/ROTC

## Academic Advising

1. Advisors in the LDC provide information and resources to assist students in knowing their degree requirements and meeting their specific educational goals in the time frame the student sets. This includes access to online degree plans, course planning, rotations and prerequisites to meet the general education and specific degree requirements for graduation. Advisors provide guidance on students' course selections each semester to help students take the courses in the correct sequencing for their academic programs.
2. **Students are responsible for their degree progression and completion.** Students should check their planned sequencing of courses on a semester or annual basis to ensure they are meeting all degree requirements and prerequisites. It is also the responsibility of the student to notify their advisor of any changes they make to the course selections their advisor recommends. Failure to do so may result in additional time to complete their Colorado Christian University degree.
3. Students should talk with their advisor when considering any changes to their major, minor, or course selections. The process of changing majors, adding or dropping a minor, adding or dropping a class or requesting a course substitution are all initiated at the LDC so a student must talk with their advisor before any of these actions can be taken.
4. To assist in a check of academic progress, students are required to complete a sophomore audit in their sophomore year. This needs to be completed prior to spring semester registration. In the senior year, a graduation application is due by registration the semester **before** a student plans to graduate.

## Academic Alerts

Students are expected to be aware of their academic performance in their courses. Students can determine this by tracking their completed assignments and grades from the syllabus requirements. Many faculty also post grades within Blackboard, which can calculate current grade, although students need to be careful to check if all their grades have posted as that can raise or lower a course grade.

To assist students in succeeding academically, CCU also runs a 4 week and 8 week formal academic alert process each semester in which faculty are invited to review course grades within their classes and identify students who are passing or struggling in their course. CCU identifies course grades below a C- as indicating a possible academic struggle. The LDC Student Success Coordinator and advisors reach out to these students to offer support, encouragement and resources. Because a student's grade can change very rapidly, depending on completion and grading of assignments and various other factor, these processes will not identify every struggling student. The responsibility remains on the student to know their academic performance and reach out to their faculty or their LDC advisor if he or she is struggling; however, our academic alert process is designed to reach out when we are aware of potential struggles.

Student Success Services The LDC provides a variety of services to promote the development of new skills or the improvement of current abilities. These services include a Student Success course for conditionally admitted students, workshops offered by expert faculty and staff and individual appointments with LDC advisors. The LDC has information and resources on time management, test taking skills, study habits, and other issues that impact students' success in college. (Many of these resources are also available online on the LDC tab of my.ccu.edu. Each student has different strengths, weaknesses, and needs, and the LDC staff encourage students to try and adopt methods that work for their unique personality and learning style. The LDC also partners with faculty to provide assistance to students who show an academic struggle throughout a semester. Student success services are available for all students.

Students who are on probation or are conditionally admitted to the University also benefit from many of these services. Specific information about academic standing is below. Please refer to the University catalog (online) under the Academic Policies section for further details.

## Academic Standing

1. Good Standing:
  - a. A student is considered to be in good standing if he or she has a cumulative 2.0 grade point average and is showing satisfactory academic progress.

## 2. Academic Probation:

- a. A student who has completed 6 graded credits at CCU is placed on academic probation if his or her semester GPA is below 1.5 or his or her cumulative GPA falls below a 2.0.
- b. If for the probationary semester the student's grade point average is above 2.0 for the semester but the cumulative average is still below 2.0, the student will remain on academic probation.
- c. Students on academic probation are ineligible for certain activities and programs. See statement on "Conditions of Academic Probation" in the catalog.
- d. Entering students who are **conditionally admitted (CAD)** are on academic probation and therefore will abide by the following guidelines: limited to enrolling in 12-13 hours of credit, register for a 1 credit College Success course,(fall) or attend applicable group Student Success meeting(s) and adhere to an Accountability Contract (spring).Students are required to retake Student Success the following fall if they fail it. Students must earn a 2.0 or above grade point average, and must not receive more than one grade below a C- (including W's and WF's) (see Conditional Admittance policy). Failure to fulfill these requirements will result in academic suspension for the next semester. Please see suspension process in the academic catalog for further information. Conditionally admitted students who are academically suspended have the right to appeal their suspension; however, please note that if a student has multiple grades below a C- (including W's and WF's) within that first semester, it is not likely that an appeal would be accepted. (Approved Hardship/Medical withdrawals are evaluated individually to determine whether or not a student would be suspended.)

