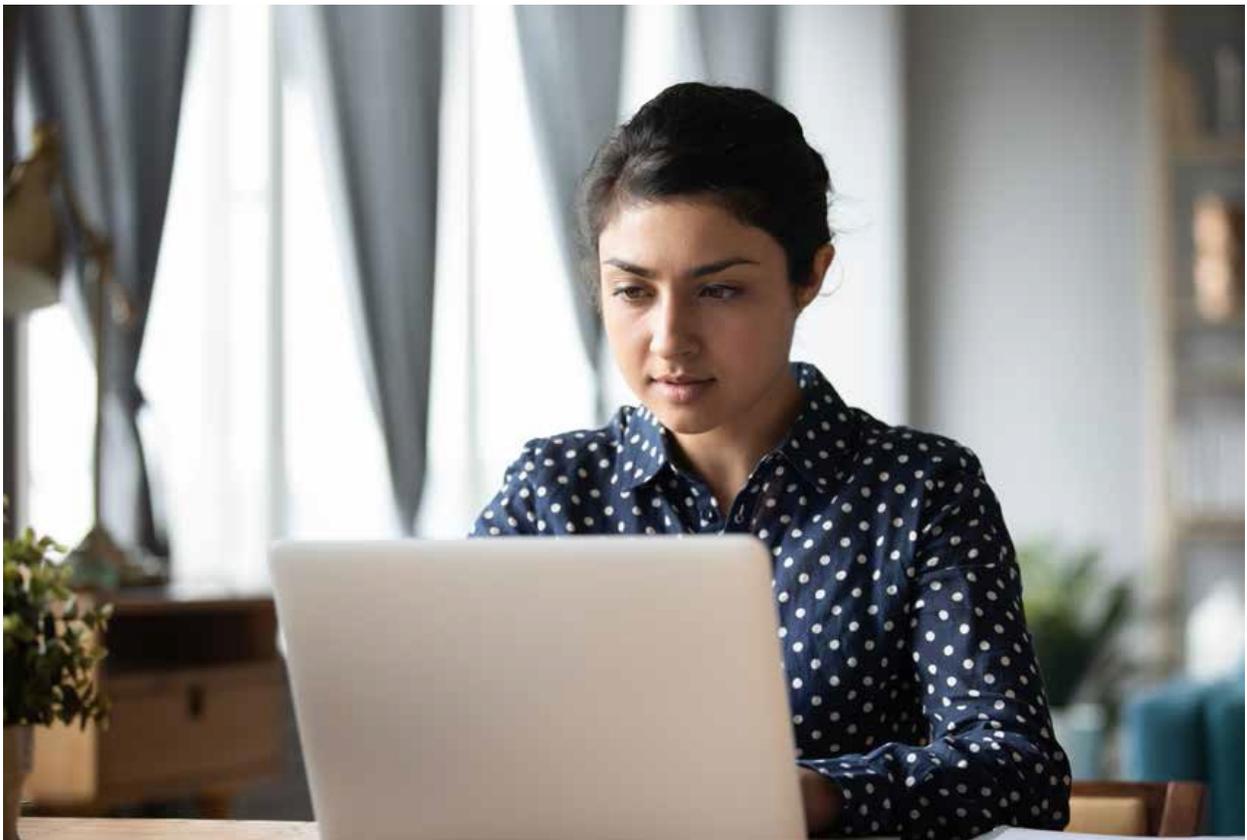




CCU Academy

Colorado Christian University

Grace and Truth



Student Handbook

2025-2026

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Welcome from the Dean

Welcome to CCU Academy's Online Dual Enrollment Program!

We are thrilled to have you as a CCU Academy student. You have taken a big step into a doorway of opportunity; dual enrollment provides so many benefits to students, from the financial savings to possibilities such as double majoring or studying abroad due to time saved. It is our joy to come alongside you, whether you take one online dual enrollment course with us or pursue our full Associate of Arts in Liberal Arts Degree.

CCU Academy courses are taught with a Christian worldview – in keeping with CCU's mission to provide *Christ-centered higher education, transforming students to impact the world with grace and truth.*

CCU Academy online dual enrollment courses are specifically aimed at high achieving high school students. We realize that high school students have hectic schedules with all of your academic, extracurricular, and personal commitments, so we have designed a quality program with a flexible format that can work for you. We also provide a support team to help you start strong and finish each course successfully.

We have seen so many lives impacted by the incredible opportunity of dual enrollment. We look forward to hearing how God prepares you for your future through an education at Colorado Christian University.

Britt Snyder, M.A.
Dean of CCU Academy
Colorado Christian University

Directory

CCU Academy	
CCU Academy Main Office	
Phone	303-963-3029
Email	academy@ccu.edu
Website	www.ccu.edu/academy

Colorado Christian University – Main Campus	
Phone	303-963-3000
Address	8787 W. Alameda Ave. Lakewood, CO 80226
Website	www.ccu.edu

Additional Helpful Contacts/Links	
CCU Connect (Online Dual Enrollment Group)	https://connect.ccu.edu/activity
Brightspace	https://mycourses.ccu.edu/d2l/home
Self-Service	https://selfservice.ccu.edu/Student/
Official Transcripts	https://www.ccu.edu/academy/transcripts/
CCU Student Email	https://www.google.com/a/students.ccu.edu/acs
CCU Clifton Fowler Library	https://libguides.ccu.edu/home/
CCU Technical Support	303-963-3444; https://connect.ccu.edu/pages/tech-support
CCU Academy Academic Calendar	https://www.ccu.edu/academy/dual-enrollment/calendar/

*See [Late Assignments Policy](#) below for expectations on assignments during a break.

About Colorado Christian University

Our Mission

Christ-centered higher education, transforming students to impact the world with grace and truth.

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

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.

Exemplary 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 Priorities

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
- Be 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, Denver Bible Institute was founded on two principles – grace and truth. The first classes encompassed only two students and one teacher, but from those modest beginnings, Colorado Christian University was born.

In 1945, Denver Bible Institute became Denver Bible College, a four-year college with three academic schools: The College of Liberal Arts, The Theological School, and The Bible Institute. Four years later, the school became Rockmont College – around the same time that Western Bible Institute was founded.

It wasn't until the 1980s that drastic change occurred again. The two schools merged in 1985, forming Colorado Christian College. By 1989, however, the need for a flagship Christian institution in Colorado was evident: Colorado Baptist University joined Colorado Christian College to form the school we know today.

Today, there are more than 9,000 CCU undergraduate and graduate students spread throughout all 50 states and several countries – scholars dedicated to integrating high-level academics with timeless faith. More than 100 years later, students continue to learn in grace and truth.

Through the years, many things about Colorado Christian University have changed. The University now consists of three academic divisions: the College of Undergraduate Studies with a traditional residential program, the College of Adult and Graduate Studies, offering undergraduate programs, master's degrees, and doctoral degrees for adult students, and the CCU Academy, offering online dual enrollment courses and an associate degree track for high school students.

Thousands of students have come and gone, the campus facilities have seen countless improvements, new programs have launched to train the next generation of Christian leaders, students have gone on mission trips to countries that didn't exist when we were founded, and the University has been blessed by growing enrollments. Even now, CCU continues to grow and change with a firm foundation that rests on the grace and truth of Christ.

Accreditation and Membership

Colorado Christian University is accredited by The Higher Learning Commission (HLC), a commission of the North Central Association of Colleges and Schools. CCU Academy's accreditation by the HLC means that our credits transfer extremely well to colleges and universities nationwide. Of course, transferability can vary from college to college, and also depending on the student's field of study, so we recommend researching transferability with colleges or universities of interest before registering, if possible.

