



STUDENT HANDBOOK 2011–2012

Colorado Christian
UNIVERSITY
College of Adult and Graduate Studies

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Directory

Main Campus

8787 West Alameda Avenue
Lakewood, CO 80226
Phone: 303-963-3000
Toll-free: 800-44-FAITH
Fax: 303-963-3001
www.ccu.edu

Bookstore: 303-963-3289
Library: 303-963-3250, 877-777-6132
Security: 303-963-3222
Service Central: 303-963-3230
Technical Support: 303-963-3444

Regional Centers

Central Colorado Region

Denver Tech Center
304 Inverness Way South, Suite 150
Englewood, CO 80112
Phone: 303-963-3030
Fax: 303-301-6030

Lakewood Center
200 S. Garland Street
Lakewood, CO 80226
Phone: 303-963-3300
Fax: 303-963-3301

Northern Colorado Region

Loveland Center
3553 Clydesdale Pkwy, Suite 300
Loveland, CO 80538
Phone: 970-669-8700
Fax: 970-669-8701

Northglenn Center
10190 Bannock Street, Suite 200
Northglenn, CO 80260
Phone: 303-963-3320
Fax: 303-301-8320

Sterling Center
Northeastern Junior College
100 College Avenue
Sterling, CO 80751
Phone: 970-521-6855
Fax: 970-522-5542

Southern Colorado Region

*For Air Force locations, contact
Colorado Springs Center*

Colorado Springs Center
1125 Kelly Johnson Blvd, Suite 105
Colorado Springs, CO 80920
Phone: 719-867-5800
Fax: 719-867-5820

Peterson Air Force Base
Schriever Air Force Base
U.S. Air Force Academy

Western Colorado Region

Grand Junction Center
2452 Patterson Road, Suite 200
Grand Junction, CO 81505
Phone: 970-242-1811
Fax: 970-242-7092

Global Online

Global Enrollment Center
10190 Bannock Street
Northglenn, CO 80260
Phone: 303-963-3320 or 877-286-0680
Fax: 303-301-8320

Academic Calendar

The College of Adult and Graduate Studies follows a year-round semester system consisting of blocks that vary from one-week intensive classes to fifteen-week terms.

Summer 2011

Summer Semester Begins	May 2
Payment Arrangements Due	May 2
Fall Graduation Applications Due	May 9
Fall Registration Opens	May 9
Memorial Day (No Classes; University Closed)	May 30
Summer Break (No Classes)	July 3–10
Summer Graduation (No Commencement)	August 20
Summer Semester Ends	August 21

Fall 2011

Fall Semester Begins	August 22
Payment Arrangements Due	August 22
Labor Day (No Classes; University Closed)	September 5
Spring Graduation Applications Due	November 7
Spring Registration Opens	November 7
Thanksgiving Break (No Classes; University Closed)	November 24–27
Fall Graduation (No Commencement)	December 17
Christmas Break (No Classes; University Closed)	December 24–January 2
Fall Semester Ends	January 15

Spring 2012

Spring Semester Begins	January 16
Payment Arrangements Due	January 16
Summer Graduation Applications Due	March 19
Summer Registration Opens	March 19
CLEP/DSST Test Scores Due for Spring Graduation	March 23
Good Friday & Easter (No Classes; University Closed)	April 6–8
Spring Semester Ends	April 29
Spring Graduation & Commencement Ceremony	May 12

Semester Schedule 2011–2012

SUMMER SEMESTER May 2, 2011–August 21, 2011			
Block A May 2–Jun 19		Block B Jun 20–Aug 14	
Block 1 May 2–Jun 5	Block 2 Jun 6–Jul 17	Block 3 Jul 18–Aug 21	
FALL SEMESTER August 22, 2011–January 15, 2012			
Block A Aug 22–Oct 9	Block B Oct 10–Nov 27		Block C Nov 28–Jan 15
Block 1 Aug 22–Sep 25	Block 2 Sep 26–Oct 30	Block 3 Oct 31–Dec 4	Block 4 Dec 5–Jan 15
SPRING SEMESTER January 16, 2012–April 29, 2012			
Block A Jan 16–Mar 4		Block B Mar 5–Apr 22	
Block 1 Jan 16–Feb 19	Block 2 Feb 20–Mar 25		Block 3 Mar 26–Apr 29

Welcome

The board of trustees, faculty, and staff at Colorado Christian University welcome you to the College of Adult and Graduate Studies (CAGS). Our programs are designed to challenge and reward you as an adult learner. We recognize that your academic needs are distinctly different from those of students with limited experiences. We consider you an independent, mature individual who is capable of taking responsibility for the overall direction of your education. In addition, the College of Adult and Graduate Studies provides an educational environment in which adults can meet the challenges of a rapidly changing society by integrating faith and learning with life experiences.

About Colorado Christian University

Our Vision

We envision graduates who think critically and creatively, lead with high ethical and professional standards, embody the character and compassion of Jesus Christ, and who thereby are prepared to impact the world.

Our 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 each member.

Academics

Our undergraduate and graduate curriculum integrates faith and learning in a scholarly environment which 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.

Our Strategic Objectives

In pursuit of Colorado Christian University's God-given vision and mission, our first priority continues to be an enduring commitment to Jesus Christ and His Kingdom. To that end, the CCU Board of Trustees has established a set of strategic objectives to guide the future of the University.

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 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

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.

Our Heritage

In 1914 Colorado Christian University's heritage institution, Denver Bible Institute, was founded on the principles of grace and truth, taken from the Gospel of John. "Grace and truth came through Jesus Christ..." from "...the father, full of grace and truth" (John 1:14, 17). In pursuit of grace and truth, Denver Bible Institute's mission was to "teach the Bible as the Word of God and to train young men and women in the things of the Holy Spirit as they are in Jesus Christ, our Lord." The first classes were held in a rented building with just two students and one teacher. God used this humble beginning to start an exciting journey that has given Colorado Christian University the grace to continue standing for His truth for nearly a century.

As the demand for Christian training grew, Denver Bible Institute was granted a state charter to become a four-year Bible college in 1945 and was renamed Denver Bible College. A short time later, the college expanded and developed three main academic schools: the College of Liberal Arts, the Theological School, and the Bible Institute.

Expansion continued and within four years Denver Bible College became Rockmont College. Meanwhile, another CCU heritage institution, Western Bible Institute, was founded by a Denver Bible Institute alumnus in 1948 "to prepare students for field ministry."

In 1981, Rockmont College was awarded accreditation by the North Central Association, and four years later the school merged with Western Bible Institute to become Colorado Christian College. Recognizing the benefits of combining resources to create an influential Christian university in Colorado, Colorado Christian College merged with Colorado Baptist University and became Colorado Christian University in 1989.

Today, more than 3,700 undergraduate, adult undergraduate, and graduate students enroll in 49 academic programs at Colorado Christian University's main campus in Lakewood, as well as through our online program and at academic centers in Colorado Springs, Loveland, Northglenn, Grand Junction, Sterling, and in the Denver Tech Center.

Accreditation and Membership

Colorado Christian University is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. CCU is also accredited by the National Association of Schools of Music. CCU's Bachelor of Science in Nursing degrees are nationally accredited by the Commission on Collegiate Nursing Education. CCU's teacher education programs are authorized by the Colorado State Board of Education, the Colorado Department of Education, and the Colorado Department of Higher Education.

CCU is the only member of the Council for Christian Colleges and Universities located in the mainline Rocky Mountains region. Additionally, CCU holds memberships in the National Association of Independent Colleges and Universities, the Council of Independent Colleges, and the Association of Christian Schools International.

Nondiscrimination Policy

Colorado Christian University is an equal-opportunity educational institution. The University does not discriminate on the basis of race, color, national origin, sex, age, handicap, or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations.

Changes in Policy

This handbook is a compilation of the policies, procedures, and regulations that govern Colorado Christian University's College of Adult and Graduate Studies. It is not intended to be contractual in substance or nature. Rather, it is designed to serve as a source of information in reference to services and activities of the University community. Students are to be thoroughly familiar and responsible for its contents. Additional policies and procedures are documented in supplemental handbooks for the nursing, counseling, and undergraduate education programs. Please see the corresponding program pages on [My CCU](#) for copies of the handbooks.

All material in this handbook applies to the 2011–2012 academic year and reflects information available at the time of publication. The University reserves the right to alter or amend any information contained in this publication when deemed appropriate and not necessarily with the issuance of a new handbook. The University also reserves the right to change any provision of this handbook at any time without prior or other notice to any person or entity. Changes will be shared through the University's communication channels.

Consumer Information

Family Education Rights and Privacy Act (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 CCU or failure to comply with the act. The University is committed to following FERPA. 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. Copies of the policy and a list of all records maintained on students by the University are available at the Service Central office.

Directory Information

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

Name, addresses, telephone numbers, e-mail address, dates of attendance, class level, the most recent previous institution attended, major field(s) of study, degrees and awards received, participation in officially recognized activities and sports, and the height and weight of members of athletic teams.

Currently enrolled students may withhold disclosure of directory information under the provisions of FERPA. To withhold disclosure, students must provide written notification to Service Central using the [“Request for Restriction of Directory Information Form”](#) available on Service Central’s My CCU site.

Photo and Testimonial Release

Students should be aware that photographers may be present at many university functions or at daily activities of the classroom. Photos will be taken for use on the University Web site 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 consent. Occasionally, students may be asked to appear in publications or be invited to photo shoots. On these occasions, students will be provided information of how their images or testimonials will be used and will be offered a release to be signed.

About Adult and Graduate Studies

Colorado Christian University exists to produce graduates who think critically, live faithfully, and effectively impact their spheres of influence through a distinctive integration of academic achievement, character development, and spiritual formation. All programs in the College of Adult and Graduate Studies are designed for the adult learner and recognize the importance of honoring important work and family commitments.

Our Vision

To deliver transformational continuing, undergraduate, and graduate education to adults through the biblical renewing of minds by:

- Integrating faith, learning, and living in classes, through faculty, and through the delivery of high-quality services
- Impacting families, churches, corporations/organizations, communities, and cultures through satisfied, educated students; committed, qualified faculty and staff; and strategic church and business partners
- Fostering the development of a personal faith and Christian worldview leading to ethical behavior, service to others, and continuing personal renewal
- Delivering education and services through formats and mediums that maximize quality, use of resources, and access for students wherever they are

Learning Model and Format

The College of Adult and Graduate Studies offers certificate, associate, bachelor's and master's degree programs specifically designed to meet the needs of adult learners. With many classes available on evenings and/or weekends, as well as online, students can take classes when and where it's convenient for them. In addition, courses at CCU are taught from a Christian worldview, emphasizing how students' personal beliefs, values, and ethics can impact their undergraduate or graduate studies, their life and their work.

Adult Learning Model

The College of Adult and Graduate Studies employs a learning model designed to meet the needs of today's adult undergraduate and graduate students. It combines proven adult education methods, including small group discussion and group projects, with an accelerated course format. Ensuring the model's success are CCU faculty members chosen not only for their academic knowledge but also their professional experience.

In combination, students are engaged directly, promoting both academic and practical mastery within the field of study, as well as helping them develop excellent written and verbal presentation skills. The

result is a learning experience tailored to the time-sensitive, working adult that promotes critical thinking, application to real life issues, and spiritual formation.

Curriculum

CCU's curriculum integrates faith and learning in a scholarly environment that fosters critical and creative thinking, academic excellence, and professional competence. The ultimate goal for our academic programs is to prepare graduates to lead with high ethical and professional standards, to embody the character and compassion of Jesus Christ, and to thereby impact the world.

Cohorts

To create a more enriching environment for adult learners, CCU's College of Adult and Graduate Studies offers a cohort model of learning. Under this model, students join a group of other learners and journey together through their degree or certificate program. Their courses are offered one at a time in a pre-determined sequence. Undergraduate students join their cohort after completing 48 semester credits of general education and electives. Graduate students join their cohort their first semester.

Cohorts offer a stimulating and intellectually challenging environment, while promoting a sense of community. We believe that students who participate in cohort groups have higher graduation rates, a greater sense of community with their peers, and the ability to better plan their degrees, due to the structured order of courses.

The cohort model of learning has long been embraced within the Christian tradition. We see examples in the New Testament of believers gathering in communal settings for the purpose of study and fellowship (Acts 2). The writer of the Book of Hebrews encouraged this spirit of collaboration (Hebrews 10).

Just as Christians continue to meet for small-group Bible study, cohorts are a beneficial learning model in higher education as well. Cohort groups create an atmosphere of trust and intimacy among scholars, so students can journey together productively in the pursuit of knowledge.

Faculty

Colorado Christian University's distinguished faculty brings a wealth of knowledge and experience to students' educational journey. Not only do they have the credentials to deliver the academic foundation students expect, but they also ground that knowledge in a practical approach that enables students to apply what they've learned from day one and onward.

Faculty members must be committed to CCU's [Statement of Faith](#), [Lifestyle Expectations](#), and [Strategic Objectives](#). Membership in an academic community carries both responsibilities and privileges. As vital members of a Christian institution, faculty members should strive to deepen their own personal relationship with Christ through increased understanding of the Bible and faithful efforts to integrate that understanding into their lives. As members of a learning community committed to the growth of Christian faith and character in its students, it becomes incumbent upon all members of that community to exemplify Christian character in their words and actions.

Academic Information

Academic Advising

All students are assigned a personal student service advisor to walk with them through program completion. Advisors assist students with degree planning, scheduling, cohort preparation, and understanding University policies and procedures. Advisors guide, encourage, and equip students to be successful in their program and are committed to helping them achieve their educational, personal and professional goals. Students may contact their advisor by phone, e-mail or during office hours. While advisors are valuable resources, responsibility for selecting courses and maintaining normal progress toward graduation ultimately rests with each student.

Academic Appeals

The purpose of the academic appeals process is to provide guidelines for a timely and equitable resolution of problems or complaints of an academic nature when reasonable, direct discussions between the parties have failed to do so. Academic appeals may be made only on the grounds of unfair treatment against stated standards and not against the professional judgment or personality of faculty or staff. Personality conflicts should be dealt with quickly and in private, and not as a part of an academic appeal, unless the complaint involves unfair treatment against stated standards.

The University's primary concern in any grievance or appeal process is to bring reconciliation and growth in ways that enhance community. The first approach in any appeal should be non-adversarial and open, undertaken with careful attention to fostering understanding and problem solving. The expectation is that the majority of appeals can be resolved through a flexible process at the level closest to a student.

Recommended action for grade revision in the student's favor will not be made unless there is clear evidence that the original grade was based on inaccurate or incomplete information, or was inconsistent with official University policy.

Filing a Grade Appeal

1. Prior to the end of the semester following the semester in which the course was taken and which the contested grade is issued, the student will request that the faculty member reconsider the grade that was awarded. The student should request a face-to-face or phone meeting with the faculty. An e-mail appeal is not recommended.
2. If dissatisfied with the outcome of faculty decision, within 10 days of the faculty member's decision, the student may appeal in writing to the dean.
3. Within 10 days of the dean decision, the student may submit a written appeal to the assistant vice president of academic administration.
4. The student is responsible to monitor e-mail daily throughout the appeals process.

Filing an Appeal for Other Academic Decisions or Policies

1. The student will submit a written appeal to the dean before the end of the semester following the semester in which the decision was made.
2. Within 10 days of the dean's decision, the student may submit a written appeal to the assistant vice president of academic administration.
3. The student is responsible to monitor e-mail daily throughout the appeals process.

Academic Catalog

The Academic Catalog is located at <http://www.ccu.edu/catalog/>. 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 as a guide.

A student who enrolls in the University will be allowed to graduate under the policies in the catalog published at the time of admission to a program, as long as that 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.

Students who change their major will complete the degree program under the catalog in effect at the time they change their major. To change majors and catalog years, students must be currently enrolled.

Academic Freedom

The open expression of ideas is encouraged within the framework of a courteous, professional learning environment. This does not extend to the expression of opinions on controversial and partisan issues unrelated to the course content. Student-conduct standards apply at all times in person, online, and on the phone.

Academic Guidelines for Writing Papers

The University is committed to producing graduates who can write professionally and persuasively. For that purpose, standards for student writing and grading follow the American Psychological Association (APA) standards and apply to all student papers submitted throughout the student's enrollment in CAGS courses. Undergraduate students are required to reference the latest edition of *The Everyday Writer*, by A. Lunsford, for APA formatting guidelines. Graduate students are required to use the *Concise Rules of APA Style, Sixth Edition*, www.apastyle.org/products/4210004.aspx.