## 3. Academic Suspension:

- a. A student on academic probation will be academically suspended at the end of any semester in which the student's semester GPA falls below 2.0.
- b. Students who are academically suspended will be notified as soon as possible at the end of the term. They will also be given information concerning their rights of appeal and the reinstatement process. This information can also be found in the catalog.

## Tutoring Services

Peer Tutors are available to provide free tutoring for enrolled CUS students in a select number of classes. Students can request individual tutoring by emailing [tutor@ccu.edu](mailto:tutor@ccu.edu). Students can find current listings of courses tutored and walk-in hour times and locations by visiting the Tutoring Services page on the My CCU student portal under the Life Directions Center link or by speaking with their LDC advisor.

## College-Level Examinations (CLEP) and DANTES Subject Standardized Testing Policy (DSST)

Colorado Christian University will accept applicable credits for students who scores at or above CCU established levels on specified CLEP and DSST tests. Scores for granting credit are determined by the CCU Dean's Council, with consideration given to the recommended scores by the American Council on Education (ACE). Credit received will be treated as transfer credit and will count towards graduation as applicable. For CUS students, please contact the LDC for information about specific CLEP and DSST equivalencies and restrictions. For CAGS students, please contact your SSA for your program equivalency and restriction information. **CCU does not provide CLEP/DSST testing on campus but can provide information on local testing centers.** Official CLEP or DSST transcripts must be received by CCU for transfer credits to apply.

Please see the University catalog for additional conditions and policies on CLEP/DSST tests.

## Undeclared Majors

Approximately 25% of incoming students begin their CCU experience undecided about their major. The LDC advisor for undeclared students coordinates an Undeclared Major Program that has a variety of resources to assist students in selecting and confirming the right major for them. This program assist students in exploring their areas of interest, gifting and abilities. It is strongly recommended that students declare a major before completing 60 credits of coursework.



## Life Calling Advising

The LDC is available to assist all students with prayerfully discerning how calling can be connected to their college experience and their future plans. Students are encouraged to pursue academic, ministry, job and leadership opportunities to identify their God given talents and interests and how those can be used for God's kingdom purposes. LDC advisors can help students learn more about their interests, talents, skills, spiritual gifts, and personality and how those may interact with vocation, ministry, and hobbies. The LDC offers several assessment such as the Myers Briggs Type Indicator, Strong Interest Inventory, and StrengthsQuest that are some tangible tools to explore and confirm some elements of calling. Students are also encouraged to try new things and to reflect and learn from both their successes and challenges, recognizing that sometimes God put us in places that greatly use our God given talents and abilities, but we also can fulfill our callings even in places where our weaknesses show his strength. We want students to build a foundation of calling that is about who they are in Christ and how that interacts with vocation, ministry and hobbies. The LDC can assist or refer students to CCU staff organizing service learning opportunities (LDC), ministry placements (LDC), and jobs (EMS) within the Denver community to explore and confirm calling.

## Internships

The LDC provides information and resources to students interested in participating in an unpaid internship as a part of their CCU experience. Internships can be done for academic credit, for ministry hours (if an unpaid position), or for personal career development. If pursuing an internship for academic credit, students are required to find out the specific requirements for an approved internship from the school that houses their major and from Employment Management Services (EMS). If students are paid for the internship, the hours are not eligible for ministry hours.

## Ministry Hour Requirements

A distinctive example of CCU's commitment to preparing graduates for Christian leadership and service is the ministry hours requirement. The purpose of the ministry hours requirement is to encourage students to develop a lifestyle of service to others and have the opportunity to explore different areas of service and vocational calling. See the Ministry Hours section of this handbook for more details on the Ministry Hours requirement for graduation.