CCU is the only member of the Council for Christian Colleges and Universities located in the Rocky Mountain 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 that adheres to all federal and state civil rights laws prohibiting discrimination and harassment in private institutions of higher education. The University will not discriminate on the basis of race, color, sex, pregnancy, ethnicity, national origin, physical or mental disability, age, marital status, protected veteran or military status, or genetics.

Changes in Policy

This handbook is a contractual document regarding the policies, procedures, and regulations that govern CCU Academy. It is legally binding and 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.

All material in this handbook applies to the 2024-2025 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.

Consumer Information

FERPA – Confidentiality and Privacy Expectations

The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of all students and their education records, to establish the right of students to inspect and review their official records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. FERPA-protected information can be shared with CCU faculty and staff, and a CCU Academy student's high school, if there is a determined "legitimate education interest."

Academic information is protected under FERPA and students have the right to expect that information will not be disclosed except as allowed under FERPA. However, information that students include in assignments or conversations with faculty is not considered confidential.

Any recorded information pertaining to a CCU student that is on file cannot be released to parties such as parents, spouses, etc. without a student's written permission. Students wishing to release any part of their student record, including academic records, student accounts, grades, courses, etc. must complete a FERPA Consent eForm in advance and are required to provide a copy for faculty members or student advisors as necessary. All parties with access to FERPA protected information are held responsible for their actions in accordance with University policies and procedures.

Copies of the FERPA policy and a list of all records maintained on students by the University are available at the Service Central office. Please use this link to access the [FERPA Policy Handbook](#) in CCU Connect.

Granting Proxy Access

Students can grant third-party individuals permission to access financial aid and payment information in their Self-Service account on the web. This is called granting "proxy access," and the third-party is the "proxy." Students may grant spouses, parents, or other parties access to their personal information, such as "Make a Payment," "Account Activity/View Statement," "Grades," and "Financial Aid Awards." This designation does not take the place of the protections afforded to the student under FERPA. Please go to the [Granting Proxy Access](#) web page for information on setting up a personal proxy.

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, address, telephone numbers, email 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 by first contacting their Student Success Advisor (SSA) for more information.

Biblical Integration

An important part of your education here at CCU focuses on the integration of faith, learning, and living, in relation to the content of each course. One of our goals is to examine course-related material from a biblical worldview as outlined in the University's Mission and Strategic Priorities. Students are expected to have access to a Bible, whether online or in print, and to use the Bible in order to complete all assignments by integrating course material with Scripture. CCU's approved biblical translations include: New International Version (NIV), English Standard Version (ESV), New American Standard Bible (NASB), New Revised Standard Version (NRSV), and the New Living Translation (NLT).

About CCU Academy

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. CCU Academy online dual enrollment courses are designed for the high achieving high school student and recognizes the importance of implementing an engaging online course experience while honoring a flexible weekly schedule. The courses are taught by CCU instructors with a Christian worldview and use general education curriculum.

Our Vision

The vision of CCU Academy is to provide affordable online general education courses for high school students to help cut costs for families, prepare students for college, and provide an avenue for high school students to graduate with a high school diploma, CCU college credit, and even an associate degree at the same time when they choose to pursue the Associate of Arts in Liberal Arts Degree track.

Learning Model and Format

CCU Academy online dual enrollment courses are taught by Colorado Christian University instructors with a Christian worldview. The courses are offered specifically for high school students who wish to have a faith component integrated with their general education coursework. Courses are offered three semesters per year in 10- and 15-week blocks. Courses are flexible, allowing students to complete assigned readings and assignments when it works best for their schedule during the week. Courses also include a live zoom call with their instructor that is recorded for students who are unable to attend live.

CCU Academy online dual enrollment courses are 100% online and promote both academic and practical mastery within the field of study, as well as help students develop excellent communication skills. The interactive discussion threads and live sessions are the main ways that students engage with classmates as well as their instructor.

While the instructor seeks to create as interactive of a learning experience as possible by hosting Zoom lectures and/or posting recorded lectures, students must understand that there is a certain degree of independent learning necessary of an online course. Additionally, it is critical that students understand that these courses are not self-paced; an assignment is due every single week and cannot be submitted later than the CCU Academy Late Submission Policy allows.

Courses are completed through the Brightspace Learning Management System. Students can view and access courses one week before the course start date. Students should make sure they are familiar with the different features of their Brightspace course *before* the course starts, and to contact their Student Success Advisor (SSA) with any questions.

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 with grace and truth.

Associate of Arts Degree Track

The CCU Academy Associate of Arts in Liberal Arts Degree is designed for high school students and focuses on Colorado Christian University's general education curriculum, which includes Fine Arts, Literature, Philosophy, Biblical Studies, Communication, Integrative Studies, Mathematics, Science, and Social Science. For more information on the Associate of Arts degree visit our website [here](#).

Faculty

Colorado Christian University's distinguished faculty bring 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 have learned from day one and onward. CCU faculty members are chosen not only for their academic knowledge but also their professional experience.

Faculty members adhere to CCU's Statement of Faith, Lifestyle Expectations, and [Strategic Priorities](#). 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.

Contact information for faculty can be found in Brightspace, in a pinned Student Lounge post in the Discussions module. Faculty members will respond to student emails within 48 hours (with the exception of weekends and week-long breaks). Students can also reach out to faculty by submitting a post to the Student Lounge in the course.

Registration Information

CCU Academy takes seriously our Christian faith and worldview. Naturally, all classes are taught from a Christian worldview; however, we welcome all and any applicant(s), regardless of their faith tenets, who desire a challenging, Christ-centered education. All of our faculty and staff desire to follow the teachings of our Lord Jesus Christ, who welcomes one and all to seek Him.

CCU Academy students are not required to sign a statement of faith or lifestyle agreement. Colorado Christian University adheres to all applicable federal and state civil rights laws prohibiting discrimination in private institutions of higher education. Colorado Christian University will not discriminate against any applicant for admission on the basis of race, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, creed, ethnicity, national origin (including ancestry), physical or mental disability, age, marital status, family responsibilities, predisposing genetic characteristics, and domestic violence victim status.

Registering for Courses

Students can register for CCU Academy online dual enrollment courses by following the registration steps on the CCU Academy [website](#). It is not necessary to apply to CCU or submit high school transcripts or test scores. The only extra submission needed is the Age Verification eForm, verifying the student's age, as students must be at least 15 years old at the time of registration. After registration, new students will need to complete the Age Verification eForm (see Important Next Steps below). Students cannot view or access their Brightspace course(s) until the form is submitted and approved. Students also will not be able to access their courses until they have completed the New Student Orientation in Brightspace.

The deadline to register for a course is 11:59 p.m. (MT) on the Last Day to Add found on the Online Dual Enrollment [Academic Calendar](#). Students are not able to register for a course after that date. Regardless of the registration date, students must be prepared to complete course requirements once the course begins. Failure to obtain course materials/textbooks or complete assignments due to registration date does not qualify for an assignment due date extension.

Registration opens for the proceeding semester at least two months in advance. Registering early allows students the optimum selection of courses as well as sufficient time to prepare for their courses. This includes accessing course materials, reviewing course syllabi, acquiring computer access, etc.

Responsibility for selecting and registering for courses on a timely basis ultimately rests with each student.

Non-Degree Status

A non-degree seeking student registers for online courses for personal or professional enrichment and has not been admitted into a degree program. All online dual enrollment students are non-degree seeking unless they decide to pursue the associate degree track.

Registration Procedure

Visit CCU Academy's [online dual enrollment registration page](#) for detailed instructions.