Academic Integrity

It is particularly important for Colorado Christian University students to adhere to the highest ethical and moral standards, including exemplary standards of academic conduct. Any breach of generally accepted professional and academic standards is not allowed. Students aware of academic dishonesty are encouraged to report such incidences to the supervising faculty.

Any alleged incident of academic dishonesty will be handled by the faculty member, the student, and the dean by following CCU's Academic Integrity Policy.

Academic Integrity Policy

As a community seeking to live by the truth of Jesus Christ, CCU values personal integrity and academic honesty as vital components of a Christian educational experience. The University believes 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.

Academic dishonesty includes but is not limited to the following categories: fabrication (lying), plagiarism, multiple submissions 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.

Academic Integrity 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; 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 a sufficient amount of words or ideas from a source that it makes up the majority of your work
 - Copying and pasting internet content without providing a source
 - 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
 - Use of your own writing without proper citation in accordance with required writing standards. This includes any material which was submitted and graded for another

course. (Note: Students may include their own previously prepared work in later courses with the permission of the current course instructor and with appropriate required writing standards.)

- *Cheating*: any time a student uses deception to avoid fulfilling the specific requirements of an assignment and/or course in order to receive a higher grade than he or she might otherwise receive.
- *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 or providing answers to assignments for another person.
- *Unauthorized access to academic or administrative records*.

Academic Integrity Procedures

When a faculty or staff member has reason to believe that a student has violated the University's Academic Integrity Policy, that faculty or staff member should privately discuss the alleged violation with the student. 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 Academic Integrity Policy, the faculty or staff member may apply a sanction after taking 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. Whether the student persists with dishonesty after a professor confronts the student with suspicion or evidence of dishonesty
5. The number of instances of dishonesty associated with the individual student. To determine the number and severity of previous instances, the appropriate regional center administrator, division dean, or program director will contact the office of the assistant vice president of academic administration. The office of the assistant vice president of academic administration will maintain confidential records of all violations of academic integrity reported to that office.

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 appropriate regional center administrator, division dean or program director. The regional center administrator, division dean, program director, and the faculty or staff member will discuss the situation and possible academic sanctions. The regional center administrator, division dean, program director, and the faculty or staff member may decide to meet with the student to discuss the violation. If warranted, the appropriate division dean and/or program director will then discuss the specific situation with the assistant vice president of academic administration before taking action. If it is decided that further

action is warranted, the assistant vice president of academic administration will notify appropriate CCU personnel of the findings, and action will be taken.

The appropriate regional center administrator, dean, or director will meet with the student or students, either individually or as a group of two or more, and will subsequently apply an appropriate academic sanction(s) such as, or similar to, the following:

1. First-time violations of:
 - a. A less severe nature, typically affecting only the student in question, will result in a failing grade on the item(s) in question.
 - b. A severe nature, typically affecting other students, will result in a failing grade on the item(s) and can result in a failing grade for the course, as well as expulsion from the University upon the recommendation or concurrence of the assistant vice president of academic administration.
2. Second-time violations within a single course will result in suspension from the course with a failing course grade, and can result in expulsion upon the recommendation or concurrence of the assistant vice president of academic administration.
3. Students who violate academic standards in more than one course during a semester will receive failing grades on the item(s) in question, may be suspended from each course with a failing grade, and may be subject to suspension or expulsion from the University after the due process outlined below.

Sanction Terms Defined

- *Fail* means the student receives an “F” grade and no points. This applies to an individual course item or a course depending on the severity of the violation.
- *Suspension* means the student is withdrawn from the University and receives failing “F” grades for the course(s) in which the violations occurred. The student cannot reenroll for at least one year and must appeal to return to the University. Appeals are made through the assistant vice president of academic administration.
- *Expulsion* means the student is withdrawn from the University and receives failing “F” grades for the course(s) in which the violations occurred. The student is permanently expelled and cannot appeal to return.

Regional center administrators, program directors, division deans, and/or faculty or staff members who determine a student is guilty of violating the University’s Academic Integrity Policy must report such violations to the assistant vice president of academic administration. If sanctions are applied, the findings and sanctions will be reported. The purpose of such reporting is to provide an awareness of such violations and a central repository of confidential records of academic-integrity violations for use in determining whether a student has been involved in other such violations or disciplinary actions during their tenure at the University.

If the assistant vice president of academic administration determines there is a history of concerns, he or she, will conduct a review and may subsequently recommend that a student receive additional sanctions in accordance with the University's disciplinary guidelines.

Academic Standing

CAGS has established standards for academic standing to guide students to successful completion of their program. Course completion and grade point average (GPA) standards identify student progress toward their degree. There are three levels of academic standing: regular, probation and suspension. To review the impact that these statuses have on financial aid, please review the "Maintaining Eligibility for Financial Aid" section.

Regular Standing

Students enrolled in a CAGS program are considered to be in regular standing if their cumulative GPA meets or exceeds:

- 2.00 for the associate or baccalaureate (undergraduate) programs
- 3.00 for the baccalaureate education (undergraduate) program
- 3.00 for the educational licensure programs
- 3.00 for the master's degree (graduate) programs

Probation

Students enrolled in a CAGS program with at least six (6) completed credits will be placed on probation for one semester if their term or cumulative GPA at any time falls below:

- 2.00 for the associate or baccalaureate (undergraduate) programs
- 3.00 for the baccalaureate education (undergraduate) program
- 3.00 for the educational licensure programs
- 3.00 for the master's degree (graduate) programs

For the probationary semester, the student must obtain the program required term GPA in order to continue. After the probationary semester:

1. If the student's term and cumulative GPA both meet the program requirement, the student is returned to regular standing.
2. If the student's term GPA meets or is above the program requirement, but the cumulative GPA is still below the requirement, the student may continue on academic probation for one additional semester. After the second probationary semester, both the term and cumulative GPA must meet the student's program requirements in order to return to regular standing, otherwise the student is suspended.
3. If neither the term nor the cumulative GPA meets the student's program requirement, they are suspended.

Conditions of probation:

- Students on probation are not eligible to register for classes until they have met with and been approved by their student service advisor.
- Students on probation must contact their Service Central specialist to determine how their financial aid is affected by their academic status.
- Undergraduate students are limited to a maximum of nine (9) non-concurrent semester credits while graduate students are limited to a maximum of six (6) non-concurrent semester credits.

Students are ultimately responsible for their own success or failure during their semester of academic probation and face suspension if their grades do not meet the stated requirements to either return to regular standing or remain on probation for an additional semester.

Suspension

Students on academic probation will automatically be suspended at the end of any semester in which their term and cumulative GPA falls below:

- 2.00 for the associate or baccalaureate (undergraduate) programs
- 3.00 for the baccalaureate education (undergraduate) program
- 3.00 for the educational licensure programs
- 3.00 for the master's degree (graduate) programs

Students who are academically suspended will be notified after the end of the term and will receive information concerning their rights of appeal and the reinstatement process.

Conditions of suspension:

- Students must drop or withdraw from all registered courses and satisfy their financial account.
- Students may petition for reinstatement to the undergraduate or graduate program after a twelve (12) month absence.

Suspension Appeal

While academic suspension is automatic, suspended students may appeal in writing to the dean of student services if there are mitigating circumstances that directly affected their academic performance. Prior to submitting the appeal, students should consult with a service central specialist to discuss the financial aid ramifications of their suspension status.

Within one week following the suspension, a student must submit the following in a formal written statement:

1. A review of academic efforts, including any explanations, circumstances, reasons, etc., explaining why his or her performance was unsuccessful.
2. An academic plan for future success, including goals for achieving the required program term and cumulative GPA by the end of the semester.

3. A statement acknowledging that at the end of the semester following the appeal, if the student's GPA does not reach the program term and cumulative GPA requirements, the student understands they will be automatically suspended for at least one calendar year with no right to appeal.

If the student's appeal is not received within the week deadline, the student will remain suspended for one calendar year with no right to appeal.

After reviewing the student's written statement, the dean of student services may:

1. Act to reinstate the student.
2. Deny readmission.
3. Set conditions on a contract to be met before a second appeal will be considered. A second appeal may be considered only if the student has new information to present.

Students who are reinstated from suspension will remain on a suspension contract for one semester and will be reviewed at the end of that semester. Students are limited to two suspension appeals during their academic career at CCU. Graduate students who are reinstated from a second suspension will remain on academic probation for the remainder of their graduate program.

Suspension Reinstatement

If a student wishes to return to CCU after their twelve (12) month suspension period, the following is the process for consideration of reinstatement.

1. A letter of appeal to the dean of student services requesting reinstatement containing the outlined requirements from the formal reinstatement paragraph above.
2. The request will be reviewed and, if accepted, the student will be notified that he or she is cleared to contact CAGS admissions for re-admission.
3. Any disciplinary issues pending at the time the student was academically suspended will be addressed with the student before clearance for re-admission.

Students readmitted after an absence of twelve (12) months or more must satisfy the degree or program requirements published in the catalog in effect at the time of readmission.

Adding & Dropping Courses

Students may add a course any time prior to the first session of that course through WebAdvisor. Given the accelerated nature of CAGS courses, students cannot register after the start date of a course. Regardless of the registration date, students must be prepared to complete course requirements once the course begins. Failure to secure course material or complete assignments due to registration date does not qualify for a due date extension.

Students may drop a course any time before the first day of the course and receive a full tuition refund. Courses may be dropped online using WebAdvisor. The system works in real-time, and students are responsible for confirming their changes at the time of submission.

For a full tuition refund after the first day of the course, the course must be dropped by the second session or by the end of the seventh day from the start of the course, whichever comes first. Courses dropped prior to the deadline will not appear on students' official transcripts. It is the sole responsibility of the student to complete the drop action prior to the deadline. Unless a course is officially dropped, the student will remain enrolled in the course and will be responsible for all charges.

Students with extenuating circumstances that prohibit them from completing the course may petition for an extension or withdrawal after the posted drop date. Please see the "Course Extensions" and "Course Withdrawal" sections for more information.

Attendance

The College of Adult and Graduate Studies courses are designed as concentrated seminars. Attendance and promptness is essential for student learning; for the personal and small-group relationships facilitated in class sessions; and for the accomplishment of learning outcomes. Furthermore, attendance is essential to comply with government regulations for recipients of Veteran Administration benefits and other scholarships, as well as accreditation standards.

In-Seat Class Attendance

Students are expected to attend all class sessions of their courses. Students who do not attend their first class session and have given no notification to any staff or faculty member will be dropped from their course prior to the drop deadline. It is recognized that class absences are sometimes necessary for professional or personal reasons. There are two categories of absences.

- **Missed session by student choice:** For example: vacations, children's events or activities, or other non-emergency situations. If a student misses 25% or more of the total course time, which is more than one class for most courses, he or she will receive a grade of "F". Arriving late to class counts toward the total class time missed. No participation points will be given; no makeup work will be provided.
- **Missed Session Caused by Extenuating Circumstance:** For example, a serious illness of the student, a serious illness or death of an immediate family member, a serious accident, or unforeseen military or corporate assignment which prevents the student from completing the course in the designated time frame. With appropriate documentation, such as a physician's statement or military supervisor documentation, a student may request a make-up assignment or supplementary study for the missed class time. It is the student's responsibility to contact the instructor regarding make-up work. The assignments due must be turned in as scheduled unless prior arrangements were made with the instructor. Students whose absence is due to extenuating circumstances and who miss 25% or more of the total course time may petition for withdrawal from the course.

Online Class Attendance

Class attendance for online courses is defined as an online presence for each session (usually defined as one week in length). This presence is demonstrated by active participation in all threaded discussions,

and assignment submission by the due dates as required by the instructor. Failure to fulfill requirements within the parameters of each session may result in a grade reduction. Students who do not participate in their course (zero participation) will be dropped from the course.

Promptness to Class

Because of the accelerated schedule of CAGS degree programs, it is important that classes begin and end on time, making full use of all available class time. Therefore, students are required to arrive prior to class start time and to remain until the end of class. Failure to fulfill either of these requirements will affect the class participation component of the course grade. Arriving late to class will count toward 25% of total time missed.

Course Participation

In general, preparation and constructive input will earn students points toward their final grade in a course. All “talk” does not constitute positive class participation; and participation is not simply showing up for a class or entering into a discussion. Sometimes instructors use activities other than discussions to assess participation. These may include, but are not limited to, quizzes and in-class writing assessments. For class discussions, CCU expects students to be prepared to contribute constructively to the content of the discussion by demonstrating critical thought on the subject area. Positive class participation is characterized by the following:

- Input that demonstrates evidence of having completed, understood, and applied the assigned readings
- Relating personal experiences to the concepts under study and giving an orderly, brief version of the experience with a point that is stated clearly
- Input that demonstrates thoughtful analysis of concepts and principles discussed
- Input that promotes follow-up questions to investigate a bigger picture of the concepts under discussion
- Input that maintains continuity of class discussion without repeating, in a different form, points made by others
- Input that is respectful of others’ views and insights
- Input that poses real-life questions or challenges that generate from the discussion material, and attempts to shape an informed conclusion
- Adequately citing sources when appropriate

Auditing a Course

Students auditing a course do not earn college credit for that course; however, audited courses do appear on their official transcripts. Students may audit adult undergraduate or graduate courses that do not have prerequisites. Students auditing a course are expected to purchase textbooks and materials, meet attendance requirements, and actively participate in course activities, but are exempt from submitting graded written assignments or exams. Auditing students who are participating in an online course are required to participate in the threaded discussion portion of course assignments. By

arrangement with the student service advisor or Service Central, students may change from audit to credit, or credit to audit, prior to the drop deadline for the course.

Cancellation of Courses or Class Session

The University may cancel courses at any time that do not meet minimum enrollment requirements. In the event of a cancellation, every attempt will be made to notify the students affected by phone or e-mail. However, responsibility for checking course schedule and maintaining progress toward graduation ultimately remains with the student. In the case of an in-seat class, this may mean that a student must complete the required course at another location or online.

The University may cancel an individual class session or close a center due to adverse weather conditions, power failure, or other emergencies. Students may be notified by local television or radio broadcasts, e-mail, emergency text messages, phone, My CCU, and/or the University's Web site.

Classification of Students

Students are classified according to their objective, level, progress and load.

Objective

A regular student is working toward a degree or certification and must meet all standard requirements for admission. A non-degree seeking student is not working toward a degree or certification, but selects courses to meet personal interests.

Level

Students working toward an associate or bachelor's degree are classified as undergraduate level students. Students working toward a master's degree are classified as graduate level students. Students seeking certificates may be classified as either undergraduate or graduate level students.

Progress

Student progress is reflected in the number of credit hours completed.

Class	Credit Hours Completed
Freshman	Up to 29
Sophomore	30-59
Junior	60-89
Senior	90 or more

Load

Course load varies depending on program of study and personal choice.

Undergraduate Classification	Credit Hours Per Semester
Full Time	12 or more
Part Time	6-11
Less than Part Time	0-5

Graduate Classification	Credit Hours Per Semester
Full Time	6 or more
Part Time	3-5
Less than Part Time	0-2

Commencement Participation

The University holds commencement in May of each year. Students are expected to complete all requirements toward fulfillment of their degree prior to participating in commencement. Because there is only one commencement ceremony per year, CCU will make an exception to this policy provided that an undergraduate or graduate student who has no more than 6 credits of work outstanding or no more than student teaching remaining and is completing those credits in the upcoming summer or fall semester.

Students are expected to have all financial obligations owed to the University paid in full prior to participating in commencement. Commencement participation is reserved for students who are earning an associate, bachelor's or master's degree. Commencement participation is not extended to students who have earned a license, endorsement, or certificate without earning an accompanying degree. For more information, visit the [Commencement Team Site](#) on My CCU. The site is updated and made available each spring.

Course Assignments

Submission

Students are responsible for retaining an electronic copy of all materials submitted for grading until final course grades have been posted. If a paper or project is lost in transmission to the course shell, the student must be able to provide a substitute copy upon request. All assignments are submitted in the drop box of the course shell. Paper copies or documents sent to professors via e-mail are unacceptable. If a student desires a record of the assignments submitted, it is his or her responsibility to retrieve them from the shell prior to the end of the course.

Deadlines

It is the student's responsibility to adhere to deadlines for course assignments as established by the instructor. When deadlines are not met, grade penalties will be determined by the instructor. Instructors post grades within 14 days after the last class session.