## Study Abroad and Off Campus Programs

CCU students have the opportunity to participate in study abroad or off campus programs through Best Semester, a program of the Coalition of Christian Colleges and Universities (CCCCU). Additionally, CCU has affiliation agreements with American Institute for Foreign Study (AIFS), CIS Abroad, International Studies Abroad (ISA), Study Abroad Lithuania at LCC International University, the Kings College NYC Semester, Veritas Christian Study Abroad, and Knowledge Exchange Institute. Affiliation agreements with these providers ensure that CCU students receive discounts on their application and/or program fees.

Students interested in studying abroad or off campus can work with their LDC advisor and the LDC Study Abroad Coordinator to research and apply for a study abroad or off campus program. For CCCU programs or other off campus programs, advisors will help the student to determine if and how the academic credits earned while studying abroad will apply toward the student's degree requirements before the student makes a decision to participate. This is contingent on the student discussing their interest to study off campus at least a month before the program's application deadline. Students will also need to work with the Study Abroad Representative in Service Central to determine the cost of studying abroad or off campus, as well as available financial aid. CCU Students cannot apply their CCU Institutional aid toward an off campus program, though federal aid, state aid, and some private scholarships may be applicable.

## International Student Services

In collaboration with the Department of Undergraduate Admission, the LDC administrates appropriate government paperwork such as a Certificate of Eligibility for Non-Immigrant (F-1) Student Status for American and Language Students (Form I-20) for international students studying at CCU. The LDC International Student Services Coordinator is also available to assist international students with their adjustment to life in the United States. Students desiring more information can contact the LDC.

## Services for Students with Disabilities and Special Needs

It is the policy of Colorado Christian University to comply with the Americans with Disabilities Acts, Section 504 of the Rehabilitation Act, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to or participation in services, programs or activities at the University. Students with a grievance should consult the appropriate section of this handbook for instructions about how to file a complaint.

In carrying out this policy, CCU recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities, and will attempt to provide reasonable accommodations to qualified individuals, to the extent that it is readily achievable to do so. CCU is unable, however, to make accommodations that are unduly burdensome or that fundamentally alter the nature of the program, service or activity. Accommodations are granted when appropriate and relevant documentation is provided to the Life Directions Center. Requests need to be made in a reasonable timeframe in which to review the documentation and create a Certificate of Accommodations as well as provide the approved accommodation.

Students with disabilities seeking a Certificate of Accommodations can contact the Life Directions Center or access the information online at the CCU Disability Services website in order to receive the Accommodations packet which details the process to request accommodations and the documentation required. Once the Accommodations Application is complete, including the requested documentation/verification of the disability, the Certificate of Accommodation will be produced for the student. Reviewing and granting accommodations can take up to eight weeks so students are strongly encouraged to consider that in determining when to begin the application process.

It is the responsibility of the student to provide to her/his professors with a Certificate of Accommodations received through the Life Directions Center. A Certificate of Accommodations must be produced before accommodations can be provided. **Accommodations are not given retroactively.** Since education at the post-secondary level is voluntary, the Life Directions Center will provide accommodations to students, but cannot mandate that the student use these services. Students have the choice and opportunity to work or not work with the Life Directions Center for accommodations.

### ***The Procedure for Students to Dispute Reasonable Accommodation Decisions***

Individuals with disabilities who have followed published procedures for requesting accommodations, and have done so in a timely manner, but who believe they have not received appropriate accommodations, may file an appeal.

The procedure for the appeal must be instituted within five days of the student's written notice that an agreed upon accommodation is not being implemented. The appeals procedure is the sole process for appealing accommodation-related decisions.

1a. If the dispute involves the failure to implement an accommodation approved by the Life Directions Center, the procedure is as follows: The individual discusses the situation with the professor s/he believes did not provide appropriate accommodation. The Disability Coordinator is available to serve as a consultant in this discussion if either party so requests. If the grievance cannot be settled through dialogue with the professor, the student has the option to immediately submit a written appeal to the Director of the Life Directions Center, providing details about the approved accommodation and how the accommodation has not been granted.