Payment plans and partial payments are not applicable to CCU Academy courses. Payment in full, for all courses and fees, is due at the time of registration. Students who do not pay are at risk of de-registration.

Students should promptly contact CCU Academy at 303-963-3029 or academy@ccu.edu if registration or login assistance is needed.

Important Next Steps

Students will prepare for the start of courses by completing the steps in the [After You Register](#) section of the registration page. To access online courses in Brightspace, new students must complete the Age Verification eForm and the New Student Orientation. Courses become viewable and accessible to students within Brightspace one week prior to the course start date if they have submitted an approved Age Verification eForm and have successfully completed their New Student Orientation (with a minimum score of 80%)."

Courses become viewable and accessible, to students with an *approved* Age Verification eForm, within Brightspace one week prior to the course start date.

Submit your Age Verification eForm

- Students will not be able to view or access courses until 24 hours after the form is approved, and within the week before the course start date.
- Failure to submit the form 21 days prior to the course start date may delay access to courses in Brightspace.
- Students only submit the form one time as a new student, not each semester.

Order Textbooks

- Students locate "Required Textbooks and Course Materials" within the course syllabus and rent or purchase materials through a retailer such as Amazon, eBay, Chegg, etc., unless instructions specifically require the purchase/access of course materials through the course in Brightspace.
- **Students are responsible to have textbooks delivered on time by the first day of class.**

Access CCU Connect

- Search for *Online Dual Enrollment Group* and click the star to add to Shortcuts.
- Review information within the Resources tab, specifically Student Orientation items.

Access CCU Student Email

- Students are responsible for checking their CCU Student email daily.
- Communication from professors, as well as the Student Success Advisor (SSA), will be sent to the CCU Student email.
- Students need to send communication to professors from their CCU Student email to avoid emails going to junk folders.

Review the CCU Academy Student Handbook

- Students are responsible for being familiar with (and abiding to the policies of) the CCU Academy Student Handbook.

Access Brightspace

- Courses will be viewable and accessible one week before classes start.
- If students need assistance with logging in to Brightspace they are to contact CCU Tech Support:
 - CCU [Tech Support contact page](#) (CCU Login required)
 - CCU Tech Support Phone: 303-963-3444 (7:30 AM to 6:30 PM MT, Monday – Friday)

Complete the *New Student Orientation*

- Once you have access to Brightspace, you will have access to the New Student Orientation (NSO) course. You must complete the New Student Orientation before you will have access to your courses in Brightspace.
- It is recommended that students complete the NSO as soon as they have access to Brightspace.
- The orientation should be completed by the third week of the course start date. If a student does not complete the orientation within the first three weeks of the course, they will be dropped from their registered course(s).

Submit the FERPA form

- It is highly recommended that students fill out the Family Educational Rights and Privacy Act (FERPA) form.
- Filling out the FERPA will allow parents, and any other authorized persons, to inquire about student records on behalf of the student.
- Note: CCU Academy will not speak with someone regarding a student's academic record, including parents, unless there is a FERPA on file for that person.

Student Success and Support

Student Support

New students to CCU Academy must complete the New Student Orientation course located within Brightspace. It is crucial for new students to become familiar with CCU Academy requirements, expectations, and policies.

Advising

All online dual enrollment students are assigned a Student Success Advisor (SSA). CCU Academy's SSA assists students in completing the registration process, locating appropriate resources, and supporting students to successfully complete their courses. The SSA is available to answer questions and be an extra resource to students. Students are encouraged to self-advocate and contact their SSA to schedule a student success meeting if they find themselves struggling. Ultimately, this is a time for the SSA to listen to the student's experience and provide guidance. SSAs communicate and respond to students through email and phone, as well as Zoom meetings by appointment (Monday – Friday).

Academic Alerts

Students are expected to be aware of their academic performance in their courses. Students can determine this by monitoring their completed assignments and carefully reviewing instructor feedback and grades. Students should keep an eye on their cumulative grade, which can be affected positively or negatively if there are assignments awaiting grading.

To assist students in succeeding academically, CCU Academy runs two formal academic alerts each semester. CCU Academy identifies current cumulative course grades at or below a C- as indicating a possible academic struggle. CCU Academy's SSA reaches out to these students, along with those specifically identified by a faculty member, in order to touch base with the student, remind them of key student success resources, and offer to set up a meeting to discuss their course experience together. Because a student's grade can change very rapidly, depending on completion and grading of assignments, and various other factors, these academic alerts will not identify every struggling student. The responsibility remains with the student to be aware of their academic performance and reach out to their instructor and SSA if he or she is struggling with the course content, time management, or other factors.

Attendance and Student Participation

CCU Academy courses follow a structured schedule, with course content and assignments organized on a weekly basis. Regular attendance and active participation are essential for academic success, meaningful engagement in class discussions and lectures, and achievement of course learning outcomes. Students are expected to come prepared each week with all required course materials.

Online Class Attendance

Attendance for online courses is demonstrated by continual, active participation in discussions, prompt assignments, and exam submissions by the due dates listed in the course. Failure to fulfill these

requirements within the parameters of each week may result in falling irreparably behind, and in being dropped from the course.

Prolonged Absence Through the Drop Deadline

Students who have not submitted any assignments in a class by the Last Day to Drop will be administratively dropped, with a refund, due to non-participation.

Prolonged Absence Through the Withdrawal Deadline

After the drop deadline has passed, student participation continues to be closely monitored. Following 21 consecutive days of non-participation, signified by not submitting any assignments in a course, students may be administratively withdrawn from the course. Students administratively withdrawn due to non-participation will receive a “W” (Withdrawal) grade on their transcript and no refund.

Prolonged Absence Following the Withdrawal Deadline

After the withdrawal deadline has passed, students who have been inactive in a course by not submitting any assignments for 21 consecutive days may be administratively withdrawn from the course with an “FW” (Failing Withdrawal) grade on their transcript. FW grades count as an F in the GPA calculation. Students who are administered an FW grade are placed on a Registration Restriction in their next semester with CCU Academy. FW grades are not assigned following the course end date. If students fail to submit assignments in the final week of the course and it has been 21 consecutive days of no submissions, the student will likely earn an F but would not be administered an FW.

Note: Attendance is not required during week-long breaks; however, the [Late Assignments](#) policy is still applicable for past-due assignments.

Student Resources

CCU Academy students have access to a variety of student resources:

CCU Connect: All online dual enrollment students are automatically added to the CCU Connect Online Dual Enrollment Group. Within this group, there are a wide variety of student resources posted, including student orientation videos, helpful links, as well as weekly communications from Student Success.

Brightspace: Once students log in to the Brightspace learning management system, they will have access to the *CCU Academy Student Resources* course. Inside the course, they can view Brightspace tutorials, course policies, technology guides, writing style guides, and more.

Brainfuse Online Tutoring: CCU Academy partners with Brainfuse to offer free, 24/7 tutoring services to CCU Academy students. Through Brainfuse’s Writing Lab, students can submit one paper each month for a Brainfuse writing specialist to provide feedback and suggestions within 24 hours. In addition, math and science students can access Brainfuse’s Live Help 24/7 tutoring in which they can connect with a live, virtual tutor. Students have 240 minutes per month of Live Help tutoring.

Reasonable Accommodations

Colorado Christian University (CCU) Academy offers eligible students with documented disabilities or medical conditions that impact their educational experience the opportunity to explore reasonable accommodations to ensure equal access to academic programs and the University experience.

Prospective and current students seeking accommodations must contact the Online Dual Enrollment (ODE) Manager and complete the full accommodations request process to determine eligibility.