Course Extensions

If a student cannot successfully complete course assignments by the designated course completion date due to illness or other extenuating circumstances, a request for an extension must be made in writing by the student to the instructor using the [Course Extension Form](#) located on Service Central's My CCU site. Students must be passing the course up to the point they had completed. Requests must be submitted prior to the end date of the course as listed in WebAdvisor. Extensions should be completed in the least amount of time reasonable, preferably within 21 days (three weeks). Extensions requested for longer than 35 days (five weeks) require additional approval and incur a technical services fee to the student.

Once an extension is granted, an "I" is recorded on the student's transcript. At the end of the extension, a grade will be recorded reflecting the work completed. Failure on the part of the student to complete the required coursework in the allotted time will result in an automatic failure of the assignment, which may result in a failure of the course.

Course Load Limits

Undergraduate

- New CAGS undergraduate students admitted in good standing may enroll in no more than 15 semester credits their first semester at CCU.
- Continuing undergraduate students may not exceed more than 18 semester credits without written approval from the dean of their respective major.
- CAGS academic standing policy imposes a maximum of 9 semester credits for students on probation. Courses cannot be taken concurrently.

Graduate

- Graduate students in good standing may not exceed 12 semester credit in any given semester without the written approval from the dean of their respective program.
- CAGS academic standing policy imposes a maximum of six semester credits for students on probation. Courses cannot be taken concurrently.

Course Repeat Privilege

Students may repeat any course in which a grade of B or lower was earned. When the course is repeated, both courses and their grades are shown on the transcript, but only the last grade received will be used in calculating the cumulative grade-point average. If the same grade is earned twice, only one grade will be used to calculate the GPA. Full tuition is charged for the repeated course. For information on financial aid eligibility for repeated courses, see the "Financial Aid Eligibility–Repeated Courses" section of the [Financial Aid Handbook](#).

Exception to Academic Policy

Students desiring consideration of an exception to stated University academic policies, procedures and regulations may petition. The process is initiated by the student completing the [Petition for Exception to Academic Policy Form](#) located on Service Central's My CCU site and submitting it to his or her student service advisor. The petition will be reviewed by the dean of the student's program. After a decision has been reached, the student will be notified in writing by the appropriate office.

Grading System

The University uses a four-point system to calculate semester and cumulative GPAs. For students enrolled in any CAGS nursing program, the nursing grade scale replaces the University grade scale. Both grade scales and charts of percentages are listed below:

University Grade Scale

Grade	Quality Points	Percentage	Comment
A	4.0	93–100%	Exceptional Quality
A-	3.7	90–92%	
B+	3.3	88–89%	
B	3.0	83–87%	Commendable Quality
B-	2.7	80–82%	
C+	2.3	78–79%	
C	2.0	73–77%	Acceptable Quality
C-	1.7	70–72%	
D+	1.3	68–69%	
D	1.0	63–67%	Below Average, Passing
D-	0.7	60–62%	No Credit for Requirements Other than Electives
F	0.0	Below 60%	Failing, No Credit

Nursing Grade Scale

Grade	Quality Points	Percentage	Comment
A	4.0	94–100%	
A-	3.7	92–93%	
B+	3.3	90–91%	
B	3.0	85–89%	
B-	2.7	83–84%	
C+	2.3	81–82%	

C	2.0	75–80%	
C-	1.7	73–74%	Failing, No Credit
D+	1.3	71–72%	
D	1.0	66–70%	
D-	0.7	64–65%	
F	0.0	Below 64%	

See “[Nursing Handbook](#)” on the University Web site for more information on grading and academic policies for nursing students.

Grading System with No Honor Points (Letter)

See the [Academic Catalog](#) for a complete description of letter grades.

AU	Audit
I	Incomplete
IP	In Progress (internship, thesis, practicum)
NC	No credit
P	Pass (indicates grade of C- or better)
W	Withdrawal
NR	No record

Graduation Honors

Latin Laude Honors

Because spring semester grades are due after the commencement ceremony, for the purposes of the May commencement ceremony all honors and awards will be based on the calculations of the previous fall term records. Final honors and awards will be posted on the student’s transcript at the time that they complete their degree requirements and will be based on the final cumulative grade point average.

Undergraduate students seeking a bachelor’s degree who have completed at least 60 semester hours of credit at Colorado Christian University may be eligible for Laude Honors. To graduate with Laude Honors, students must achieve the following cumulative GPAs by the beginning of their final semester of study:

- Cum Laude (with honor), 3.5 - 3.69
- Magna Cum Laude (with high honor), 3.7 - 3.89
- Summa Cum Laude (with highest honor), 3.9 - 4.0

University Honors

Undergraduate students seeking a bachelor's degree who have completed less than 60 semester hours of credit at Colorado Christian University may be eligible for University Honors. To achieve University Honors at graduation, students must have a cumulative GPA of 3.5 or better while attending CCU.

Graduation Requirements

To graduate from the College of Adult and Graduate Studies, a student must:

1. Complete all course and credit requirements of his or her respective degree or licensure program.
2. Attain a minimum cumulative GPA for the respective degree or licensure program:

Program	Minimum Cumulative GPA
Associate of Arts	2.0
Associate of Science (Nursing)	2.5
Bachelor of Science	2.0
Bachelor of Science (Nursing)	2.5
Bachelor of Arts	2.0
Bachelor of Arts (Liberal Arts)	3.0
Post Baccalaureate Educator Licensing	3.0
Master of Arts	3.0
Master of Business Administration	3.0

3. Meet the CCU residency requirement.
4. Submit a Graduation Application prior to registering for the semester in which he or she plans to graduate. (The [application](#) is located on Service Central's My CCU site.)
5. Have no outstanding financial obligation to the University.

Leave of Absence

Students who find it necessary to take a temporary leave of absence from the University should complete the [Leave of Absence Form](#) on Service Central's My CCU site and obtain a signature from their student service advisor. A leave of absence may be taken for up to three consecutive semesters. The form should be completed prior to beginning the leave of absence during the current active semester. The leave of absence puts the student's registration status on hold, allowing the University to schedule the reactivation of their account without the necessity of additional paperwork or procedures beyond completion of the form.

Students requesting a leave of absence should contact Service Central to ensure that all student billing accounts are current and any outstanding payments are completed. Students who have an outstanding account balance will not be able to return to active registration status until all balances are paid in full.

Students returning from leave are responsible for monitoring WebAdvisor for course schedule and registration deadlines and information. After the leave of absence time period has expired, the Readmission timeline begins, i.e. the student has 12 months to complete a course at CCU or submit a reapplication for admission to the University.

Non-traditional Credit

Advanced Placement Examinations (AP)

A high school graduate who has taken Advanced Placement Examinations conducted by the College Entrance Examination Board and passed with a score of 3, 4, or 5 may receive University credit. Credit awarded will be treated as transfer credit and will count toward graduation.

College-Level Examination Programs (CLEP) and DSST Tests

Colorado Christian University will grant credit to students who score at or above established levels on many College-Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST). Credit received will be treated as transfer credit and will count toward graduation. Information about specific CLEP and DSST equivalents and scores as well as testing policies and procedures may be obtained from Service Central, a student service advisor, or on the [Testing for Credit](#) site on My CCU.

Students who anticipate earning required credits by taking CLEP or DSST exams must complete these tests and have the test transcripts submitted prior to the end of the last semester of graduation in order to have the test results count toward fulfillment of their degree requirements and participate in commencement.

Armed Forces Educational Credit

Veterans may receive undergraduate credit for basic training and other formal educational experience gained while serving in the U.S. Armed Forces. Basic training is credited as physical education elective credit. Credit awarded will be treated as transfer credit and will count toward graduation. Veterans must submit a certified original of their AARTS transcript, or other documentation of their experience, to receive credit. To evaluate credit, the University utilizes the Guide to the Evaluation of Educational Experiences in the Armed Services.

Independent and Directed Study

Independent or directed studies may be available, with approval, upon student request or institutional need. Either the Independent Study or Directed Study form must be completed before the course is added to the student's schedule. [Forms](#) are available on Service Central's My CCU site. An independent or directed study must be concluded within the normal block timeframe.

A *directed study* is an established course offered to assist a student in maintaining adequate progress toward completion of his or her degree. Before the student registers for a directed study, conference times that are mutually agreeable to the student and the instructor must be arranged. The conferences provide an evaluation of the student's progress in the study. The student is expected to complete all objectives, reading and assignments of the established course.

An *independent study* is intended to provide the student with an opportunity to investigate an area of academic interest not available through the regular curriculum. The student will propose a planned course of academic investigation. The plan will include appropriate readings, writing and activities to demonstrate fulfillment of the planned learning outcomes. Independent studies must be approved by an instructor and the dean under whose department the course is offered.

Validated University-Level Learning or Prior Learning Credit (PLC)

Adults with significant professional or personal experience may be granted academic credit for life and work experience not formally sponsored by a college or university. Credit is awarded on the basis of careful evaluation of life learning essays that document content, quality, and extent of the learning experience. Students interested in pursuing credit for life learning are required to take PLC 200 Prior Learning Credit. In this course, they will receive instruction in documenting their experiences and learn how to construct a comprehensive portfolio.

Prior learning credit is awarded in semester hours and is recorded on the student's transcript. It is possible to earn up to 34 credits (three semester hours for the course; 31 semester hours of assessed life experience) through the prior learning credit process. Non-refundable fees are charged per credit hour submitted for portfolio evaluation. Credit received is treated as transfer credit though it does not count toward CCU's residency policy. Prior-learning credit will count toward graduation if it is applicable to a degree program. In assessing and accepting prior learning credit, the University adheres to guidelines and standards delineated by the Council for the Advancement of Experiential Learning (CAEL) and the American Council on Education (ACE).

Internship, Student Teaching, Field Experience, Practicum, Thesis

Internships, student teaching, field experience, practicum, and thesis are used to fulfill specific requirements of degree programs. Field experience and student teaching generally do not extend beyond a regular semester. A thesis or internship may extend beyond a regular semester provided a formal course extension has been approved. Internships are graded Pass/Fail and are available to students with the approval of the dean. Requirements for these courses are outlined in the course syllabus and students are closely supervised by University faculty.

Residency Requirement

To earn a Colorado Christian University degree or certificate, the following semester credits must be earned through CCU:

1. Certificate: No transfer courses may be applied to certificate programs

2. Associate of Arts Degree: A minimum of 30 semester credits*
3. Bachelor Degrees: A minimum of 30 semester credits* (This complies with the Servicemembers Opportunity College agreement.)
 - a. Within a major:
 - At least 50% of the course requirements in the major field
 - At least 50% of major coursework must be upper division (300-400 level)
 - b. Within a minor
 - At least 80% of the course requirements in the minor field
4. Post-Baccalaureate Licensure Programs: A minimum of 30 semester credits*
5. Graduate Degrees
 - MBA: A minimum of 30 semester credits (maximum of 9 transfer credits allowed)
 - MAC: A minimum of 30 semester credits (maximum of 30 transfer credits allowed)
 - MACI: A minimum of 30 semester credits (maximum of 6 transfer credits allowed)

*Advanced Placement (AP), Prior Learning Credit (PLC), and CLEP/DSST credits earned are considered transfer credit, and therefore do not apply towards CCU's residency requirements.

Students with Disabilities

It is the policy of CCU to comply with the Americans with Disabilities Act 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 "[Resources](#)" tab of My CCU for instructions to file a complaint.

In carrying out this policy, CCU recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities, and the University 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.

Students with disabilities who are seeking a Certificate of Accommodations should consult with the CAGS coordinator of student services prior to beginning their academic journey at CCU. The coordinator of student services may be reached at cagsstudentservices@ccu.edu or (303) 963-3476. Certificates of Accommodations are valid for one academic year and must be renewed each year through the coordinator of student services. It is the responsibility of the student to make his or her needs known in a timely manner and to provide the coordinator of student services with required documentation.

Technology Requirements

Students must meet the minimum technology requirements to obtain a satisfying course experience and program success.

System Requirements

- Processor:
 - PC users: Pentium 133 MHz processor (166 MHz recommended)
 - Mac users: Power PC 601 100 MHz (603 or higher recommended)
- Ram: 16 MB
- Hard disk space: 10 MB
- Internet connection: 56K modem

While the above system requirements represent the minimum for students to operate, the University highly recommends faster processors, more RAM, and a larger hard disk. CCU also strongly recommends DSL or Cable broadband high-speed Internet access. Dial-up modems are very slow; high-speed Internet access will improve student efficiency and make the learning experience much more enjoyable.

Software Requirements

Students are required to use Microsoft Office products for all assignments. The University requires students to use Office 2007 or newer to ensure the greatest compatibility.

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

Students taking project management courses are encouraged to purchase Microsoft Project for use in completing their assignments. Software may be purchased through a variety of places, including Amazon.com, Microsoft.com, or through the [CCU Bookstore](#) at reduced student pricing.

Please note that this is not a comprehensive list of software that students may need during their time at CCU. Additional software may be recommended or required, depending on the course. Students should review the syllabus or eCollege course shell for additional software requirements.

Transcripts

Students may obtain an official transcript from Service Central by submitting a signed request containing the following information:

- Name
- Address
- Day-time telephone number
- Social security number
- Number of transcripts needed
- Where they are to be sent
- Student signature

The [Transcript Request Form](#) located on Service Central's My CCU site is the preferred method of obtaining this information to ensure timely processing.

A \$5.00 fee is charged for each transcript requested in advance. Walk-in or rushed requests are charged at \$20.00 per copy. Official transcripts will not be released until all accounts are paid in full. Unofficial transcripts may be obtained from WebAdvisor.

Transfer Credit

For credits to be accepted for transfer, a course must be assigned a grade of C- or better (C or better for nursing); be transferred from a regional or national accrediting body, such as the Biblical Accrediting Association of Bible Colleges; and be a relevant or equivalent course required for the student's program of study. Decisions about transfer credits are based on official transcripts only. It is the student's responsibility to request that official transcripts be sent directly to Colorado Christian University.

The University will accept credits, but not grades, in transfer; thus, transfer grades will not be calculated in the student's CCU grade point average. Computer science credits transferred to meet the General Education and Information Systems Management major core requirements must have been completed within five years of acceptance for admission to CCU. Credit from unaccredited institutions will be accepted only when CCU has articulated a transfer agreement with the unaccredited institution. Students transferring credit must fulfill the CCU residency requirement as stated in the "Residency Requirement" section.

Withdrawal

Course Withdrawal

In the case of serious illness of student; death or serious illness of immediate family member; accident; or unforeseen military or corporate assignment preventing the student from completing the course in the designated time frame, students may petition for a course withdrawal prior to the end date of the course. Course withdrawal requests are subject to review and are not automatically approved.

The process is initiated by the student completing the [Petition for Course Withdrawal Form](#) located on Service Central's My CCU site and submitting it to their student service advisor. Documentation of the illness, death, accident, or military/corporate assignment must be submitted to support the petition. The approval of a withdrawal results in a "W" recorded on the student's transcript for the course. The "W" will be awarded only for a course the student was passing at the time he or she became incapacitated or could not complete the course. A "W" does not adversely affect the cumulative GPA and tuition is forfeited on all withdrawals granted.

Due to eligibility for specific military or veteran's benefits, a student may wish to petition for a long-term incomplete grade rather than withdrawal. The issuance of an "I" or a "W" may directly impact a student's receipt of a grade for tuition reimbursement purposes, and may directly impact his or her eligibility and receipt of financial aid. It is imperative that students contact Service Central to clarify the impact of "I" or "W" to their eligibility.

University Withdrawal

Students contemplating withdrawal from the College of Adult and Graduate Studies should complete the [University Withdrawal Form](#) located on Service Central's My CCU site, and ensure financial clearance with Service Central. Forms must be submitted to Service Central for processing. A University withdrawal does not drop or withdraw a student from his or her individual courses. If a course withdrawal is necessary it must be filed separately, following the requirements outlined in the "Course Withdrawal" section.

Admission & Registration

Conditional Admission

Students admitted conditionally are required to meet specific performance standards their first term at CCU due to failing to meet one or more quality academic or behavioral standards. Students are required to sign an agreement upon admission, acknowledging that if standards are not adhered to, they will be suspended or dismissed. Students are admitted on academic probation and will follow the GPA and class limit guidelines and requirements for probationary students. See “Academic Standing” section for more information.

Non-Degree Admission

A non-degree seeking student enrolls in courses for personal or professional enrichment and has not applied for, nor been admitted to, a degree program. These students must complete the [admission application](#) and pay the non-refundable application fee. Non-degree seeking students who subsequently wish to apply to a degree program must [reapply](#) as a degree-seeking student to the program of his or her choice, and meet all admission requirements for that program.