The Director will discuss the grievance with both the student and professor and the Disability Coordinator if needed. If the grievance cannot be settled at that point, the appeal will be forwarded by the Life Directions Center Director to the appropriate School Dean.

1b. If the dispute involves a student's concern that the Disability Coordinator has not provided reasonable accommodations, the student should attempt to resolve the matter with the Coordinator directly. If the matter is not settled through dialogue, the student can appeal directly to the Director of the Life Directions Center.

2a. If the grievance is still not settled through the procedure in step one, the student, within five days of being informed of the decision of the Dean, may appeal to the Grievance Committee, which consists of people who are informed on disability issues and the law including the Vice President of Academic Affairs and the Vice President of Student Development. This committee will review the case and make a final decision for the University on the matter.

## **Admission of Students with Disabilities**

The University makes admissions decisions using criteria that do not consider an individual's disability. Thus, the University will not impose or apply admission or eligibility criteria that screen out or might screen out individuals based on their disability, unless such criteria are necessary for the provision of the program, service or activity being offered. Students with disabilities desiring to enroll in any program, service or activity at the University must be able to meet the minimum standards of the University. The University does not engage in any affirmative action programs for disabled students nor does it consider a student's disability in evaluating admissions criteria. It is, of course, within the student's discretion to inform the Admissions Office of a disability if they wish. If this choice is made, the University will not discriminate against the student on the basis of the disability and will make reasonable accommodations when necessary and appropriate.

## **Students Desiring Additional Information**

Students with visual or other disabilities which prevent them from reading University publications may contact the Life Directions Center so that assistive technology might be used in order to review these policies. Students and applicants who desire information beyond what is written in University publications may contact a Life Directions advisor. This includes the Notice of Privacy Rights of Students and the Notice of Directory Information printed in the University catalog. These notices outline the University's institutional policy regarding compliance with Family Education Rights and Privacy Act (FERPA) of 1974.

## **Authority**

This policy was adapted from Title III of the Americans with Disabilities Act, 42 U.S.C.A. \_12181 et seq. (1993), 28 C.F.R. \_36.101 et seq.; The National Joint Committee on Learning Disabilities, *Journal of Learning Disabilities*, Volume 22, Number 2, February 1987, Pages 109-112; and The University of Houston Law Center Handbook for Students and Applicants with Disabilities, August 1993.

## **A Note about Learning Disability Screening**

Currently, the University's Life Directions Center does not administer any standardized testing for Learning Disability screening. The Life Directions Center staff will refer any student who needs more current documentation or those who suspect they may have an undiagnosed learning disability to local professionals trained in assessment and disabilities.

## **Veterans Affairs/ROTC**

The LDC is available to assist CUS Veterans and ROTC students with their unique needs. Students can speak with their LDC advisor for more information about services provided.

## **SERVICE CENTRAL: REGISTRATION, FINANCIAL AID, AND STUDENT ACCOUNTS**

303.963.3230

[FinancialAidSupport@ccu.edu](mailto:FinancialAidSupport@ccu.edu)

### **OFFICE HOURS**

Monday-Friday 8:00 a.m. – 5:00 p.m.

Closed during chapels, Tuesday/Thursday, 10:30 a.m. - Noon

Service Central houses admitted student records, processes transcript requests, facilitates student registration, and produces new and replacement student ID cards. In addition, Service Central assists departments in applying and upholding institutional policies and procedures. For forms and additional information please visit the Service Central Office in the North Dining Commons. You can also find forms on the Service Central link under the "departments" tab on [my.ccu.edu](http://my.ccu.edu) or by email at [RegistrationSupport@ccu.edu](mailto:RegistrationSupport@ccu.edu)

The Service Central office also helps students find additional resources to meet educational expenses. A wide variety of grants, scholarships, and loans are available. Some are based on financial need, and some on academic standing or special abilities. Over 60% of the students attending CCU receive financial assistance. You can obtain information about aid from your designated Service Central Specialist at the Service Central office in the North Dining Commons during normal business hours.