Please note: Informing general faculty or staff about a disability prior to receiving approval from the ODE Manager does not guarantee accommodations. Accommodations may only be implemented by faculty after a student has completed the official process through the ODE Manager at CCU Academy Online and the student has submitted an approved Certificate of Accommodations to their instructor. No other department at the University is authorized to evaluate or approve initial accommodation requests for CCU Academy students.

Accommodation Request Process

It is the student's responsibility to provide appropriate documentation of their disability, including any functional limitations that may affect academic performance. The following documents must be submitted to the ODE Manager:

- Accommodation Application
- Release of Information Form
- Physician's Verification Form

Current students should complete the Accommodation Application online at eforms.ccu.edu. Prospective students or students unable to access E-Forms may request a PDF copy of the application by emailing keltturner@ccu.edu.

Once all required documents have been received, the ODE Manager will request to schedule a phone intake with the student. This interactive process includes reviewing documentation and discussing the student's needs to determine reasonable accommodations that ensure equal access.

Faculty will not be obligated to accommodate students without a Certificate of Accommodations. Once a Certificate of Accommodations has been issued, it is the student's responsibility to inform their faculty of their accommodations and submit a signed copy of the certificate within the first week of class, or immediately after obtaining the certificate if granted mid-way through the semester. Certificates of Accommodations are evaluated on a case-by-case basis, and expiration is noted on the certificate.

Cancellation of a Course

The University may cancel a course at any time and for any reason.

Academic Information

Course Load Limits

CCU Academy students are limited to a maximum of 16 credits, or five courses with one lab, within one semester. This would be a very heavy, full-time college course load. Generally, it is recommended that students start with one or two courses before increasing their course load further. Incrementally increasing the amount of credits taken each semester will enable students to prove they can successfully manage the course load amidst their other academic and extracurricular commitments. In the summer semester, it is advised to not take more than two courses since the semester is condensed into an intensive ten weeks.

Course Materials

Students are responsible for locating information about required textbooks and course materials within course syllabi and purchasing or renting all necessary materials by the start of class. Select courses require students to access and purchase course materials directly through the course in Brightspace. Students are responsible for following instructions for textbook materials listed on the course syllabus.

Failure to obtain course materials due to late registration does not qualify for assignment due date extensions.

Dropping Courses

Each semester's drop deadline is listed on the CCU Academy [Academic Calendar](#). Students must complete the drop by 11:59pm (MT) on the Last Day to Drop. Courses may be dropped by using Self-Service (Student Planning). Online requests are processed in real-time, and students are responsible for confirming the drop has been processed. If a course is dropped after its official start date, students cannot re-register for the course in that semester. Students are financially and academically responsible for any course(s) not dropped by the drop deadline.

Course Withdrawal

After the drop deadline, students may officially request a course withdrawal by contacting their CCU Academy SSA and submitting the *CCU Academy Course Withdrawal (OA)* eForm. No refunds will be given for course withdrawals and the student will receive a "W" for the course. Specific deadlines can be found within the [Academic Calendar](#).

Please see Attendance section above regarding the Failing Withdrawal (FW) policy.

Medical/Hardship Withdrawal

After the course drop date, students may, with extenuating circumstances, petition for a Course Medical/Hardship Withdrawal. A Voluntary Hardship/Medical Withdrawal is granted only when a student has experienced circumstances, as to cause a hardship, or an incident of such medical or psychological trauma that reasonably he/she could not have been expected to possess normal capabilities necessary to complete the academic period satisfactorily. The student must submit a written request for the Voluntary Hardship/Medical Withdrawal to the CCU Academy Associate Director of Academic Programs and Student Success, within 10 days of the incident. The CCU Academy Associate

Director of Academic Programs and Student Success will render a decision after reviewing required documents.

Students granted a Voluntary Hardship/Medical Withdrawal will receive a tuition refund and a “W” will be reflected on their official transcript. Fees are not refunded.

Instructions

The process involves the following steps:

1. Consult with your Student Success Advisor (SSA).
2. Complete a written statement of circumstances leading to petition.
3. Submit the Medical/Hardship Withdrawal form, and your written statement along with collaborative documentation (e.g., physician’s statement, counselor’s statement, etc.) to the Associate Director of Academic Programs and Student Success.
4. Documentation from a primary source must be signed and dated. The circumstance must have occurred during the course dates.
5. Documentation is due within 10 days of the medical/hardship incident.

A decision will not be made until all necessary documentation has been received. It is the student’s responsibility to gather the necessary documentation.

Course Assignments

Submission

Written assignments submitted as an attachment in the Learning Management System (Brightspace) will be accepted unless otherwise directed by course requirements. An email confirmation will be sent to the student’s CCU email upon successful assignment submission. Discussion posts must be submitted in the assignment text box. All assignments must be submitted directly through Brightspace and not through email. Assignments will be submitted through a plagiarism detection tool to confirm academic integrity, specifically that students have not worked together, plagiarized, or used Artificial Intelligence (AI).

Students are responsible for retaining an electronic copy of all assignments submitted for grading until final course grades have been posted.

If a student desires a copy of the assignments submitted, it is his or her responsibility to retrieve them from the course. Students have access to their Brightspace course(s) for 21 days after the course end date, at which point the course will be closed. CCU will not provide additional access once the course is closed.

Please review the [technology requirements](#) section of this handbook prior to submitting assignments. If difficulties persist after setting up all technology requirements properly, students are encouraged to visit [CCU’s Service Desk](#) and create a ticket by clicking on the “New Incident” button located on the top right-hand side of the page.

Rubrics

Assignment specific rubrics may be provided for students to receive objective, substantive feedback on assignment submissions. Rubrics assess the student achievement levels for learning outcomes

particularly related to critical thinking skills, written communication skills, subject matter competency, information literacy, the ability to integrate a biblical worldview, and the ability to critically self-reflect.

Approved Bible Translations

Only the following versions are approved for classroom and course assignment use. Though this list is not a commentary on the validity of other translations, it is comprised of translations approved and utilized within the majority of Evangelical churches and schools: New International Version (NIV), English Standard Version (ESV), New American Standard Bible (NASB), New Revised Standard Version (NRSV), and the New Living Translation (NLT).

Course Assignment Grade Discrepancies

Any questions concerning an individual course assignment grade should be handled directly between the student and faculty and does not qualify as a grade appeal. Only final course grades are subject to the appeal process.

Late Assignments

It is the student's responsibility to adhere to deadlines for course assignments as established by the faculty.

- All deadlines are Mountain Time (MT) unless otherwise noted.
- When assignment deadlines are not met, a 10%-point loss per day penalty will be assessed up to five days. After five days, late assignments are not accepted and 0 points will be awarded. This applies to all assignments, including the final and the threaded discussions. Point deductions are calculated from the total points possible.
- In instances where official week-long breaks occur within a class or a semester, the 10%-point loss per day penalty is still in effect through the break week.

Extra credit opportunities are not offered on an individual basis. Instructors rarely offer extra credit unless it is made available to the entire class. Students may not request or petition for individual extra credit assignments. Outstanding assignments submitted outside of the late assignment window will not be awarded credit, unless the student is facing a legitimate Extenuating Circumstance. It is the student's responsibility to be aware of assignment due dates and submit completed assignments on time.

Extenuating Circumstances

If students are not able to meet a deadline due to an Extenuating Circumstance they are responsible to contact their faculty within three (3) days (before or after the due date) of the assignment due date and request an individual assignment extension. Official documentation of the extenuating circumstance must be provided by the end date of the course. The instructor may extend the assignment due date up to three days. After three days, the late assignment policy applies.