Non-degree seeking undergraduate students can apply a maximum of 16 CCU undergraduate credit hours earned prior to admission to an undergraduate degree program. Non-degree seeking graduate students may apply a maximum of nine credit hours earned prior to admission toward a graduate degree. Students who have completed a CCU graduate certificate prior to admission to a graduate program will be allowed to apply the certificate credits toward appropriate graduate degrees. Non-degree seeking students are not eligible for financial aid.

New Student Orientation

New student orientation is a mandatory requirement to be completed prior to a student’s first class at CCU. NSO 101 CAGS New Student Orientation is a fully online, 24/7 accessible program offered through CCU’s learning management system, [eCollege](#). All prospective and current students have access to the orientation material and resources. After completing the orientation, students will have the tools necessary to navigate the eCollege system, register for classes, purchase their books, track their degree progress, and understand the policies and procedures required of students.

Registration Procedure

New students are guided through the registration process by their enrollment counselor after admission to the University. Upon registering for their first semester of classes, students may begin working with their advisor to track and plan their schedule for subsequent semesters.

Registration opens for the proceeding semester at least two months in advance. Registering early allows students the optimum selection of classes as well as sufficient time to prepare for their classes. This includes purchasing books, paying bills, acquiring computer access, etc. While responsibility for selecting and registering for classes on a timely basis ultimately rests with each student, students have full access to their program evaluation (a degree tracking and planning report) in WebAdvisor to help them with this process.

Readmission

Students who have not completed a course at CCU for 366 days or more (from the end date of the last course enrolled) must reapply for admission. If the student has attended another institution, an official transcript must be submitted. Students who return to CCU following an absence of 366 days or longer must meet all current admission and degree requirements. A new degree plan will be provided based on the current academic catalog. Students who have been dismissed for disciplinary reasons must meet requirements for readmission and receive permission from the dean of student services.

Financial Information

Tuition & Fees

Tuition and fees for the 2011–2012 academic year apply to the summer 2011, fall 2012, and spring 2012 semesters for all locations. To cover the extra costs incurred, special fees are required for students participating in certain courses. Information about current tuition and fees can be found on <http://www.ccu.edu/ccu/financialaid/tuition.asp>. Fees, including technology fees, are not refundable.

Payment

Payment or payment arrangements for all tuition and fee charges are due in full by the first day of the semester. If registration occurs after the first day of the semester, payment in full is due upon registration. If students are unable to pay the full amount upon registration, they should contact the Service Central office at financialaidsupport@ccu.edu or (303) 963-3230 to set up an alternative payment option.

Students whose accounts are not paid in full or who are not enrolled in one of our payment options may be restricted from attending class, and will not be allowed to register for the following semester. Delinquent accounts will be assessed late fees, amounting to one and one-half percent interest on the balance at the end of each month.

All outstanding amounts resulting from nonpayment of tuition and fees are the responsibility of the student. Any student who is negligent in making adequate and timely arrangements to pay his or her account (or in completing arrangements for his or her financial aid) may be subject to immediate dismissal. Withdrawal from the University, officially or unofficially, will not cancel any financial obligation already incurred.

Additionally, failure to pay all financial obligations may result in debts being turned over to a collection agency. Collection fees, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance. Students will not be allowed to participate in graduation activities, receive a diploma, or obtain an official transcript until all financial obligations to the University have been met.

Students are responsible to check their e-mail regularly for information regarding their CCU account. Students' current account balance information is always accessible through their WebAdvisor account, and student account payments can be made online through WebAdvisor.

Payment Options

Full Payment

Student pays the full semester charges (or the portion not covered by financial aid and other outside sources) at the time of registration.

Payment can be made as follows:

- **Cash:** Pay in person at the Service Central office. Do not mail cash.
- **Personal Check:** Make your check payable to Colorado Christian University. Include your name, CCU ID number, current address, and phone number on the face of the check.
- **Certified Funds:** Make cashier's check, money order, or other certified funds payable to CCU. Include your name, CCU ID number, current address, and phone number on the face of the check.
- **Credit Card:** Official Payments Corp. is an agent of the University contracted for the electronic processing of credit card payments. American Express®, Discover®, and MasterCard® are accepted. In order to support this service, a convenience fee of 2.5% will be added to the total payment of your transaction. You can either pay by accessing the secure online payment page on WebAdvisor, or by using a touch tone telephone and dialing a toll free number 866-480-6861. Visa cannot be used because of current Visa regulations. Read our [Online Payments FAQ](#) for more information.
- **Electronic Check (ACH):** An electronic check is a no-fee, one-time authorization to automatically debit your savings or checking account. You can either pay by accessing the secure online payment page on WebAdvisor, or by using a touch tone telephone and dialing a toll free number 866-480-6861. You will need to provide your checking/savings account number and the routing/transit number, which is a unique series of numbers that identifies your financial institution. [Read our Online Payments FAQ](#) for more information.
- **Credit card convenience checks** may be used as an electronic check payment, including Visa® convenience checks. There is no convenience fee on any electronic check payment. Contact your credit card issuer to understand what fees it may charge for use of its convenience checks.

Third Party Deferred Payment Option for Employer Reimbursement Programs

Many employers offer tuition reimbursement plans to employees continuing their education. Students should contact their company's human resources or benefits department to see if this cost-saving option is available to them. Deferred payment enables students to carry a balance for up to one semester, interest free, while waiting for reimbursement from an employer or government agency. Students must complete the [Third Party Deferred Payment Option Form](#) located on Service Central's My CCU site, and include a copy of their employer's reimbursement policy. There is a \$25 administrative fee to activate this plan. Each semester the plan must be updated with an additional \$25 administrative fee.

Veterans/GI Bill Benefits

CCU is approved for federal veterans' education benefits to qualified students. Applicants for these benefits may secure forms by contacting Service Central at VASupport@ccu.edu. Eligible students

should keep in mind that benefits may not be received for a number of weeks after enrollment and should be prepared to meet University expenses until the veteran benefits arrive. Third Party Deferred Payment Option may be used for qualified students with GI Bill benefits. Visit <http://www.ccu.edu/ccu/military/> to find out more about the educational benefits for military service members.

Monthly Payment Plan

CCU offers students the option to pay their tuition and fees through a monthly payment plan called FACTS. Monthly payments will be automatically deducted from a personal bank account or credit card. The payment plan agreement can be set up for one semester or annually to allow students to budget their tuition costs monthly. Please note that to take advantage of the monthly payment plan you must complete the agreement before classes begin. To sign up for the plan please visit the [NBS e-Cashier Web site](#).

Cash by Class Plan

The Cash by Class plan enables students who are paying with cash, check or credit card to enroll in all of their courses at the start of the semester without having to pay their balance in full at the time of registration. Payment for each course is due when the class begins. Students making payments on the Cash by Class plan will not accrue interest charges on their account. Please complete the [Cash by Class Form](#) located on Service Central's My CCU site to activate this plan. Cash by Class must be renewed each semester to remain current. There are no administrative fees to set up the Cash by Class Plan.

Financial Aid

To receive a financial aid award a student must first complete the [Free Application for Federal Student Aid \(FAFSA\)](#). Financial Aid must be applied to the student bill. Overpayment will be refunded to the student. If financial aid does not pay the entire bill, the student is responsible to pay the remainder of the bill through either a Full Payment Method or a Monthly Payment Method.

Refund of Tuition

Students may drop a course any time before the first day of the course and receive a full refund of tuition. Courses may be dropped online using WebAdvisor. For a full tuition refund after the first day of the course, the course must be dropped by the second session or by the end of the seventh day from start of the course, whichever comes first. After the drop deadline, tuition is non-refundable.

After the drop date, Students may petition for a withdrawal or extension prior to the end date of the course. See "Course Withdrawal" and "Course Extensions" sections for more information.

Qualifying for Federal Financial Aid

To receive any federal aid, whether a grant or a loan, a student must complete the Free Application for Federal Student Aid (FAFSA) on an annual basis. Students are encouraged to apply as early as possible to maximize the possibility of receiving certain grants and loans that have limited funding. Students may

submit the FAFSA as early as January 1 for the following fall. Students are encouraged to submit the FAFSA online at www.fafsa.ed.gov.

Most, but not all, federal aid is based on need. A student's financial need is determined by federal methodology using information supplied on the FAFSA. Students who do not qualify for need-based aid may qualify for federal non-need-based loans. The FAFSA form takes into account family size, family income, assets, and the number of family members attending college. Exceptional circumstances should be addressed to the Service Central office. All students are encouraged to apply for federal financial aid.

Financial aid will not be available in time to purchase books for any semester, and alternative plans for necessary purchases should be arranged. For more information on CCU's financial aid policies and procedures, see the [Financial Aid Handbook](#) on www.ccu.edu.

Financial Aid Verification

Some students will be selected by the government for a process known as verification. If this happens, the student will need to supply the University with a completed verification worksheet and copies of completed and signed federal income tax returns and W-2 forms. Students are encouraged to file their federal tax forms early to avoid delays in receiving financial aid if they are chosen for verification.

Federal Financial Aid Programs

In addition to the programs below, Colorado Christian University also administers the following federal aid programs: the Federal Work-Study program, the Federal Perkins Loan program, the Federal Direct Stafford Loan program (both subsidized and unsubsidized), and the Federal Direct Plus Loan program. [General information](#) about these programs can be found on CCU's public Web site.

Federal Pell Grants

Federal Pell Grants are awarded to undergraduate students. Unlike a loan, they do not have to be paid back to the government. Eligibility is based on a formula which is revised and approved by Congress annually. The amount of funding is based on the student's financial need, as determined by information supplied on the FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG grants are awarded to undergraduate students. Like the Federal Pell grant, this is money that does not need to be paid back to the government. Unlike the Federal Pell grant, funds are very limited. Each school is given an allotment, which they must then award to the students with the most need. If a student is not Pell eligible they will not receive these funds. Even if a student is Pell eligible they still may not receive an FSEOG. Upon completion of a bachelor's degree, a student is no longer eligible for FSEOG.

Teacher Education Assistance for College and Higher Education (TEACH Grant)

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides \$4,000 per year in grant funding for qualified students who intend to teach full-time in high-need subject areas for at least four years at schools that serve students who are from low-income families.

- Undergraduate Study: up to \$4,000 per year for first baccalaureate degree to a maximum of \$16,000
- Graduate Study: up to \$4,000 per year for first graduate degree up to a maximum of \$8,000

If students fail to complete the four-year teaching requirement within eight years of completing or ceasing their program of study, the grant reverts to an Unsubsidized Stafford Loan, and will need to be repaid with interest. More information on the TEACH Grant Program can be found at the [Department of Education](#).

Veteran's Benefits

CCU is approved for federal veteran's education benefits to qualified students. Applicants for these benefits should access the [CCU home page](#) for GI Bill benefits, and contact information and application forms. Eligible students should keep in mind that benefits may not be received for a number of weeks after enrollment and should be prepared to meet University expenses until the veteran's benefits arrive.

State Financial Aid Programs

College Opportunity Fund

Undergraduate students may be eligible to receive Colorado's College Opportunity Fund stipends to offset their cost of attendance. COF stipends are paid to eligible undergraduate students by the State of Colorado when they attend a participating institution of higher education.

The COF stipend is a per credit hour dollar amount that is determined by the Colorado State Legislature, and is subject to annual state funding availability.

Eligible students who attend a private Colorado college or university must meet the following criteria:

- Be a Colorado resident as determined by CCU's online [Colorado Residency Form](#)
- Be a graduate of a Colorado high school OR
- Earn a Colorado GED
- Successfully complete a non-public home-based educational program in Colorado
- Demonstrate financial need as determined by federal Pell Grant eligibility

Eligible students must submit the [College Opportunity Fund stipend application](#) on the College Assist Web site and will not be eligible for this stipend until this application is completed. The Colorado Opportunity Fund is considered a grant for students attending private institutions such as Colorado Christian University; therefore, it may replace a portion of other need-based aid or merit-based tuition awards. By law, the COF stipend at a private university is 50% of the stipend provided at a state institution. Any COF stipend received would be reflected as a tuition credit on the student's account.

Colorado State Opportunity Grant

Undergraduate students may be eligible to receive a Colorado State Opportunity Grant. This state grant is paid to eligible undergraduate students by the State of Colorado and is subject to annual state funding

availability. The grant is need-based, and all eligible students must complete a FAFSA (to determine financial need) and CCU's online [Colorado Residency Form](#). The Colorado State Opportunity Grant is considered a grant for students attending private institutions such as Colorado Christian University; therefore, it may replace a portion of other need-based aid or merit-based tuition awards.

Refund of Overpayment on Student Account

If a student's account has a credit balance (once all financial aid has been received and applied to the account) the credit balance can be direct deposited to a bank account of the student's choice. To request a direct deposit of the credit balance, students simply log into their WebAdvisor account and click on "Bank Information" under the Financial Information heading. Once the bank account information has been entered, the refund will be electronically deposited to the bank account. More information can be found on the [Credit Balance Refund FAQ's](#) on www.ccu.edu.

Maintaining Eligibility for Financial Aid

To remain eligible for financial aid, a student must maintain satisfactory academic progress toward a degree. For financial aid purposes, the University has established the following standards for satisfactory academic progress. Questions about satisfactory academic progress should be referred to the Service Central office.

- A student must be enrolled as a regular student seeking a degree, diploma, license or certificate.
- An undergraduate student must maintain a cumulative GPA of 2.0 or higher. (3.0 for students enrolled in an education program or a nursing major.) A graduate student must maintain a cumulative GPA of 3.0 or higher. Students failing to maintain the minimum cumulative GPA requirements will be put on financial aid probation and must bring their average up to the required standard in the next semester. Students who do not meet the minimum cumulative GPA requirements will lose their financial aid eligibility until the standard is met or the student successfully appeals for an extension of the probationary period.
- Students must successfully complete at least two-thirds of the courses they attempt. Courses with grades of W, F, or I will remain in the financial aid credit calculations and are not considered to have been successfully completed, but are taken into account in calculating the completion rate. Students failing to successfully complete two-thirds of the courses they attempt will be put on financial aid probation. At the end of the probationary semester, they must have successfully completed two-thirds of the courses attempted at CCU or they will become ineligible to receive financial aid. The ineligibility will continue until they meet the standard or successfully appeal for an extension of their probationary period.
- Students who are on financial aid probation have one semester to comply with the academic progress policy. This includes meeting both the financial aid completion rate and the cumulative GPA standard of their respective program. Those who do not will be ineligible to receive financial aid.

Because real progress in an academic program is of greatest concern, students are evaluated for eligibility every semester, whether or not financial aid has been received. Students who become ineligible for federal financial aid may appeal the decision with the Financial Aid Committee. The ruling of that committee is final.

Undergraduate students are required to take a minimum of 6 credit hours per semester in order to qualify for federal financial aid except for provisions in the Federal Pell Grant Program that will allow less than half-time students to receive a Pell Grant. However, once a student has received their first undergraduate baccalaureate degree, they no longer qualify to receive a Federal Pell Grant.

Graduate students are required to take a minimum of 3 credit hours per semester in order to qualify for financial aid. Graduate students are not eligible to receive a Federal Pell Grant.

Return of Financial Aid Funds

The Service Central Office recalculates federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a semester.

Recalculation is based on the percentage of earned aid using the following formula: $\text{Percentage earned} = \frac{\text{Number of days completed up to the withdrawal date}}{\text{total days in the semester}}$

Federal financial aid is returned to the federal government based on the percentage of unearned aid using the following formula: $\text{Aid to be returned} = (100\% - \text{percentage earned}) \times \text{the amount of aid disbursed toward institutional charges}$. When aid is returned, the student may owe a debit balance to the University. The student should contact the Service Central Office to make arrangements to pay the balance.

General Information

Career & Professional Development

Colorado Christian University is committed to the professional success of our students. To that end, the University offers monthly webinars on relevant career and professional development topics at no cost. The University also provides online resources to assist students with self assessment, career research, job searching, networking, resume writing and more. Online resources, as well as information about upcoming webinars and events, can be found on the career development Web site at www.ccu.edu/careers.

Change of Address/Personal Information

Students are required to update or confirm their current address prior to registration for each term. This can be done by logging into WebAdvisor or contacting Service Central.

Computer Access

Student-use workstations at the Lakewood campus are available in the Student Union, Beckman Center, Dining Commons, Library, and student-use computer labs. Wireless network connectivity is available in all buildings and common areas on the Lakewood campus and at all regional centers. Student-use workstations are connected to the Internet and contain a variety of software titles and peripherals.