The CCU website includes updated information about the cost of tuition, fees, room and board, and various methods of payment. In addition, CCU has a tuition payment plan consisting of 12 monthly payments beginning in July. Payment arrangements for the fall semester are due by July 1st and spring semester payment arrangements are due December 1st. Winter and summer semester payments are due upon registration. Students who do not have payment arrangements in place by the beginning of the semester risk deregistration from all their semester courses.

For your Financial Aid questions and concerns, you can e-mail [FinancialAidSupport@ccu.edu](mailto:FinancialAidSupport@ccu.edu), and for your student account questions, e-mail [ARSupport@ccu.edu](mailto:ARSupport@ccu.edu).

## ASSOCIATED STUDENTS

The CCU Associated Students provides a channel of communication between the student body and the faculty/staff and administration of the University. The CCU Associated Students is advised by the Vice President of Student Life and draws its budget from a fee assessed to all students twice yearly.

The Associated Students is comprised of 5 groups:

- Student Organizations - chartered student groups representing a variety of student interest.
- Residence Hall Association - represents issues presented by students living on campus and coordinates programming to enhance the on-campus experience.
- Student Standards and Accountability Board - hears cases of the University discipline process and is comprised of a panel of 5 students and chaired by a student leader selected by the Dean of Students. The SSAB also reviews charters for new COHMs
- Student Senate - serves as a conduit for student concerns and is made up of senators who will represent various areas of the University
- University Programming Council - the primary student led programming group responsible for large scale and weekly events on and off campus.

## LOCAL CHURCHES

Applewood Baptist Church • 11200 W. 32nd Ave., Wheat Ridge • (303) 232-9575

Bear Valley Church • 10001 W. Jewell Ave., Lakewood • (303) 985-4000

Bridgeway Community Church • 5201 E Warren Ave, Denver • (303) 695-8400

Calvary Belmar • 1 Garrison St. Lakewood • (720) 319-7612

Calvary Lakewood • 1295 S Reed St. Lakewood • (720) 381-3001

Cherry Hills Community Church • 3900 Grace Blvd. • Highlands Ranch (303) 791-4100

Grace Fellowship Church • 9210 W. 2nd Avenue • Lakewood, CO (303) 233-7017

Denver Community Church • 1101 S Washington St, Denver • (303) 777-1102

Faith Bible Chapel South • 4250 S Federal Blvd., Sheridan • (303) 587-2867

First Baptist Church of Golden • 1805 Washington Ave., Golden • (303) 279-4605

Flat Irons Community Church • 355 W South Boulder Rd, Lafayette • (303) 664-5524

Flat Irons Community Church West Campus • 24887 Genesee Trail Rd., Golden • (303) 664-5524

Foothills Bible Church • 6100 S. Devinney Way, Littleton • (303) 904-4322

Green Mt. Christian Church • 10700 W. Exposition Dr., Lakewood • (303) 985-0754

Harvest Bible Chapel • 3651 S Colorado Blvd., Englewood • (720) 398-9378

Life Gate Church • 9300 E Union Ave., Greenwood Village •

Lighthouse Church • 12860 W Cedar Dr., Lakewood • (720) 583-5021

Littleton Bible Chapel • 6023 South Datura, Littleton • (303) 798-1030

Mile High Vineyard • 8550 W Vassar Dr., Lakewood • (303) 474-5224

Mosaic Church • 2122 S Lafayette St, Denver • (720) 491-1599

Park Church • 3025 W 37th Ave, Denver • (720) 837-2149

Redeeming Grace Church • 8787 W Alameda Ave., Lakewood

Red Rocks Church • 5810 W Alameda Ave., Lakewood • (303)-640-7203

River of Life Church • 8690 W Jewell Ave., Lakewood • (303) 788-0960

The Rock of Southwest • 10393 W Alamo Pl., Littleton • (303) 963-1712

Southern Gables Church • 4001 South Wadsworth Blvd., Littleton • (303) 279-0425

Wellspring Church • 4300 S Lincoln St., Englewood • (303) 789-2878

West Bowles Community Church • 12325 W Bowles Ave, Littleton • (303) 972-4904

Westwoods Community Church • 7700 W Woodard Dr., Lakewood • (303) 279-1616

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