Technical issues and textbook issues do not count as an extenuating circumstance. The only time a technical issue warrants waiving the late assignment penalty is when there is an official CCU system outage.

Extenuating Circumstances are defined as unforeseen situations which take place after the drop deadline, before the end date of the course, and outside of the student's control – such as:

- Death in the family (parent, spouse, sibling, child, etc.)

- Student hospitalization or extended illness
- Hospitalization of a family member (parent, spouse, sibling, child, etc.)
- Unforeseen familial work-related relocation outside of the student's control
- Natural disaster

See [Late Assignments](#) and [Course Extensions](#) sections for more information.

When students are required to provide documentation of the extenuating circumstance(s), students should consult with their SSA to confirm that their documentation is sufficient.

Mission Trip Absence Policy

CCU Academy values the spiritual formation of students, including participation in mission trips and ministry opportunities. However, academic integrity and course progress must be maintained. Mission trips are not an extenuating circumstance. Therefore, students planning to participate in a mission trip during the semester must proactively consult with their instructor before the course begins to request possible accommodations.

Students must email their instructor prior to the course start date with the following details:

- The dates of the mission trip
- The expected impact on coursework or deadlines (it is the student's responsibility to know what assignments are due that they would need accommodation for).
- A request for accommodations (such as early or late submission of assignments)

Accommodations are not guaranteed. Instructors are under no obligation to adjust deadlines or coursework. Each faculty member will assess requests on a case-by-case basis and determine if accommodations are feasible within the structure of the course.

Late notification (once the course has started or after the trip has occurred) may result in no accommodations being made.

Mission trips exceeding one week are unlikely to be approved for accommodation due to the level of missed instruction and interaction.

Participation in a mission trip does not excuse a student from academic responsibilities or missed work. Students are encouraged to steward both their academic and spiritual commitments with integrity. If you are planning a mission trip, it is your responsibility to communicate early and work with your instructor to determine if accommodations are possible. There is no guarantee that accommodations will be granted.

Academic Guidelines for Discussions

For class discussions, CCU Academy expects students to stay on topic and be prepared to contribute constructively to the content of the discussion by demonstrating critical thought on the subject area and discussion prompt. Please note that discussion requirements may vary by course – it is the student's responsibility to read assignment prompts and rubrics closely.

Appropriate class participation:

- Input that demonstrates evidence of having completed, understood, and applied the assigned

readings

- Relating appropriate 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 pertaining to the course
- Input that promotes follow-up questions to investigate a bigger picture of the concepts
- 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
- Correctly cited sources

Students are required to adhere to the Student Conduct Expectations in all course assignments, including discussion posts.

Academic Guidelines for Writing Papers

The University is committed to producing graduates who can write professionally and persuasively. For that purpose, students are expected to follow the writing style designated for each course (APA, MLA, or Turabian). Students should consult the course, assignment prompts, rubrics, and syllabus for specific assignment guidelines.

Carelessness is a lack of attention or awareness of proper citations and formatting. Often, carelessness occurs during rushed or sloppy work and the student is not making the deliberate choice to mislead. Carelessness with regard to the writing style will result in a loss of points on the grading rubric. Faculty members will identify where the error occurred and instruct the student how to fix the error.

Examples include:

- Mechanical/grammatical errors
- Incorrect punctuation
- Misspelled words
- Incorrect or incomplete in-text citations or reference page
- Sources listed on the reference page that do not appear in the body of the assignment
- Sources that appear in the body of the assignment that do not appear on the reference page
- The name of the electronic source is correct but the link to the website is not accurate

Students are encouraged to successfully complete CCU Academy's English Composition course (or an equivalent college English Composition course) before proceeding with additional CCU Academy courses. In all CCU Academy courses, students are expected to have a strong understanding of academic writing requirements. Students can access academic writing resources and writing style guides within the Student Resources course on Brightspace and are encouraged to contact their SSA for assistance.

Academic Integrity

It is particularly important for CCU Academy students to adhere to the highest ethical and moral standards, including exemplary standards of academic conduct.

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, it is CCU's policy that all students, faculty, staff, and administrators are equally responsible for their personal behavior and their academic integrity. Offenses will be documented. **Ignorance of the academic integrity policy is not an excuse.**

Examples of Academic Dishonesty

Plagiarism: to steal or use another's work and pass it off as one's own. Examples include, but are not limited to:

- copying and pasting from a website without attempting to cite the source
- 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
- to substantially copy ideas and/or direct quotes from a source such that it makes up a significant portion of the assignment, thus making it evident that you did not fully or adequately do your own work and/or critical analysis
- to intentionally change words but to copy the sentence structure of a source without giving credit
- to submit Artificial Intelligence (AI) generated work as one's own. (see the Statement on the Use of Artificial Intelligence (AI) below). This includes but is not limited to:
 - Submitting AI-generated essays, discussion posts, or responses as one's own
 - Copying AI-written text without proper citation or acknowledgment
 - Using AI to take quizzes, tests, or exams
 - Copying sentences, structures, resolutions of problems, codes, or synthesis generated by Artificial Intelligence (AI) and represent it as your own

Fabrication: to create or make up; to lie or intentionally mislead by errors of omission or commission.

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.

Self-Plagiarism: The act of using part or all of an assignment you submitted in another course (or previous attempt of same course) without permission from your current instructor or without citing your work correctly. This applies to previously attempted CCU Academy courses and courses at other institutions. If granted permission, student's work must be cited according to the style guidelines for their course and the assignment rubric.

Statement on the Use of Artificial Intelligence (AI)

CCU Academy recognizes that emerging technologies—including artificial intelligence (AI) tools such as ChatGPT, Claude, Perplexity, Gemini, and others—can assist students in the learning process. However, these tools must be used in a manner that supports student growth without undermining the integrity of academic work.

Faculty Discretion

Faculty members reserve the right to define and enforce their own policies regarding the use of AI in their courses. Students must refer to the policy posted by their instructor in their course shell in Brightspace or contact their instructor. Failure to follow the instructor’s policy on the use of Artificial Intelligence is a violation of the Academic Integrity Policy. In ENG-102 English Composition, the use of AI is strictly prohibited.

Permitted Uses (When Allowed by Faculty)

In courses where AI use is permitted, it may only be used to support the learning process.

Examples of acceptable use include:

- Brainstorming ideas or outlining initial approaches to a topic
- Clarifying difficult concepts or rephrasing academic content for better understanding
- Exploring additional resources or gaining feedback on writing mechanics (e.g., grammar, tone)

Prohibited Uses (Even When AI Use is Allowed)

AI may not be used to complete assignments on behalf of the student. This includes but is not limited to:

- Submitting AI-generated essays, discussion posts, or responses
- Copying AI-written text without proper citation or acknowledgment
- Using AI to take quizzes, tests, or exams

Using AI to generate or complete work in place of the student constitutes academic dishonesty and will be treated as a violation of the Academic Integrity Policy.

Students are responsible for understanding and following the AI policy for each of their courses. When in doubt, students should seek clarification from their instructor before using any AI tools.

[Academic Integrity: Procedures](#)

CCU Academy is committed to cultivating a culture of honesty, responsibility, and Christian character in all academic work. Faculty members are entrusted with upholding academic integrity and will use appropriate tools (e.g., Turnitin, Respondus Monitor) to identify and respond to plagiarism or cheating.

When a faculty member suspects academic dishonesty or plagiarism, the following procedures must be followed:

1. Initial Contact with Student

Faculty members will initiate private contact with the student via email, presenting evidence (e.g., a Turnitin report or observation of suspicious activity) and referencing the CCU Academy Academic Integrity Policy. In the spirit of Matthew 18:15, the instructor will request a meeting to discuss the matter.