Regional center computer labs are available for student use during office hours, generally Monday–Friday, 9:00 a.m.–6:00 p.m. Lab use is available by appointment in the evenings when a class is in session. Students should [contact](#) their center for specific hours or to schedule an appointment.

Digital Services

Students have access to a variety of digital services during their time at CCU. Network file storage (iDrive), e-mail, and network printing are just a few of those services available to students. In addition, Web-enabled self-service applications allow students to view grades and unofficial transcripts; register for courses; view billing statements; RSVP for University events; view printable account balances and update contact information. Additional [information](#) about these services is available on Information Systems and Technology's My CCU site.

E-mail

The University uses e-mail as the primary means for updating students regarding important information that requires action. Students are responsible for reading daily e-news as well as other e-mail correspondence from CCU departments. In addition, the University has established an “E-Mail

Acceptable Use Policy” to govern the use of CCU e-mail addresses (those that end in “.edu”). The [policy](#) is available on Information Systems and Technology’s My CCU site.

E-mail Etiquette

All students should adhere to standard and professional behavior when communicating on the Internet. Some rules to remember:

- All e-mails should be addressed to a specific person by including a name and formal title as appropriate to the sender’s relationship to the receiver.
- All e-mails should be signed so the receiver can distinguish the identity of the sender. Sometimes an e-mail address does not easily disclose who the sender is.
- All e-mail correspondences should be written in a professional manner using correct grammar and spelling.
- Senders should be very judicious when copying (using the “cc” function at the top of an e-mail routing) an e-mail to a receiver. It may be improper to copy or forward an e-mail or correspondence to another party without the permission of the receiver. Remember, copying or forwarding a memo to another party is very different than forwarding an article from the Internet.
- In the context of mutual respect, senders should avoid profanity and remember that neither the Internet nor e-mail is entirely secure. What is written is often not easily deleted, especially by the party who receives an e-mail.
- Students should avoid sending off-color or otherwise inappropriate content, jokes, cartoons, etc. using their CCU e-mail.
- Students should respond in a timely manner to important e-mails that are received. E-mail has supplanted phone calls in many cases, and ignoring an e-mail is similar to ignoring a phone call.

Emergency Closings

At times emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt University operations. In extreme cases, these circumstances may require the closing of a facility. In the event that such an emergency occurs, local radio and/or television stations will be asked to broadcast notification of the closing. Alerts will also be sent using the University’s emergency notification protocols. Students should verify that their emergency contact information is up to date to ensure their receipt of these announcements.

Escort Assistance

Students who would like an escort on the main campus may contact Campus Security by calling (303) 963-3222 and speaking to the on-duty security officer. For assistance at one of the regional centers, students should contact center staff or faculty members.

Food Service

Students may choose from several dining options on CCU's Lakewood campus. The Dining Commons, Cougar Den or Cougar Café offer an array of meals, beverages and snack items for purchase. Visit the [Dining Services](#) Web site for information on food selection and hours.

Students taking classes at regional centers have full use of the facility's kitchen area, including refrigerator, microwave and coffeemaker. Additionally, most buildings are equipped with vending machines for water, soda or snack items.

Health Insurance

Students in the College of Adult and Graduate Studies have the option to enroll in the University's Student Health Insurance Program. To be eligible, students must be enrolled in at least six credits (in seat, not online) for the semester. The deadline to enroll is August 31, 2011 for the fall semester, and January 25, 2012 for the spring semester. Please visit the Health Services My CCU site to download the [Health Insurance Enrollment Form](#) and find out more about the program.

Identification Cards

While a student identification card is not required, it is recommended. Students may request a [student ID card](#) online by submitting a digital photo and scanned copy of their driver's license. Please use high-resolution digital photos with a minimum height of 200 pixels and saved in JPG, GIF, or BMP file format. Students may also have their photo taken and obtain their ID card at the CCU Service Center on the Lakewood Campus.

Some of the benefits of having a student ID include:

- Free use of CCU's Fitness Center on the Lakewood campus
- Access to the Dining Commons on the Lakewood campus
- Access to the Clifton Fowler Library
- Discounts at local vendors and companies

Name Change

Students may request a change of name in the University's system by submitting a copy of supporting legal documentation to Service Central at registrationsupport@ccu.edu. The documentation must be legally recognized at the state or federal level, i.e. marriage license, court dissolution of marriage, government-issued identification, etc.

Printing

Each semester, students are provided with \$25 to print at any printer within CCU's networks. Charges are deducted each time a print job is requested. The \$25 is refreshed each semester, but does not roll

over. Students can purchase additional printing through WebAdvisor. Black and white printed documents are charged at \$0.08 cents a copy while color is charged at \$0.10 cents a copy.

Software and Hardware Purchases

Students can purchase software and hardware at reduced prices. For information on purchasing software and hardware for personal use, visit Technical Support's "Helpful Information for Students" [My CCU](#) site.

Technical Support

CCU computer technicians are available to help students connect to the CCU network. In addition, students can bring their computers to the Technical Support offices in Lakewood for a free analysis and consultation on antivirus and antispyware solutions. If additional repair or a rebuild is required, their services will be offered at prices significantly lower than current market rates. The Technical Support office can be reached at (303) 963-3444 or techsupport@ccu.edu. Hours of operation are Monday–Friday, 7:30 a.m. – 6:30 p.m.

Vehicle Operation

Students who attend classes on CCU's main campus are expected to comply with the Vehicle Operation Policy. The policy covers regulations, offenses and consequences. For the complete policy, please see the "[Vehicle Operation Policy](#)" section of the College of Undergraduate Studies Student Handbook.

Clifton Fowler Library

Introduction

The Clifton Fowler Library is the namesake of Clifton L. Fowler, founding president of CCU's first heritage school, Denver Bible Institute. The library maintains a physical and virtual presence to serve students across the globe. The library is physically located in the south end of the Beckman Center on the Lakewood Campus. There is an additional music library kept in CCU's School of Music at 9200 W. Ellsworth Ave., Lakewood, CO 80226. There are over 100,000 items in the physical collections, covering a wide-range of subjects. They consist of books, CDs, DVDs, music scores, periodicals, and more.

The library exists virtually at www.ccu.edu/library and provides students with access to electronic resources. These e-resources come in the forms of CCU and Prospector catalogs; indexes; reference databases; reference and monograph books; periodical databases; web resources; writing and citation guides; subject guides; and tutorials. Students need an internet connection and their CCU student ID and password to access the electronic resources.

Library Web Site

Through the library's Web site, students can access thousands of books and journals, web resources, and chat services at no cost.

Library Catalog

The library catalog page is located at ccu.opac.marmot.org/. On this page, students can:

- Access their library account to view or renew checked out items; see the status of holds they have placed; or view fines accruing on overdue items.
- Search the library's catalog of books, DVDs, CDs, etc., and place requests on titles to be put on hold. Holds may be picked up at the circulation desk in the Lakewood location, or, if you reside outside the Denver Metro area, the library will mail the items to your home. (Please make sure your address is up to date in the system.) The library's catalog includes over 50,000 electronic books, both reference and monograph. Two such e-book databases are ebrary and NetLibrary. These titles are accessible 24/7 by anyone with internet access. Another notable catalog feature is the citation format option that will automatically format the book information for inclusion into a bibliography or reference list.
- Perform searches in Prospector. Prospector is a union catalog of over 40 libraries, both public and academic. Students can search the catalogs of these libraries as well as request materials from them. With Prospector, students have access to over 30,000,000 items through other libraries across the state of Colorado and at the University of Wyoming—in addition to the 150,000 plus titles in CCU's collection. Students simply search for a book they want and follow the prompts to request it. The book will be sent to the Lakewood location and the student will

be notified when it is ready for pickup. Students outside the Denver metro area can request items as a patron of a local library and pick up the material at their local branch.

Journal Indexes and Full-Text Articles

The Journal Indexes and Full-Text Articles page is located at www.ccu.edu/library/articles.asp. This is the library's journal databases page. There are three areas to this page:

- **Journal title finder.** Students can click on the [Where do I find this specific journal title?](#) link to search all the listed databases for the existence of a full-text copy of a journal title. Students may view an article found in their search by clicking on the name of the database and searching for the article title (login required).
- The **list of all the databases** that the library subscribes to is under the heading "Journal Articles Databases." There are both generic and subject specific databases listed here. The generic databases are the library's more robust databases, containing the largest numbers of full-texted journal titles, as well as the broadest ranges of topics covered. [Academic Search Premier](#) and [ProQuest Research Library](#) are the two generic databases. Some examples of subject-specific databases are: [ATLA Religion/Atlas](#) (religion); [Business Source Premier](#) (Business); [CINAHL Plus with Full Text](#) (Nursing); [ERIC](#) (Education); and [ProQuest Psychology Journals](#) (Psychology).
- **Brief descriptions of the databases.**

Reference Web Sites and E-Books

This page is located at www.ccu.edu/library/reference.asp and contains numerous electronic reference sources such as:

- [ABC-CLIO E-books](#): 275 e-reference books on world issues, like AIDS, poverty, homelessness, religion, history, international affairs, countries, etc.
- [CQ Researcher](#): This social issues reference database features research on AIDS, gun control, welfare, college drinking, immigration, abortion, etc.
- [Credo Reference](#): 50 e-encyclopedias
- [Gale Virtual Reference Library/Infotrac](#): 85 reference e-books online. Topics covered include: religion, psychology, social sciences, history, science, nursing, etc.
- [SAGE E-Reference](#): 47 reference titles in all disciplines.

Research Links


This page (located at www.ccu.edu/library/research.asp) provides links to web resources the library considers reputable or scholarly.

Subject Guides

This page (located at www.ccu.edu/library/subjectguide/) gives rudimentary approaches to researching specific topics. The guide features research tips on searching the library catalog and Proquest, web sources, and pertinent journal databases.

Chat Services

Students may chat live with a librarian 24/7. The chat feature is available in the right-hand column of the library [home page](#). During normal business hours, CCU librarians are available to take student questions. (Note that if you do not receive an immediate response, the librarian may have stepped away from their desk. Please include an e-mail address with your question so the librarian can get back with you when they return.)

At all other times, an  icon will appear in this area. This means that librarians from across the state of Colorado are available to take questions.

Library Services and Policies

All Clifton Fowler Library services and collections are fully available to students, staff, and faculty at CCU's Lakewood campus, regional centers, and online.

Checkout Policies

Item	Policy
Books	Three weeks with two renewals, maximum of 25 items*
Videos, CDs, Journals (back issues)	One week, with two renewals*
References & Journals (latest issues)	Non-circulating; may be copied in the reference room

*Renewable by phone or online at [View My Checkouts](#).

Book Return

The book return is located at the circulation desk inside the library. When the library is closed, the book drop outside the west entrance may be used. Students outside the Denver metro area may send items through the U.S. Postal Service at the lowest rate available (which is likely to be media mail). As long as the materials are postmarked by the due date, no fine will accrue. The address to send the materials is: CCU Library, 8787 W. Alameda Ave., Lakewood, CO 80226.

Reserves

Faculty may place high-use personal and library-owned course materials on reserve for limited-time checkout. Most items are two-hour reserve, but professors can designate other periods, such as one day reserve or seven day reserve. Materials to be placed on reserve are submitted to the reference librarian at least one week prior to the beginning of the course. When students request reserve items, they should have the name of the professor, course, and item being requested. These titles will appear as reserve in the catalog. This is indicated by a course code instead of a call number.

Interlibrary Borrowing

Students considering an interlibrary loan should first search the CCU and Prospector catalogs for availability. (See the "[Library Catalog](#)" section for more information.) If an item is not available in either of these catalogs, students should go to the [Library Services](#) page and access the borrowing request forms available in the "Interlibrary Borrowing" section. Simply drop off the completed form at the

circulation desk, or e-mail it to tlane@ccu.edu. Students that do not have the means to print the form may send their request to tlane@ccu.edu. Requests must include a student ID and as much of the bibliographic information as possible.

Instruction and Reference

Students in the College of Adult and Graduate Studies are encouraged to contact [Tracey Lane](#), CAGS Librarian, with any questions or for assistance. Tracey is available Tuesday–Saturday during normal business hours. In addition to Tracey, students also have access to online chat reference services 24/7. (See “Chat Services” for more information.)

Acquisitions and Collection Development

The library is continually expanding its collection. To better serve its patronage across the globe, the library pursues materials of an electronic nature that are accessible through their Web site.

Students and faculty are encouraged to suggest books for consideration for purchase at any time. The library director initiates orders for specific book and video requests. Journals are renewed once a year in the summer.

Standards of Student Conduct

Introduction

CCU seeks to create and maintain an educational environment where individual and institutional responsibilities combine to promote the holistic development of each student. 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 Christ-centered student community focused on educational and spiritual growth, and the unique situations that arise within such a community of learners. 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 him or herself, others, or the University, 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. It is the goal of the student discipline system to, as outlined in Proverbs 13:24, show the love of Jesus Christ for the University's students through prompt correction of behavior that disturbs the University community, based on a system of grace and guidance.

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 CAGS assistant vice president of student success may assign adjudication of cases to CAGS staff at his or her discretion.

It is the intention of these standards of conduct to clarify the standards of behavior essential to the College of Adult and Graduate Studies (CAGS) educational mission and its community life. The standards of conduct are applicable to all CAGS students as well as their guests when visiting the University's premises (including campus, regional centers, partner sites and satellite classrooms) or participating in University activities and events.

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 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 encouraged to live in accordance with the

teaching 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. Each person is to be a careful steward of the mind, time, abilities, funds, and opportunities that have been given by God. Students must realize the important responsibility they have to personal righteousness and the practice of justice, to the value of evangelistic outreach through word and life, and to the exercise of freedom in Christ. The University realizes what Scripture teaches in regard to attitude and behavior lie at the heart of relationships with God and with others. 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-based learning environment.

CCU's standards of conduct seek to 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 problems of illicit sexual behavior and substance abuse in today's society, as well as the danger of the use of tobacco products. The University recognizes that these practices would reduce the effectiveness of personal testimony and could harm others. To this end, all such activity is banned from the University's premises, facilities, and events.

The following are seen as purposes for disciplinary proceedings:

- To encourage an educationally focused student community
- To encourage and to teach responsibility for one's own actions
- To protect the rights of others in the community
- To redirect behavior

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

Residence Life Policies

Although not published in the CAGS Student Handbook, any CAGS student living in or visiting University housing is expected to abide by all policies pertaining to that area of the University. Residence life policies can be found in the College of Undergraduate Studies (CUS) Student Handbook at www.ccu.edu/studentlife/handbook.pdf.

CCU Regulations & Applicable 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 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 assistant vice president of student success. 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

CCU reserves the right to take necessary and appropriate action to protect the safety and well-being of the University community and the students who comprise it. It may become essential for the University to take necessary and appropriate action as a result of student incidents off campus, or other incidents that are in direct conflict with the unique mission of the University or may affect the ability for students to function well within the University community, at University sponsored events or inside the classroom. The authority for deciding what action off campus constitutes a threat to the campus environment rests with the assistant vice president of student success.

The University addresses off campus violations of the University standards of conduct in the "Prohibited Conduct" section. The assistant vice president of student success has authority for making decisions regarding any off campus behavior that is not addressed in this section and which may constitute a threat to the campus environment. A student involved in an off campus incident with another University community member could face charges in the University discipline system and judicial process, as well as civil or criminal charges. Complaints from University community members against 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 may also address violations of University policy posted on online communication networks such as Facebook, MySpace, etc.

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. If a specific standard of conduct violation is involved in the complaint, then 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:

- Respect for the rights and human dignity of others, especially in the conduct of relationships.
- Respect for the rights and needs of the CCU community to develop and maintain an atmosphere conducive to academic study and personal growth.
- Respect for the University's academic traditions of honesty, freedom of expression, and open inquiry.
- Tolerance and respect for the different backgrounds, personalities, beliefs, and spiritual traditions of students, faculty, and staff that make up the CCU community.
- A willingness to assist others in need of support, guidance or friendship.
- Respect for federal, state, and local laws and ordinances.
- 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.
- 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.

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 assistant vice president of student success has the sole discretion of deciding whether or not a particular incident is covered by a particular definition of prohibited conduct or in the Student Handbook. All definitions pertain to those in the code.

“Active Disciplinary Investigation” begins at the time when any University staff/faculty member or the police become aware of a possible violation.