- If the student fails to respond or is unwilling to meet within three days, the student will

receive a zero (0) on the assignment, and the incident will be recorded as a first offense.

2. Faculty Evaluation of the Incident

After meeting with the student, the faculty member will prayerfully and thoughtfully determine whether a violation has occurred. Considerations include:

- Was the issue a technical mistake or a learning gap requiring instruction rather than discipline?
- Did the student act with intent to deceive or out of negligence or misunderstanding?
- How severe was the violation (e.g., a missing citation vs. extensive copied material or use of unauthorized assistance)?

3. Instructional Response to Unintentional Errors

If the faculty member determines that the issue resulted from ignorance, misunderstanding of citation practices, or general academic inexperience—and not from intentional dishonesty—the instructor may choose to take an instructional approach. Options include:

- **Continue Grading as Is:** If the issue is minor and does not impact the integrity of the work, the faculty member may proceed with normal grading and offer feedback.
- **Permit Revision or Resubmission:** Allow the student to revise the assignment (or a portion of it) after providing instruction on proper citation, paraphrasing, or academic expectations. A new deadline and any conditions for resubmission should be clearly communicated.
- **Assign a Targeted Rewrite:** Require the student to rewrite a specific section (e.g., the introduction, research section, or citations page) to demonstrate understanding.
- **Refer to Resources:** Direct the student to academic integrity resources (videos, writing center, plagiarism tutorials, etc.) as part of the learning process.

These actions should be framed as instructional rather than disciplinary and do not require an academic integrity report unless the instructor believes a pattern of concern is developing.

4. Faculty-Assigned Sanctions

If, after evaluating the situation, the faculty member determines that an academic integrity violation has occurred, the following sanctions may be imposed:

- **Minor First Violation:** Deduct one full letter grade from the assignment.
- **Severe First Violation:** Assign a zero (0) for the assignment.
- **Second Violation (Same Course, Minor):** Assign a zero (0) for the assignment.

Sanctions should be communicated to the student following the meeting, with a tone of clarity, grace, and consistency.

5. Reporting the Violation

Regardless of outcome, faculty must submit an Academic Integrity Violation Report (CCU Academy) to the Manager of Online Dual Enrollment.

- The Manager will review and document the report.
- Any offense resulting in a zero on an assignment will be officially recorded as an offense on the student's record.
- If multiple reports are received for the same student across different courses, the Manager will notify all relevant faculty and initiate further review.

6. Multiple Offenses and Escalated Sanctions

If a pattern of academic dishonesty emerges, additional sanctions may be imposed, as outlined below:

- **Second Severe Violation (Same Course):** May result in administrative withdrawal from the course with a grade of FX, upon recommendation or concurrence of the Associate Director of Student Success.
- **Third Offense or Violations in Multiple Courses (Same Term):** May result in withdrawal from the course(s) with a grade of FX and suspension from the University for the remainder of the semester, upon recommendation or concurrence of the Associate Director of Student Success.
- **Fourth Offense (After Return from Suspension):** May result in permanent dismissal from CCU Academy and ineligibility to continue in online dual enrollment or associate degree programs, upon recommendation or concurrence of the Associate Director of Student Success.

In any case involving failure of a course, suspension, or dismissal, the Manager of Online Dual Enrollment will notify the student in writing. Access to Brightspace will be immediately revoked.

Academic Integrity: Sanction Terms Defined

- *Fail assignment* means the student receives no points.
- *Fail course* means the student receives an “FX” grade.
- *Suspension* means the student is withdrawn from the University and receives “FX” grades for the course(s) in which the violations occurred. The student will be administratively dropped from all registered courses and cannot reenroll for at least 365 days (from the start date of the last course enrolled).
- *Expulsion* means the student is withdrawn from the University and receives “FX” grades for the course(s) in which the violations occurred. The student is permanently dismissed and cannot appeal to return.

Grading System

CCU Academy uses a four-point system to calculate semester and cumulative GPAs.

University Grade Scale

Grade	Quality Points	Percentage
A	4.00	93–100%
A-	3.70	90–92.99%
B+	3.30	87–89.99%
B	3.00	83–86.99%
B-	2.70	80–82.99%
C+	2.30	77–79.99%
C	2.00	73–76.99%
C-	1.70	70–72.99%

D+	1.30	67–69.99%
D	1.00	63–66.99%
D-	0.70	60–62.99%
F	0.00	Below 60%

Grading System with No Honor Points (Letter)

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

I	Incomplete
CIP	Course In Progress
NC	No Credit
W	Withdrawal
FW	Failing Withdrawal
FX	Administrative Failing
NR	No Record

Final Course Grade Appeals

A final course grade appeal addresses a final grade discrepancy where the student believes the faculty member has not followed the stated standards of the course. The standards include assignment prompts, rubrics, and announcements posted by the faculty member to provide clarification of the standards. Professional judgement and personality differences should be dealt with quickly and in private, and not as part of an academic appeal.

The appeal process outlined below is strictly for final course grades. Please refer to the [Course Assignment Grade Discrepancies](#) policy for information about individual assignment appeals.

Appealing final course grade:

1. Students can appeal an awarded course grade within 72 hours of the final grade posting date.
 - a. Final grades are posted ten (10) days after the course end date as listed in Self-Service. Holiday breaks may impact the timing of posting final grades.
2. The student should submit documentation through email to request a grade review from the faculty. The documentation should substantiate the claim that faculty has not followed stated standards of the course (assignment prompts, rubrics, etc.).
3. The faculty will review and respond to the student through email with written approval or denial, within three business days of receiving the student's request.
4. The student may appeal the faculty decision within three business days, in writing through email, providing the original documentation to the Associate Director of Student Success.
5. The acknowledgment of the appeal will be returned to the student in writing within three business days. The decision of the Associate Director of Student Success will be returned to the student by email within seven business days.
6. The student may appeal the decision of the Associate Director of Student Success to the Dean of CCU Academy in writing through email, providing the original documentation, within 3 business days of the Associate Director of Student Success' decision. The decision of the Dean of CCU Academy is based on the information provided by the student. The decision of the Dean of CCU

Academy is final.

Important Note: The student is responsible for monitoring email daily throughout the appeals process.

Course Extensions

Course Extensions may be appropriate when students cannot complete the course by the end dates because of [Extenuating Circumstances](#) which transpire during the course. Students must provide documentation of the extenuating circumstance to their SSA and students must be passing the class at the time that the extenuating circumstance occurs.

- The student must contact their SSA by the course end date.
- The student must send supporting documentation of the extenuating circumstance(s) to their SSA.
- The SSA will initiate the Course Extension form and attach documentation for the faculty to review.
- To be considered for approval, faculty will confirm if the student is passing the course up to the point the extenuating circumstance(s) occurred.
- The Course Extension request will be approved or denied within three business days of receiving the request.
- In the case of an approval, the student is responsible for signing the Course Extension form, agreeing to the terms of the extension.
- Extensions must be completed within 21 days of the course end date.
 - In extremely rare cases, extensions can be requested for longer than 21 days. This requires the approval of the Associate Director of Student Success (via Petition for Exception form) and will incur an administrative fee to the student.
- Final grades will be posted ten (10) days after the last day of the Course Extension.
- In the event that an appeal is necessary, students should follow the [Final Course Grade Appeal](#) procedure.

A final grade will be recorded reflecting the work completed during the extension. 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(s), which may result in a failure of the course.

Course Repeat Privilege

Students may repeat a 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 (GPA).

If the same grade is earned twice, only one grade will be used to calculate the cumulative GPA. If a lower grade is earned in the repeated course, the lower grade will be used to calculate the cumulative GPA. Likewise, if a higher grade is earned in the repeated course, the higher grade will be used. Students will not receive credit for both courses.

Registration Restrictions

In general, CCU Academy students are limited to 4 credit hours based on low performance in a CCU Academy semester. CCU Academy may implement additional registration restrictions to limit the number of hours students are able to register for, based on their performance in previously completed courses. A CCU Academy student who does not perform well for a total of three semesters will not be permitted to continue with further CCU Academy courses. CCU Academy's registration restriction policy is outlined below:

- Students will be limited to four credit hours in their subsequent CCU Academy semesters if any of the following apply:
 - Student receives more than one grade of D+ or lower
 - Student receives any grade of F/FW
 - Student is likely to fall into one of the above categories with the courses currently in progress
 - Student is returning to CCU Academy after a two-semester restriction has expired
- Students will not be allowed to register for the next two semesters if any of the following apply:
 - While registration restrictions are in place, student receives more than one grade of D+ or lower
 - While registration restrictions are in place, student receives any grade of F/FW
 - While registration restrictions are in place, student is likely to fall into one of the above categories with the courses currently in progress
 - After a student's initial registration restriction is lifted, the student receives more than one grade of D+ or lower and/or receives any grade of F/FW
- Students will no longer be able to continue at CCU Academy if for a third time any of the following apply:
 - Student receives more than one grade of D+ or lower
 - Student receives any grade of F/FW
 - Student is likely to fall into one of the above categories with the courses currently in progress

Registration Restriction and Appeal Procedure

- Students will be notified two weeks before the end of the course with a registration restriction warning if they are currently falling into a high-risk category per the guidelines above.
- Upon final grades posting, registration restrictions will be implemented and students will be notified in writing to the student's CCU email.
- If a registration restriction is implemented and the student is currently enrolled in more than the permitted amount of credits for the following semester, they will be given three business days to share which course(s) they prefer to be dropped. After three business days, if the student has not communicated with CCU Academy, the student's course load will be reduced to no more than a total of four credits (randomly selected course(s) will be dropped).
- Based on student performance, registration restrictions can be appealed to be removed. The student should contact their SSA for details on appealing and removing their registration restriction.

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 and submitting the Petition

for Exception form with his or her SSA. The petition will be reviewed by the Associate Director of Student Success. After a decision has been reached, the student will be notified in writing by their SSA.

CCU Transcripts

All CCU Academy transcript requests are made through the online transcript system. Students should review their unofficial transcript to confirm that all grades are posted before ordering an official transcript. Unofficial transcripts can be accessed through CCU Self-Service, while official transcripts must be purchased through the online transcript system. See the [CCU Academy website](#) for a complete description of how to access unofficial and official transcripts.

General Information

CCU Login

Students have access to a variety of digital services during their time at CCU by using their assigned CCU Login. After setting up their CCU Login and creating their CCU password, students have access to CCU's various online platforms, including CCU Self-Service, Brightspace learning management system (to complete coursework), and CCU Connect. Through CCU Connect, students can easily access their CCU Student email, and find helpful information and resources within the Online Dual Enrollment group. CCU Self-Service allows students to register for courses, make student payments, view grades and unofficial transcripts, as well as update their contact information.

University Email

The University and CCU Academy uses email as the primary means for updating students regarding important information that requires action. All students are required to register for a school email address (students.ccu.edu) as part of the initial registration process. Students can find easy access to their email through the resources section of their CCU Connect Online Dual Enrollment Group or through this [login page](#).

Students are permitted to forward their CCU Student email to their personal email; however, any communication to professors must be sent directly from the student's CCU email to prevent emails from going to junk or spam folders. Students are responsible for reading email correspondence from all CCU departments.

Change of Address/Personal Information

Students are required to update or confirm their current address under their user profile in Self-Service (Student Planning) prior to registration each term.

Technology Requirements

Students must meet the minimum technology requirements to be successful in CCU Academy online dual enrollment courses. A positive course experience depends highly on the quality of your computer. Please visit the [Technology Services for CCU Students page](#) to verify the current technology requirements.

Important Note: You will need access to a laptop or desktop computer for completing all coursework. Tablets and mobile devices can only be used to check due dates, view grades, and read discussion posts. Make sure you have the appropriate Microsoft Office applications installed. See the Software Requirements section for more information.

Software Requirements

Students are required to use Microsoft Office products (2013 or newer) for assignments and current students qualify for a free annual subscription to [Microsoft Office 365 Pro Plus](#). Assignments must be created using the following software unless otherwise indicated in the assignment prompt.

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

Additional software may be required on a course-by-course or program basis. See specific course syllabi and course content for additional software requirements.

IT Support Services

CCU computer technicians are available to help students connect to the CCU network or with technical Brightspace issues. Local students can bring their computers to the IT Support Services offices in Lakewood for an 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. IT Support Services can be reached at (303) 963-3444 or techsupport@ccu.edu. IT Support Services office hours are 7:30 a.m.-6:00 p.m. (MT).

Career & Professional Development

Students are encouraged to spend time praying about and reflecting on their strength, passions, anticipated college major, and potential career pathways. Narrowing down a major and college selection allows students the ability to research specific course requirements for that specific degree and at the specific college they plan to attend.

Currently enrolled CCU Academy online dual enrollment students have access to explore college majors and careers through Brainfuse Tutoring's eParachute tool. Students should access Brainfuse directly through their CCU Academy course(s) in Brightspace. EParachute is an excellent tool in which students can discover the people, fields, and skills they enjoy working with, then explore various career paths in line with their favorite attributes and explore specific job details and how various careers match their passions and skills.

In addition, student are encouraged to take the course INT-103 – CCU Academy College and Career Prep. This course is designed to equip dual enrollment students with the essential skills, strategies, and self-awareness needed to excel in collegiate-level coursework and to discern their unique vocational calling. Students will learn needed skills for academic research, collegiate-level writing, time management, as well as other learning techniques for success in higher education. Through assessments and guided reflection, students will explore their individual strengths, spiritual gifts, and potential career pathways to make informed decisions about academic majors and professional trajectories.

Student Complaints

Formal Student Complaints – Students wishing to file a formal complaint should contact their CCU Academy Student Success Advisor (SSA) who will then provide the student access to the proper form to complete. Once submitted, the complaint will be routed to the appropriate department for review and resolution. If the issue remains unresolved or the student is dissatisfied with the outcome, they may pursue further action through the additional resources listed below.

- The Higher Learning Commission (HLC) Complaint Process: [File a Complaint Against an Institution | The Higher Learning Commission](#)

- The Colorado Department of Higher Education (CDHE) Complaint Process*: [File a Student Complaint | Colorado Department of Higher Education Home](#)
- The NC-SARA Complaint Process: [SARA Student Complaints | NC-SARA](#)

*Students who reside outside of Colorado should contact their [State Portal Entity](#) to file a complaint.

Texting Terms & Conditions

Registration for a CCU Academy course includes consent to contact students on cellular phones, either manually or by automated dialing or text.

The following text messaging terms and conditions apply to communications with students for CCU Academy.