“CAGS” refers to the College of Adult and Graduate Studies at Colorado Christian University

“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 together in University housing.

“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.

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

“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, athletic team or club, or any pastime or amusement engaged in by a University organization that would lead to such harm.

“Intoxication” is the state in which the quantity of alcohol or other drugs a person consumes exceeds the individual's tolerance for alcohol and drugs and produces behavioral or physical abnormalities.

“Member of the University Community” includes any person who is a student, faculty member, University official, or any other member employed by the University. The assistant vice president of student success, 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, Catalogs, General Regulations within the CAGS Student Handbook, and any individual CCU departmental policies.

“Pornography” refers to writings, photographs, magazines, film or videos, pictures, Web sites, advertisements, 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 assistant vice president of student success, or his or her designee.

“Sexual Assault or Harassment” includes non-consensual sexual intercourse and sexual behavior or activity. Also includes situations where a student is incapacitated because of drugs, alcohol, or other reasons, where consent is not possible. For more information, please see the “Sexual Harassment/Sexual Assault Policy and Procedure” section.

“Student” or “Community Member” includes all persons taking courses at the University, at any of its locations, both full time and part time, pursuing undergraduate, graduate, or professional studies. It also includes all persons attending post-secondary educational institutions other than CCU but residing on the CCU campus, as well as persons renting University facilities, including on-campus housing, who may have no other relationship with the University.

“University” refers to Colorado Christian University (CCU); College of Adult and Graduate Studies (CAGS) and College of Undergraduate Studies (CUS).

“University/College Official” includes any person employed by the University to perform assigned administrative or professional responsibilities.

“Verbal/Written Harassment” includes any threatening, disrespecting, or abusive verbal or written communication.

Prohibited Conduct

The following actions constitute misconduct for which students may be disciplined. The definition of specific terms within the prohibited conduct, or the decision on which section of the prohibited conduct a student’s behavior falls into, rests with the assistant vice president of student success or his or her designee. This list of misconduct that the University has set forth gives students fair notice of behavior that will not be tolerated, but it is not intended 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. Violations of these standards of conduct will result in disciplinary action. For more information on sanctions, please see the “Disciplinary Sanctions” section.

1. Harm or Harassment

- a. Verbal or written threats, abuse, or harassment towards any University official (security guards, faculty, staff members, etc.) in the performance of their duties.
- b. Intentionally or recklessly causing physical harm to any CCU community member off campus, on University premises, or at University-sponsored activities.
- c. 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.
- d. Causing a disruption to the campus community through threats of, or attempts to, harm oneself, or causing others in the community to react in a way that compromises their ability to be successful in the learning environment.

2. Sexual Assault/Harassment

Incidents on University-owned or controlled property, at University-sponsored or -supervised activities, in off-campus situations, or at functions of recognized student organizations are included in this policy.

- a. Rape, attempted rape, other non-consensual sexual activity, sexual battery, sexual harassment, or indecent exposure.
- b. Non-consensual verbal or physical conduct related to sex, which unreasonably interferes with an individual’s work, educational, or social activities, or creates a threatening environment at the university.

3. Sexual Misconduct

- a. Distribution of, possession of, or access to pornography, including Internet access. This also includes sending or receiving inappropriate material via the CCU Mail Room or CCU student e-mail (appropriateness is determined by the assistant vice president of student success or his or her designee). Any decisions as to the appropriateness of material 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 assistant vice president of student success, or his or her designee.
- b. Advocating a sexual lifestyle inconsistent with biblical principles while promoting or representing the University.
- c. Activity by consensual unmarried partners, whether heterosexual or homosexual, in University-owned or operated housing, at University-sponsored events or activities, including but not limited to sexual activity, cohabitation, spending the night together (regardless of the type of relationship).
- d. Bedroom and after-hours visitation violations for unmarried CAGS students living on campus.

4. Theft

- a. Theft of property or services belonging to the University, other CCU community members, or other public or private entities, and knowing possession of stolen property, whether occurring on University premises or at University-sponsored activities or off campus.
- b. Theft of computer services, passwords, or unauthorized entry into another individual's computer account; theft or unauthorized use of another individual's food service account, public street signs, or student identification card.
- c. Possessing any stolen property on or off University premises.

5. Dishonesty

- a. Academic cheating or plagiarism; furnishing false information; forgery, alterations, or unauthorized use of University documents, records, identification, or property; or failure to appear at a University judicial hearing when summoned.
- b. 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.
- c. Knowingly furnishing false information to any University official in performance of their duties, including but not limited to: the accounting office, regional center personnel, security personnel, faculty members, food service personnel, or University administration.
- d. Forgery, unauthorized alteration, or unauthorized use of University documents, records, identification, or property.

6. Property Damage

- a. Damaging, or causing possible property damage to, University property or property belonging to other CCU community members.
- b. Littering or dumping trash on University premises.
- c. Arson or attempted arson.
- d. Starting or feeding any open fire on University-owned or operated property.
- e. Intentionally or recklessly misusing or damaging fire or life-saving equipment.

7. Flammables, Explosives, and Weapons

Firearms, fireworks, paint guns, air soft guns, incendiary devices, dangerous chemicals, or other dangerous weapons or explosives on University-owned or operated property.

8. Controlled Substances

- a. Illegal use, possession, distribution or sale of any controlled substance, prescription drugs, or knowing of any areas, either on or off University premises, where such substances are being used or are present by other CCU students.
- b. Use, possession, distribution or sale of any illegal drugs, or illegal drug paraphernalia, or knowing of any areas, either on or off University premises, where such substances are being used or are present by other CCU students.
- c. Knowing of an area in a University building, off campus, or University property where such substances are being used or are present.
- d. Tobacco use on University-owned or operated property, or at University-sponsored events or activities, other than designated smoking or tobacco-use areas.

9. Alcoholic Beverages

- a. Possession or use of alcoholic beverages on campus or at University-sponsored events or activities.
- b. Underage use of alcoholic beverages at any time on University-owned or operated property.
- c. Knowing of presence of alcohol consumption at University-sponsored events.
- d. Contributing to, or knowing presence of, an atmosphere where underage drinking is taking place.
- e. Intoxication on CCU property or at CCU events.

10. Disorderly Conduct

- a. Intentionally or recklessly interfering with normal University business or University-sponsored activities, including but not limited to: studying, teaching, classes, research, University events, or coaching. Also includes interference with fire, police, or emergency services.
- b. Actions which annoy, disturb, or otherwise prevent the orderly conduct of University-sponsored events or activities on University premises.
- c. Engaging in disorderly conduct, lewd or indecent exposure, or obscene behavior on University premises and at University-sponsored events or activities. This includes inappropriate language, comments, or actions at University-sponsored events or on University premises. The assistant vice president of student success, or his or her designee, will determine whether or not the language, comments, or actions in a specific situation were inappropriate.
- d. Actions not committed on University property but related to the security of the University community or members thereof, or the integrity of the educational process. Such actions may include any prohibited conduct set forth in this section. The 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 assistant vice president of student success.
- e. Intentionally and substantially interfering with the freedom of expression of others on University premises or at University-sponsored events or activities.

- f. Harassing animals on University premises (geese, birds, rabbits, etc).

11. Unauthorized Presence or Use

- a. Unauthorized presence or use of University facilities or premises.
- b. Sleeping in any common areas of the University, including the Student Union, Beckman Center lounge area, or camping on the grounds unless approved by the appropriate university personnel.

12. Knowing Presence

- a. Knowing about or being present where University policies are being violated.
- b. Contributing to an atmosphere where University policies are being violated.
- c. Aiding, harboring, or concealing information regarding a student who is in violation of University policies.

13. Failure to Comply/Rude or Uncooperative Behavior

- 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 faculty, 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 a University disciplinary meeting or hearing, unless excused.
- c. Violating an alternative agreement such as a non-disciplinary plan, 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.

14. Other Violations

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

Statement on Dishonesty

Colorado Christian University holds a high expectation for 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 failure to comply 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.

Violations of a Special Nature

It is the desire 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, and which 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 assistant vice president of student success (e.g. special administrative evaluations).

Disciplinary Sanctions

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

- **Step 1: Disciplinary Warning**

An official sanction given verbally and/or in writing, notifying the student of his or her misconduct, and warning that a subsequent infraction must not occur.

- **Step 2 or 3: Disciplinary Probation**

An official sanction that places the student in a position in which any subsequent misconduct during a stated period 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 staff member conducting the hearing. The assistant vice president of student success will be notified.

- **Step 4: Final Notice**

An official sanction notifying the student that any additional inappropriate behavior will result in their removal from the University either in a limited-term suspension or dismissal the remainder of the academic semester, at a minimum. The assistant vice president of student success will be notified.

- **Step 5: Disciplinary Suspension**

An official sanction that prohibits the student from attending the University, residing in or entering into University-owned or operated property, or 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 assistant vice president of student success or his or designee based on feedback and insight from the Judiciary Board. Notification of suspension will be sent to appropriate University offices, including student service advisors, deans and instructors.

For academic year or semester suspensions, a written request to return to the University must be submitted to the dean of student services, or his or her designee, upon the expiration of the suspension and prior to the semester in which the student intends to re-enroll. 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 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 dean of student services.

- **Step 6: Disciplinary Dismissal**

An official determination canceling the student's registration at the University will last, but is not limited to, the remainder of the academic semester in which the offense occurred. In the instance of dismissal, all grades for the term in which the student is dismissed 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 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. Notification of dismissal will be sent to academic advisors and other University offices. Students who wish to return to school after the dismissal period has ended must submit written notification to the dean of student services, or his or her designee, prior to registering for the semester in which they intend to re-enroll. Failure to do so may result in delayed admission for the subsequent semester. Notification of the dismissal may be noted on the student's transcript for the term of the dismissal and will be deleted after that time.

Disciplinary Expulsion

Disciplinary expulsion is an official determination that permanently prohibits the student from attendance at the University. 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.

Alternate Requirements, Conditions or 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 eight 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:

- Restitution of fines
- Work or service projects
- Counseling evaluation sessions by CCU or off-campus professionals, which may involve drug, alcohol or, or medical assessments. In the case of alcohol or drug violations, assessments are required as a part of the sanctioning.
- Mentoring relationships
- Educational program sessions or other educational experiences

- Restrictions on participation in regional center activities, parking privileges, or contact with individuals or groups on campus
- Attending local drug or alcohol addiction programs
- Course withdrawal from a specific CCU class or total withdrawal from the university
- 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 or she fails to meet conditions set for him or 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 assistant vice president of student success, or his or her designee, without further hearing or review. If the alternate requirements or conditions are not met within the allotted timeframe 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 at the end 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 assistant vice president of student success, or his or her designee, may take this action if he or she is satisfied that serious misconduct has occurred and/or that the student's continued presence on University premises presents unreasonable risk of danger to himself, herself, and/or the University community as a whole. A student thus sanctioned must leave the University or event premises immediately. As noted above, students may have other sanctions imposed on a summary basis. This includes but is not limited to the following: prohibition against presence in residences owned or operated by CCU; prohibition against participation in a University activity, sport, or academic trip; or 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 will determine whether the student should be reinstated and the summary sanction removed.

No-Contact Orders

In the event that an 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 University official, usually the regional center administrator or assistant vice president of student success or their designees, will issue a written no-contact order. In most cases, this action will be taken after an initial case review by the 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 University premises; 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. If possible, the center staff 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 official who put the no-contact order in place. Any contact between students not mediated through the center, 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, the offended party should report it to a University 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 assistant vice president of student success, or his or her designee. In using the following guidelines, the 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 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 System

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 two violation for another minor violation, the student would automatically be placed on a step five sanction. Because of this feature, it is important that the student realize which step he or she is on, and what possibilities remain if he or she continues unacceptable behavior. Hence, the foundation of the step system is that a student always knows what behavior receives what sanctions, where he or 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 redirect his

or her behavior, in order to meet University expectations in this area. In some cases a student could be dismissed for his or her first known violation of the standard of conduct if separate incidents add together to be placed on a step six sanction. 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

Sanctions will be kept in the student's record for their CCU academic career. 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 assistant vice president of student success, or his or her designees, sanctions and requirements may be increased and/or lengthened. 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. Notations of disciplinary sanctions may be included on the student's academic transcripts. Transcripts or registration may be withheld until the student completes the sanction.

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; noted in student's record)
- **Step 2: Written Warning.** A written letter of discipline is placed in the student's record.
 - Incidents of disturbance of the peace (and items listed in "Prohibited Conduct" section, item 10b)
 - Acts of damage to University property or property of community members (and items listed in "Prohibited Conduct" section, item 6a)
 - Tobacco use on University premises or at University-sponsored events (and items listed in the "Prohibited Conduct" section, item 8a)
 - Other violations of University housing policies, general University policies, or safety regulations
 - Failure to appear at a University judicial hearing (and items listed in the "Prohibited Conduct" section, item 13b)
 - Knowing presence violation (for any reason except a major violation) will result in two steps in the disciplinary process.
 - Unauthorized presence on University buildings ("Prohibited Conduct" section, item 11)
 - Failure to comply with the timeline of completion of sanctions

Probationary/Suspension Violations

Students violating expected conduct in the probation or suspension area can expect to receive steps 1–3 in the disciplinary process, and may also receive steps 4 and 5.

- **Step 3: Disciplinary Probation.** A written communication to student service advisor, regional center administrator, and assistant vice president of student success will be sent.

- **Step 4: Final Notice.** A written communication to the student service advisor, regional center administrator, and assistant vice president of student success will be sent. At least one additional sanction to include those listed in the “Disciplinary Sanctions” section 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 written communication to the student service advisor, regional center administrator, and assistant vice president of student success will be sent in all cases. Professors of the courses the student is enrolled in will be notified of suspension. Duration of suspension will be at the discretion of the hearing board or officer. 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 and/or expulsion.

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:

- Intentionally causing major damage to University-owned or operated property (and items listed in the “Prohibited Conduct” section, item 6).
- Possessing or storing a weapon on campus, unless the student is a peace officer in uniform (and items listed in the “Prohibited Conduct” section, item 7).
- Unauthorized entry into a University facility (and items listed in the “Prohibited Conduct” section, item 11a).
- 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)
- 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).
- Intentionally furnishing false information to the University, including academic plagiarism or cheating (and items listed in the “Prohibited Conduct” section, item 5).
- Petty theft (and items listed in the “Prohibited Conduct” section, item 4).
- Forgery or unauthorized alteration of a University document (and items listed in the “Prohibited Conduct” section, item 5).
- Possession of stolen property (and items listed in the “Prohibited Conduct” section, item 4).
- Computer crime or theft of service, including access to pornography and unauthorized use of another’s password/account (and items listed in the “Prohibited Conduct” section, item 4).
- Illegal possession or use of a controlled substance, drugs, or drug paraphernalia on or off campus, or at University events or activities.
- Alcohol possession or consumption on campus or at University-sponsored events or activities. Presence in an atmosphere where drinking is occurring, regardless of age or use of alcohol on campus. Intoxication at any time either on campus or during CCU-related events (and items listed in the “Prohibited Conduct” section, items 8 and 9).

- Engaging in disorderly conduct, lewd and/or obscene behavior, indecent exposure, or intoxication (and items listed in “Prohibited Conduct” section, item 10).
- Failure to comply with the directions of a University official (or other violations listed in the “Prohibited Conduct” section, item 13a).
- Violation of state laws considered misdemeanor or below.

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 or 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 or her entire enrollment at CCU will automatically be expelled.

Major Violations of the Standards of Conduct

Students violating expected conduct in the major violations section can expect to receive steps 1–6 in the disciplinary process, warranting immediate dismissal for first-time offenses.

- **Step 6: Dismissal.** For at least one academic semester, or expulsion from the University permanently. A written communication from the assistant vice president of student success to the CAGS vice president, assistant vice president of academic administration, assistant vice president of enrollment, dean of student services, regional center administrator, and student service advisor will be sent. The Registrar’s Office, Service Central, and the student’s instructors will also be notified. 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:

- Selling or distributing any controlled substance or illegal drug (and items listed in “Prohibited Conduct” section, item 8a).
- Intentionally causing physical harm to another person on campus or at University-sponsored events or activities, unlawful detention of another person against their will, or seriously threatening harm or harassment (and items listed in the “Prohibited Conduct” section, item 1).
- Rape, sexual assault, or other non-consensual sexual activity, including sexual misconduct (and items listed in the “Prohibited Conduct” section, item 2).
- Arson (and items listed in the “Prohibited Conduct” section, Item 6c); grand theft (and items listed in the “Prohibited Conduct” section, item 4).
- Intentionally giving a false warning of a campus emergency (and items listed in the “Prohibited Conduct” section, item 5b).
- Using, discharging, or possessing any weapon (unless student is a uniformed peace officer), explosive, or dangerous chemical on campus or at University-sponsored events or activities (and items listed in the “Prohibited Conduct” section, item 7).
- Intentionally interfering with University events, business activities, or educational purposes (and items listed in the “Prohibited Conduct” section, item 10).

- Knowing presence of any violation of policy represented in the area (listed in “Prohibited Conduct” section, item 12), or knowledge of students in violation of University policies.
- Violation of state or federal laws considered a felony.

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

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 review meeting or 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 assistant vice president of student success, or his or her designees, shall have the responsibilities for setting such terms and may extend, reduce, or otherwise alter the term as they see fit. Students found accountable of additional infractions after the end of a sanction term will likely have new sanctions imposed that 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. 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 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 growth. 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 (paraphrase of Hebrews 12:7-11).

Statement of Rights as an Accused Student in the Disciplinary Process

Preliminary Hearing and Review Meeting

During the preliminary review hearing, the dean of student services, or his or her designee, will meet with the student to review the incident. During this informal review, a preliminary recommendation regarding the incident is determined. 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 review meeting. At that time, a hearing with the judicial board will be set if the case meets the criteria for a hearing. If a hearing is granted, the student will face all possible charges involved in the incident.

If a student is contacted for a preliminary review hearing, he or she will:

1. Have the opportunity to read all written reports regarding the circumstances and allegations of the case.
2. Have the opportunity to give reactions to reports and any additional information that might be helpful in resolving the case.
3. Receive oral notification of the results of the preliminary review meeting immediately after the meeting, if possible, and no later than 24 hours after the meeting.
4. Receive written notification of the results of the preliminary review meeting within five business days of the meeting, unless extended with good cause by the assistant vice president of student success, or his or her designee.
5. Have the opportunity to request a hearing by the judicial board.

Hearing by Judicial Board

Should a student be required to appear at a hearing, he or 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 their 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 their 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 accused, and to question persons giving such testimony.
5. Have the right to present witnesses on their behalf, either to verify the character of the accused or to substantiate circumstances related to the case. The accused must inform the board hearing the case of the names of such witnesses prior to the hearing date.
6. Have the right to be accompanied by an advocate of their choice who is not a party to the case. Advocates are limited to members of the CCU faculty or staff. Students may not bring legal council to a hearing.
7. Have the right to request an appeal hearing based on the criteria outlined in the "Disciplinary Process" section.
8. Receive written notification of the results of the hearing within five business days of the hearing, unless extended with good cause by the assistant vice president of student success, or his or her designee. In most cases, students will receive verbal notifications of the results of the hearing immediately following the hearing.

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 removed from University files or 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 ensure fairness, order, and the physical and emotional security of all individuals involved.

Statement of Student Rights as Victims in the Disciplinary Process

As victims in the disciplinary process, students will:

1. Have the right to have University officials inform them of their options in the disciplinary process, and also inform them regarding whether a hearing will be scheduled based on the available evidence.
2. Have the right to have their statements 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 judicial board (at student request), should the case result in a hearing.
5. Have the right to have an advisor from the University appear with them for support as they discuss their case with University officials or give testimony during a hearing.
6. Have the right to have their 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 of their own 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, if they are victims of crimes of violence.
9. Have the right to appeal the preliminary hearing results to the assistant vice president of student success if they believe that the disciplinary or hearing procedures were not conducted in accordance with the CCU standards of conduct.
10. Have the right to request that the University prohibit the alleged assailant(s) from contacting them in any way. The University will accommodate the request to the extent feasible.
11. Have the right to receive a change in course assignment if such changes can be reasonably accommodated.

If you are a victim of sexual harassment or assault, you may have additional rights as outlined in the "Sexual Harassment/Sexual Assault Policy and Procedure" section.

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 are not initiated within 90 calendar days after the date of the alleged violation. In the instance of a complaint or conduct violation that comes to light after a 90 day period, the assistant vice president of student success, or his or her 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 (FERPA), responsibility for the maintenance, storage, and release of student records related to disciplinary proceedings rests with the assistant vice president of student success, or his or her designee.

Process

- Incident reports alleging violations of the standards of conduct from University officials or from other members of the University community will be forwarded to the dean of student services, who will conduct a preliminary review of the facts of the case to determine whether sufficient evidence exists to warrant a hearing.
- In cases involving CAGS regional centers, center officials, upon receiving reports alleging violations of University policies from other students, security personnel, faculty, or staff, will meet with the accused to review the charges facing them and to recommend possible sanctions. If the sanctions are agreed upon by the accused at the dean of student services preliminary review, the enforcement of those sanctions will then take place.
- If the accused wish to have a hearing, or if one is scheduled, the case will be referred to the judicial board. Only CCU students, staff, and faculty are permitted to attend formal University judicial hearings. In most cases, CAGS students involved in the disciplinary process at the hearing level will appear before the judicial board.

If the dean of student services sets a hearing, students can expect the following to occur:

- The dean of student services will notify them of the charges against them, and will summon them in writing to appear at a hearing.
- Students will be provided with all written material that will be presented at the hearing.
- Students will be provided with a statement of their rights in the disciplinary process, as well as a statement of the nature of the process.
- Students will have the opportunity to have an advocate of their choice from the University community accompany them in the process. Students will have the opportunity to tell their side of the incident, call witnesses with critical knowledge of the incident on their behalf, asks questions of those who filed reports against them, and to summarize their understanding of the incident.

- Students will then be notified in writing of the findings of the hearing within five calendar days from the hearing date, and they have the right to appeal those findings to the assistant vice president of student success. Typically, an oral verdict will follow the hearing.
- Students who fail to appear at a scheduled hearing will be considered as having accepted all charges and sanctions pending against them. Because of scheduling conflicts, all students summoned to a hearing will be required to participate regardless of class, work, or other scheduling conflicts. This includes students appearing as witnesses in the proceedings.

Note: The individual college, division, or school handles academic-dishonesty cases in terms of what action will be taken within the course. Such cases will then be referred to the assistant vice president of student success for other discipline as per the code of conduct.

Statement on Admitting Accountability

Students who admit accountability for inappropriate behavior after being confronted will 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 already admits 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 readmission to any student whose personal history and background indicate that his or her presence at the University would endanger the following: their 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 or the functions of its officials.

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
- Has dispositions that do not align with his or her major

In such instances, the case will be referred to the assistant vice president of student success, 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 sole responsibility of the student.

Evaluation Team

If necessary, the assistant vice president of student success will then convene an evaluation team to review the case and make appropriate recommendations. The team will typically consist of:

- The student service advisor or regional center administrator
- An additional faculty member or administrator designated by the assistant vice president of student success
- The assistant vice president of student success, his or her 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
- 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 evaluation team to present evidence in support of his or her continued enrollment at the University. An advocate drawn from the University community 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 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 assistant vice president of student success 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 an imminent danger of causing 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 fees.

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 from the group or its officers. Possible violations will be referred to the assistant vice president of student success, or his or her 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.

Judicial Board

The University may ask students, faculty or staff to hold a significant role in adjudicating disciplinary cases by sitting on the judicial board.

A quorum of board members is required to hear cases. All issues, findings, or sanctions in a case will be decided by a majority vote. In the event that a board 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.

Testimony

Should the board decide that additional evidence or testimony is required to resolve the case; a second hearing may be scheduled with the student to review this information. The board 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 student services. Witnesses who refuse to appear may be held in violation of the University's standards of conduct and referred to the assistant vice president of student success, or his or her designee, who may elect to initiate disciplinary proceedings.

Attendance at the Judicial Board Hearings

The only individuals allowed to attend judicial board hearings in addition to the judicial board members are:

- The accused student
- The accused student's advocate (a university staff, or faculty member)
- Witnesses called by the judicial board
- Witness called by the accused student
- In the case of a victim, the student has the right to have an advisor from the University appear with him or her for support (please see victim's rights)

Note: Legal representation will not be allowed involvement in any disciplinary-hearing proceedings.

Deliberations/Standard of Proof

In deliberating verdicts, the board will typically make decisions based on a preponderance of evidence after review, including but not limited to all testimony from witnesses, written statements, and other

relevant information. In evaluating conflicting testimony or statements, the board will determine which version of events is more credible.

Appeal Process

Following the hearing and decision of the board, the student has a right to appeal the findings or results of the hearing to the assistant vice president of student success. Appeal requests must be made in writing within three business days after receipt of the written results of the hearing (except for in the case that there would be a gap caused by a school break such as Thanksgiving, Christmas, or summer break).

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

In most cases, the assistant vice president of student success will only review a written appeal request, the case file, and written findings of the board. The case will not be re-heard by the assistant vice president. In cases involving suspension, dismissal, or expulsion, the assistant 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 assistant vice president of student success automatically reviews all recommendations for long-term suspension, dismissal, or expulsion from the University before the sanction is carried out. Following review of the appeal request, the assistant vice president may elect to void the decision of the board, uphold the decision, alter the sanction, or return the case to the board for a new hearing. The decision of the assistant vice president of student success on all appeals is final.

Differing Sanctions

There may be cases in the discipline process where students involved in the same incident will receive differing sanctions. It is the University's goal through sanctioning guidelines to make this occurrence a rarity. However, when one student accepts a standing in the discipline process and another seeks to go further and have a judicial board hearing, there are possibilities that the sanctions will be different.

Upon the occasion of a judicial 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 hearing.

Non-Disciplinary Policies

Although the University has every intention to correct students when they exhibit inappropriate behavior, CCU also wants to assist and guide students when they are struggling with a personal issue, relationship problem, or an issue typically handled through the disciplinary process. Therefore, CCU has created a unique policy that allows students to change their behavior without threat of disciplinary measures.

Non-Discipline Agreements

As Paul outlined in his writing to the Galatians (4:8-14), the staff and faculty at CCU assist students who are struggling with hard but real life issues. In the instance of a student coming forward to a faculty or staff member on their own initiative, there will be no disciplinary implications. The student will, however, need to listen to the guidance and resources given to help them, and it will be the University's expectation that the student enter into 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; he or she 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 person that the student may wish to call upon.

This policy does not cover students who, because of an impending or ongoing 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 a 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, CAGS staff may be brought into the situation and the student will enter into the formal disciplinary process.

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 an off campus facility at the student's expense
- Stopping use of the substance or behavior that is contrary to University policy
- Taking a particular assessment, if necessary, for drug or alcohol behavior

Note: It should be clear that a student in the non-disciplinary process, who 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 be dealt with as any other student would be in that situation, including being subjected to appropriate sanctions outlined for that offense in the standards of conduct.

Policies Pertaining to Student Code of Conduct & Prohibited Conduct

Alcohol Policy

It is the University's desire to provide an alcohol-free learning environment for its students. Possession or use of alcoholic beverages in University-owned or operated facilities, during University-sponsored academic, athletic, or student-life trips, and at University-sponsored activities is prohibited, no matter what the age of the student. Contributing to the consumption of alcohol or knowing presence of alcohol use by underage students is expressly prohibited. Alcoholic-beverage containers, posters, and other items promoting and advertising alcoholic beverages may not be displayed on University premises.

Students violating any part of this policy may be subject to the disciplinary process as expressed in the standards of conduct, as well as subject to local, state, or federal authorities for prosecution.

Intoxication of any student, regardless of age, at any event, on any University-owned or operated property, will result in disciplinary sanctions.

Of-age students are allowed to use their discretion as to whether alcohol will be a part of their lives in off-campus settings. It is the University's hope that students will weigh the appropriate factors before choosing to drink, pray about what role God would play in this decision, and process how alcohol use might play in their role as a witness of the Gospel. 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 system at the appropriate level. In this sense, the University is asking that its of-age students model the inappropriateness of underage drinking by confronting students in situations where illegal behavior is occurring. The University will not tolerate supplying alcohol to minors or contributing to an atmosphere where underage drinking can occur. This violation will be treated as an automatic step six violation.

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 Policies" section of the standards of conduct.

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 standards of conduct and is taken very seriously. Computer crime is defined (CRS 18-5.5-102) as follows:

- Any person is charged with having committed computer crime 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
- Any person is charged with having committed a computer crime 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

- 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 period of time.

Controlled Substances

As a part of the campus commitment to being drug free, the University upholds all laws against the illegal distribution, use, knowing presence of, and possession of any controlled substance on or off campus, in University-operated facilities, and at University events or activities. Students engaging in such activities, which include the presence of illegal drugs in any way on campus or at any time in the off-campus community, will be dealt with swiftly. 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 with 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.

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 on their own will, will face no threat of disciplinary action, and will receive a promise of help and assistance.

Gambling Policy

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 herein to the act of playing a game for money or other valuable stakes with the hope of gaining something of significantly greater value than the individual has contributed.

The University's sensitivity to gambling reflects conflicting interests. The singular danger associated with gambling is that it can become an addictive behavior that is both contrary to the Christ-centered lifestyle that the University seeks to foster, and is also highly destructive to oneself and others. Implicit in that is the danger that the Christian's stewardship of resources God has placed in one's care may be abused. The University urges its students to weigh appropriate factors and to ask God's leading before choosing to engage in gambling. 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.

Other forms of gambling that do not have at their center a community-building benefit, such as slot machines, are expressly prohibited on campus. Also prohibited are raffles, bingo, and pools that are considered public gambling by the State of Colorado 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, or casino nights, whether on or off campus.

Guests

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. Students are always responsible for the actions of their guests, whether in a classroom or elsewhere on University premises or at University events.

Students should use discretion when inviting guests to the University, especially when they are new acquaintances. Students have many opportunities to meet new people through ministry work, Internet chat rooms, or during normal visits to a neighborhood store, for example. Students are advised to use discretion when establishing new relationships and to take precautions regarding their own 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, staff, and faculty members.

Homosexual Relationships

As the topic of homosexuality has become more socially 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 by arguing that the meaning of the Scripture, while clear, was not intended by the authors for today's contexts. Christians know that God's way is offensive to the world but sometimes we forget that God's way can also be offensive to some Christians. 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 agree as an institution.

God created human beings to show forth God's image in their distinct roles as male and female in relationship, and the biblical ideal is the expression of sexuality within a heterosexual, lifelong, monogamous union. 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 Christian university, CCU reserves the right to dismiss, at any time, a student whose conduct disrupts the aims and objectives of a Christian educational community.

Online Communication Networks

Colorado Christian University is aware of the growing usage of Facebook, MySpace, and other similar social networks as a way to network and communicate with other students on campus and elsewhere. It is important to share some cautions and concerns with their use.

First, students should be careful about how much and what kind of identifying information they post 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 their pages; students should use these settings to protect their private information.

Second, students should be discrete in using these networks as places to confront others or settle disputes. Many of these conversations are open to the public and comments made can be hurtful to others, as well as damaging to students' Christian witnesses. The University urges students to handle their conflicts in a Christ-like manner and in-person whenever possible.

Third, students should be aware that potential, current, and future employers can often access information placed on these networks, and many are increasingly used in just this way. Students should consider any information posted on these networks as potentially providing an inappropriate 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 on Facebook, MySpace, etc. (e.g. harassing language, 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 on campus and elsewhere use such online directories in positive ways to connect and interact with other students. At the same time, however, users should be aware of the potential downsides and dangers of such directories.

Pets on University Premises

No pets are allowed at all on University premises. An animal control officer will be called to pick up any animals left unattended and/or uncontrolled. At no time are animals allowed in classrooms, events, or any other CCU facility, except when assisting a person with a documented ADA accommodation.

Pranks

Pranks or practical jokes that disrupt the community environment, present dangers, and/or damage property are prohibited on CCU premises and at University events. Such activities will result in disciplinary review and possible sanction.

Sexual Harassment/Sexual Assault Policy and Procedure

CCU is committed to maintaining a civil atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. More specifically, the faculty, staff, and students of CCU will not condone actions and words that a reasonable person would regard as either gender discrimination or sexual harassment.

Sexual Harassment Definition

Sexual harassment is defined as the following:

- Repeated and unwelcomed sexual advances which interfere with an individual's work or academic environment

- Coercive behavior which threatens an employment or academic reprisal or promises
- Rewards contingent upon obtainment of sexual favors
- Spreading false stories about a person's sexual conduct
- Falsely accusing someone of sexual harassment
- Creating a hostile environment where a person is unable to perform academically or socially

Sexual Assault Definition

Sexual assault is defined as non-consensual sexual intercourse, sexual behavior, or other sexual activity. Sexual assault also includes situations where consent is not possible because a victim is incapacitated by drugs, alcohol, or other reasons.

Investigation and Appeal Procedures

Any student who believes that he or she has been the object of sexual harassment or sexual assault should so advise the assistant vice president of student success, or his or her designee. One or two University officials will conduct investigation of a complaint immediately and in an expeditious manner, assuring confidentiality to the extent feasible, consistent with the following provisions:

- The complaint must be in writing with sufficient specificity and must allege actions that constitute sexual harassment or gender harassment
- A person bringing a complaint founded in good faith will suffer no retaliation
- The person charged will be promptly notified and given the opportunity to respond. If a complaint is found to be true, appropriate counseling may be made available to the offender, and/or disciplinary action or dismissal consistent with the degree of seriousness of the sexual harassment or gender harassment may be instituted. Discipline or dismissal of faculty, staff, or other University personnel will be handled by the policy set forth in the CCU Employee Handbook. In this case, complaints filed against University personnel will be handed over to the director of human resources for processing. If a written complaint is not viewed as specific enough or substantial enough to fall within the definition of sexual harassment or gender harassment herein, then the person complained against may be informed that a complaint has been made, reminded of the existence of the policy, but have no further action taken against him or her. The assistant vice president of student success, or his or her designee, will make decisions in this area in the case of a student-to-student complaint, and the director of human resources will make related decisions in cases of University personnel. Any individual will have up to 30 days after the alleged occurrence(s) to file a complaint. It must be recognized, however, that a lengthy period of time between the occurrence(s) and an investigation may make fact-finding extremely difficult or impossible.

Student Assault/Harassment Victims Procedures

A victim of an assault, harassment, or who was threatened assault by another CCU student, faculty, or staff member has several options:

1. File criminal charges with the appropriate local police department. (In this case the victim will be interviewed by police investigators and city attorneys, and may be called upon to testify in a court hearing if the case goes to trial.)
2. File a civil lawsuit or request a restraining order. (One would need a private attorney to assist with these options, and he or she may be required to give testimony in court.)
3. File charges against the student through the CCU discipline system. If one chooses this option, he or she can expect the following:
 - a. To be interviewed by a University representative who will help to develop a written statement and will explain a person's rights in the judicial process.
 - b. To be notified in writing whether the case will go to a hearing following the preliminary review by University officials.
 - c. To give testimony and answer questions about the case in front of a judicial board or a hearing officer, the accused, and an advocate for the accused, should the case go to a hearing.
 - d. To be accorded those rights available to an individual as outlined in the handbook.
4. Inform University officials without filing formal charges. In this case the University may:
 - a. Discuss with the assailant the potential consequences of his or her actions, if charges were to be filed either using victim's name or not, as is desired.
 - b. Keep a record for future information without informing the assailant that the University has been contacted by the victim. 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, as the student chooses. The University may only take action against the assailant if formal charges are filed.

Note: The same procedures may be followed in a harassment situation not involving sexual harassment.

Sexual Relationships

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 oriented toward family life. As a result, we hold that any sexual activity outside of heterosexual marriage is inappropriate. Further, we hold that cohabitation, spending the night together and sleeping together outside of heterosexual marriage, are likewise inappropriate. 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.

Smoking/Tobacco Use

Any use of tobacco products on CCU premises, including centers, classrooms, and all administrative offices, is strictly prohibited and may result in disciplinary sanctions. CCU also reserves the right to regulate smoking by students on the campus perimeter and to ask students to utilize designated smoking areas.

Weapons on University Premises

The University at no time allows weapons (decorative or real) or dangerous chemicals to be present on campus, either in University facilities, vehicles, on University grounds, or at University events. Anyone possessing a weapon will be subject to disciplinary sanctions outlined in the standards of conduct, as well as criminal charges. This excludes weapons worn by law enforcement officers in official uniform. Law enforcement officers must notify University Security at the beginning of each semester in which they attend and will be carrying a required weapon.

Other items that may not be meant as weapons, but because of safety concerns for the University are also prohibited from premises include, but are not limited to: hunting weapons, fireworks, paint guns, air soft guns, camping axes, decorative knives, toys that look like weapons, and using regular household items in a manner not intended.

Communicable Disease Policy

A variety of communicable diseases exist that vary in degree of transmission to others and severity of potential health risks to individuals. These diseases—ranging from infections such as chicken pox, measles, and mononucleosis to more serious diseases such as tuberculosis, leprosy, and AIDS—generate differing levels of concern among various populations.

Colorado Christian University strives to establish clear, consistent, non-discriminatory policies and procedures to deal with communicable diseases while concurrently acknowledging the privacy of 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 students within the bounds of legal, moral, and ethical responsibilities. A full description of the policy statement regulating communicable diseases is available in University Health Services.

Demonstrations

CCU recognizes the rights of students to dissent as long as it does not limit the freedom of others, damage University property, or delay opportunity for the student body, faculty, or staff to proceed regularly with their schooling, work, or scheduled activities. Students may use public areas for assembly as long as they do not restrict the movement of pedestrian or automobile traffic. When rallies or other such student events require building space or public areas on CCU's main campus, clearance must be obtained in writing in advance from the director of student activities through the regular event organization process. The assistant vice president of student success, or his or her designee, may make an exception to that process for situations when 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 in order to:

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

CCU reserves the right to review, 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 at the sole discretion of the University president or his or her designees.

Off-campus groups, individuals, churches, ministries, former students, or individuals not connected to the University as current employees or students will not be permitted to use University-owned or operated property for demonstrations.

Dress Code

Students should remember to reflect the Christian nature of the University when dressing for classes, social activities, athletic events and practices, or any other time spent on University premises. The University asks that modesty, cleanliness, and appropriateness be considered at all times. Students violating dress code standards will be subject to disciplinary sanctions in the "Minor Violations of the Code of Conduct" section.

Regardless of intent, the following items may be perceived as sexually provocative and, therefore, may be inappropriate on University-owned property. Students should be thoughtful in their decision to wear the following:

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

Fires on University Premises

At no time is an open fire of any kind allowed in any University location.

Fundraising Policy

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 University fundraising with the Office of Development to make sure that groups do not impede their fundraising efforts. The fundraising approval process helps guarantee that fundraising groups will follow proper procedure and enable those who donate to receive receipts quickly and properly. Students that are interested in fundraising on CCU premises or for CCU-related activities should consult the complete policy in the College of Undergraduate Studies Student Handbook at <http://www.ccu.edu/studentlife/handbook.pdf>.

Posting Regulation on University Premises and at University Events

On CCU's main campus, flyers, posters, or other material must be approved by the Office of Student Life before being posted or distributed. At CCU's regional centers, material must be approved by the regional center administrator. All materials (i.e. flyers, announcements, posters, giveaways) posted or distributed must include the name of the group sponsoring the event, as well as a contact phone number or e-mail address.

The University reserves the right to coordinate any posting 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 the main campus must have the specific location, time, and manner approved by the Office of Student Life or the Student Activities Office.

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

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

Programming

One of the distinctions of Christian higher education is a campus community that voluntarily submits to a higher standard of behavior because of their desire to follow the example of Christ, the teachings of the Bible, and to 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)."

Request for Events

All CCU student groups, including clubs, organizations, ministries, programming committees, and missions teams, must file an Event Registration Form when planning an event on CCU's main campus. This process is supervised by the Student Activities Office 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 proper 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.

Entertainment Programs Guidelines

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

It is the University's desire to represent Christ to the world through our actions. We are ambassadors of Christ, and our actions must reflect this fact. Part of this is committing to avoid behavior that may offend, tempt, or otherwise hurt our brothers and sisters in Christ. Please help us honor God and the CCU community by avoiding actions that may offend, tempt, or hurt others. Students interested in organizing a program or activity on CCU's main campus should consult the "[General Event Guidelines for CCU Programs and Activities](#)" section of the College of Undergraduate Studies Student Handbook.

Educational Programs Guidelines

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 that aid in the development of the Colorado Christian University community.

1. All programs sponsored by a student must receive approval through the proper channels.
 - a. Student clubs/organizations/ministries must seek approval through the director of student activities after first seeking approval through the appropriate faculty or staff advisor.
 - b. Individual students wishing to sponsor an educational program must find a sponsoring club/organization/ministry (an SGA entity) that is willing to co-sponsor the program.
2. Any person(s) sponsoring a programming that could be considered controversial (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 also state any concerns before the event begins and allow the opportunity for people to leave.

Showing Films on University Premises Outside of the Classroom

Films can be a great opportunity for entertainment and education. It is important that the movies shown on University premises (or in an off-premise 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 the classroom must be in compliance with federal regulations regarding a public showing.
2. A public-showing license must be purchased. This can be done through any of the companies specializing in public showings. The Student Activities Office can assist students wishing to program a movie on University premises.
3. All movies should be viewed by a Student Activities Office designee prior to showing on University premises to determine if they are 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 of 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 state any concerns 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:
Although the movies promoted through the University 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 University Premises, 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, 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:

1. Normally, 21 days advance notice is required for the planning and scheduling of speakers, events, or rental groups in order to prepare and evaluate any issues and to 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. If the event is sponsored by a student group, the event coordinator must complete an Event Registration Form and submit it to 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 activities 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 University premises may pose safety problems, the assistant vice president of student success, or his or her designee, may postpone the event or presentation for an appropriate period so that security arrangements may be developed.
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 ensure expression of their views.
7. CCU reserves the right to exclude events, speakers, or groups whose nature or presentations are contrary to the mission and Christ-centered nature of the University. This determination is at the sole discretion of the president or his or her designees.
8. Employment recruiters will be allowed on University premises for a fee, provided they are equal-opportunity employers, that space is available, and that the employment opportunities presented do not conflict with University standards of good conduct.

Solicitation

Any individual or group wishing to sell a product or service is strictly prohibited from doing so without the written approval of the assistant vice president of student success, or his or her designee, for solicitations on CCU's main campus, or the written approval of the regional center administrators, or their designees, for solicitations at regional centers. Under no circumstances may 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 Office of Residence Life after completing the proper fund-raising procedures. Residents encountering a solicitor are asked to report the incident to the resident assistant, resident director, or to Campus 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 on CCU's main campus must meet with the director of student activities and follow proper fund-raising procedures before approaching Student Development for solicitation permission. Soliciting is defined as asking for money, services, resources, or material goods.

Student Travel Policy

Students attending Colorado Christian University have many opportunities to travel outside the local 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 educational trip. CCU defines student travel to include students who are a part of University business, athletics, student-activities, academics, or other departmental events, and traveling from CCU in a University or privately-owned vehicle. All requests for student travel must be processed by the appropriate CCU faculty or staff, and the following guidelines must be adhered to:

Before the Trip

1. Each student must complete a liability release form and return it to the staff/faculty person in charge of the trip.
2. Each student should obtain his or her personal insurance information. Students should bring their personal insurance cards and any other information that might be pertinent in an emergency situation.
3. 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.
4. 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 as on campus are in effect during the trip.
5. Provide phone number/contact info of where you can be reached in case of emergencies. This information is needed in case a 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.)
6. Make sure you are aware of emergency numbers in the area and take along a prepaid long-distance phone card to cover emergency calls or other calls made back to CCU.
7. Reserve transportation—vans are available through Support Services at <https://my.ccu.edu/departments/supportservices/transportation/default.aspx>.

Cancellation of Student Trips

The following criteria will be used in determining the cancellation of a student trip:

- **Travel Warning:** An official status from the Department of State (<http://travel.state.gov>) asking all Americans to defer foreign travel to a specific country or region. In the event of such a warning, student travel will be deferred until the warning has been dropped.
- **Severe Homeland Security Warning:** CCU will defer all student travel during the highest alert levels of terrorist activity—Status Red or Severe. Trips will be deferred for the duration of such a warning status as listed on the Homeland Security Web site, www.homelandsecurity.com.
- **Unavailability of Local Contact/Professional Staff Trip Leader:** All CCU student trips must have an in-country local contact or a U.S. city contact guiding the student team, as well as have a CCU or CCU-approved professional staff member. If that local contact or professional trip leader becomes unavailable to the team before the trip is launched, student travel will be deferred until the reestablishment of a local contact or trip leader can take place.

- **Health Concern/Disaster:** Major outbreaks of disease or sickness, or a recent disaster—either natural or man-made—within a region or country in which a student trip is traveling will defer the trip until further information can be gathered from local health and government sources, such as the Center for Disease Control Web site, www.cdc.gov/travel.

Trip Advisory

The following criteria will be used to notify CCU students and trip leaders of travel advisories in the areas they are heading to:

- **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, students and parents will be notified. 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 raises the United States national threat level to orange/high, students and parents will be notified. US Department of Homeland Security advisories can be viewed at <http://www.dhs.gov/files/programs/>.
- **US Centers for Disease Control and Prevention:** In the event that the US Centers for Disease Control and Prevention issues a travel health precaution, students 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

CCU encourages the formation and sponsorship of student-run groups in order to advance our mission of developing leadership skills and fostering Christ-centered spiritual formation. In particular, such groups enhance the diversity of activities on our campus and provide a crucial part of the University 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 by the Student Government Association. Student groups not chartered or operated by a University department will not receive the privileges reserved for chartered groups.

The following are Student Government Association expectations that student organizations must meet and maintain in order 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, and event and amending processes
- It is strongly encouraged that membership be open to all Colorado Christian University students without regard to race, color, national or ethnic origin, handicap, sex, or religion (restricted membership may be granted if the organization provides justification for this special status)
- An advisor who is a faculty or staff member from CCU must agree to advise the group
- Officers, as defined by the group's constitution, must be in good standing with the University (not on academic or disciplinary probation) and must possess and maintain a 2.5 GPA during their tenure

- As part of the initial application, the advisor and president must sign an agreement concerning compliance with any and all relevant University policies, procedures, rules, regulations, and guidelines
- Groups applying for registration must meet a need that is not presently met by any other club/organization/ministry or department on campus
- The group must live out the University mission and be congruent with values of the Christian faith in both purpose and practice

Theft

CCU is not liable for the theft or loss of personal goods housed in CCU facilities or taken onto CCU premises. Students are encouraged to take precautionary measures against theft. All reports of lost or stolen property should be made with University and building security.

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 of the director of student activities, for activities on the main campus, and the expressed approval of the regional center administrator, for activities at each regional center.

Vendors on University Premises

Any individual or group wishing to sell a product or service on the main campus is strictly prohibited from doing so without the written approval of the director of student activities. Students wishing to sell a product or service at a regional center must obtain written approval from the regional center administrator. Students encountering a solicitor are asked to report the incident to the regional center administrator. This is to protect students and to ensure that University premises are not used for personal monetary gain. Vendors may be denied space based upon availability, the University calendar, and consideration of other recent vendors on University premises.

1. Vendors will pay a fee of \$25.00 per day to sell items on University premises. This is payable in cash or check made out to "Colorado Christian University," and must be received by the director of student activities before selling items on University premises.
2. Vendors providing services such as job or ministry opportunities will not be charged the fee. The fee may be waived at the discretion of the director of student activities for vendors who do not receive payment or personal gain from being on campus (for example, selling Girl Scout cookies).
3. Vendors may not enter classrooms or offices to solicit sales.
4. All sale items must not conflict with the Christian values of the University.
5. All vendors must remain in designated areas to sell items.
6. Vendors must not hassle or use pressure-selling techniques on students, faculty, or staff.
7. Vendors should remain at their tables with items to be sold.
8. If any complaints are received, the vendor may be asked to leave without a refund and may not be allowed on University premises again.

9. On the day a group is sponsoring a table, the contact person should check in with the regional center administrator.
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 the director of student activities' business card. On the card will be the date the vendor is allowed on University premises, along with the director's signature. If any campus authorities have any questions about the vendor, they can be referred to the director of student activities or the regional center administrator.

Note: Students wishing to sell items other than their personal belongings on University premises are considered vendors, and they must seek approval through the outlined University official. The appropriateness of the items will be determined by staff. This includes but is not limited to:

- Creating T-shirts or other items and selling them
- Selling personal business items (i.e. Mary Kay products, scrapbooking materials, etc.)
- Providing services (automobile repair, waxing snowboards, etc.)

University 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 and Center staff needs to report student assistance in the following ways:

- Campus Security must be informed of all crimes committed on CCU premises.
- 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. Campus Security will notify the proper authorities.

Fire Evacuation Policy

If 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. Campus Security, or the highest ranking administrator present if Campus Security is unavailable, 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.

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