1. Text ACADEMY to receive CCU Academy alerts. **Message and data rates may apply.** You may receive recurring messages each month. Text **"HELP"** for help. Text **"STOP"** to cancel.
2. You can cancel this service at any time. Just text **"STOP"** to **76190**. After you send the message **"STOP"** to us, we will send you a reply message to confirm that you have been unsubscribed. After this, you will no longer receive messages from us.
3. If you want to join again, just sign up as you did the first time and we will start sending messages to you again.
4. If at any time you forget what keywords are supported, just text **"HELP"** to **76190**. After you send the message **"HELP"** to us, we will respond with instructions on how to use our service as well as how to unsubscribe.
5. **Participating carriers:** AT&T, Verizon Wireless, Sprint, T-Mobile, U.S. Cellular, Boost Mobile, MetroPCS, Virgin Mobile, Alaska Communications Systems (ACS), Appalachian Wireless (EKN), Bluegrass Cellular, Cellular One of East Central, IL (ECIT), Cellular One of Northeast Pennsylvania, Cricket, Coral Wireless (Mobi PCS), COX, Cross, Element Mobile (Flat Wireless), Epic Touch (Elkhart Telephone), GCI, Golden State, Hawkeye (Chat Mobility), Hawkeye (NW Missouri), Illinois Valley Cellular, Inland Cellular, iWireless (Iowa Wireless), Keystone Wireless (Immix Wireless/PC Man), Mosaic (Consolidated or CTS Telecom), Nex-Tech Wireless, NTelos, Panhandle Communications, Pioneer, Plateau (Texas RSA 3 Ltd), Revol, RINA, Symmetry (TMP Corporation), Thumb Cellular, Union Wireless, United Wireless, Viaero Wireless, and West Central (WCC or 5 Star Wireless).
6. T-Mobile is not liable for delayed or undeliverable messages.
7. For all questions about the services provided, you can send an email to academy@ccu.edu.
8. If you have any questions regarding privacy, please read our [privacy policy](#).

Standards of Student Conduct

Introduction

These regulations have been developed to reflect the nature of a Christ-centered student community focused on educational and spiritual growth. 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. Standards of conduct clarify behavior essential to the CCU Academy educational mission and its community life. The standards of conduct, all policies and procedures, are applicable to all CCU Academy students, staff, faculty, student representatives, and guests to the University.

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. CCU's standards of student conduct are an integration of biblical teachings, civil laws, and concern for the respect for the rights of other community members. They are 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 (1 Corinthians 6:19-20), striving to live righteous lives.

CCU's standards of student conduct maintain an educational community environment in which all CCU Academy students 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, regulations, policies, and procedure of the University, whereby obeying the laws of the nation, state, and local community.

The following are seen as purposes for disciplinary proceedings:

- To encourage and to teach responsibility for one's own actions
- To create an environment of professional, respectful, and healthy written/verbal communication
- To inspire an educationally focused student community
- To protect the rights of others in the community
- To redirect behavior

One of the main foundations of the discipline process involves emphasizing a student's responsibility for his or her behavior; electronic records will remain on file within the University regarding student discipline.

CCU Regulations & Applicable Civil Laws

CCU is committed to cooperating with federal, state, and local authorities in their efforts to enforce existing laws. 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. Any 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. Upon proper notice, the University reserves the right to initiate disciplinary proceedings against students who have been formally charged with criminal violations by legal or civil authorities. If the student is charged in both jurisdictions simultaneously, the University will proceed with its own judicial review process according to its own timetable.

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. Such discretion rests with the Associate Director of Student Success. Disciplinary regulations at the University are set forth in writing in order to give students notice of prohibited conduct.

The following regulations are not designed to define or list conduct in exhaustive terms. The University reserves the right to interpret conduct which is in violation of these regulations.

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 here. The University reserves the right to broaden or narrow these definitions as a particular incident may warrant. The Associate Director of Student Success has the sole discretion of deciding whether or not a particular incident is covered by a particular definition of prohibited conduct in this Student Handbook.

“Brightspace” a Web-based learning environment where interactive content for on-site and online courses is developed and cultivated. This is where your course and student resources are located.

“CCU Academy Active Disciplinary Investigation” begins at the time when any University staff/faculty member becomes aware of a possible violation and ends at the resolution of the judicial case.

“College” represents either CCU’s College of Adult and Graduate Studies (CAGS), or College of Undergraduate Studies (CUS). Please note that CCU Academy is a third academic division of Colorado Christian University, for high school students.

“Community Member” includes all persons not attending CCU but visiting the University.

“Consent” is informed, freely, and actively given; mutually understandable words or actions.

“Controlled or Illegal/Illicit Substance” is the term for any drug, chemical, or other substance whose possession or use is controlled or its quantity limited by any law.

“Gender” is your biological sex as God originally created you.

“Harassment” includes any threatening, disrespectful, or abusive verbal, nonverbal, written, or electronic communication.

“Hazing” refers to any act that causes or is likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in personal, mental, or emotional harm to any student or other member of the University as a method of initiation or pre-initiation for any purpose.

“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 including Self-Plagiarism; the use of material created by Artificial Intelligence (AI) submitted as one’s own work. See the Academic Integrity section for further details.

“Policy” is the written regulation of the University as found in CCU documents.

“Pornography” refers to writings, photographs, magazines, film or videos, images, websites, web links, advertisements, text messages, or other materials intended primarily to arouse sexual desire.

“Procedure(s)” are housed within this handbook and explain how the policy is enforced and carried out.

“Review Officer” College Official handling the judicial case before it goes to the Associate Director of Student Success.

“Student” includes all persons taking courses at the University, any of its locations or online, full-time or part-time, and pursuing undergraduate, graduate, licensure, or certification, including non-degree seeking.

“Threats” – a suggestion that something unpleasant or violent may occur if one’s instructions are not followed or expectations are not met. This can include direct threats, veiled threats, implied threats, etc.

“University” refers to Colorado Christian University (CCU), including all University-owned, rented or operated property/premise and information maintained through Brightspace regardless of College affiliation.

“University/College Official” includes any person employed by the University; including but not limited to the Board of Trustees, administration, full-time/part-time/affiliate faculty (on-site or online), staff, or security personnel.

General Student Conduct Expectations

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

- Respect for the rights and human dignity of others, especially in the conduct of relationships.
- Respect for each other, creating an atmosphere which supports academic and personal growth.
- Respect for the University’s academic traditions of honesty, civil conversation, and open inquiry.
- Respect for the different backgrounds, beliefs, and spiritual traditions of students, faculty, and staff.
- Compliance with federal, state, and local laws and ordinances.

- Respect for the authorities, policies, procedures, and regulations established by the University that reflect an attitude of Christ's teaching.

Furthermore, the Bible, God's own word, describes these expectations as the Fruit of the Spirit in Galatians 5:22-26. Therefore, in the context of a biblical worldview, the general student conduct expectations are as follows:

1. **Love** God, and love others.
2. **Joyfully** encourage a positive atmosphere supporting academic and personal growth.
3. Develop a community of **peace** that motivates academic traditions of honesty, civil conversation, and open inquiry.
4. Have **patience**, complying with any authority investigating or acting on policies or procedures established by the University.
5. Communicate **kindness** to faculty, staff, or students of different backgrounds, beliefs, and spiritual traditions.
6. Support **goodness** and servanthood, by upholding the rights and dignity of others.
7. Be **faithful** to Jesus Christ in thought and action.
8. Experience **gentleness** toward yourself as you learn to mature through the policies, procedures, and traditions at Colorado Christian University.
9. Display **self-control** by conforming to federal, state, and local laws and ordinances.

Students (regardless of personal faith or beliefs) should use these statements as a guide as they respectfully interact with fellow students, staff, and faculty in all aspects of their academic and community life at Colorado Christian University.

Prohibited Conduct

This list of conduct set forth by the University gives students notice of behaviors that are in violation of policy. It is not intended to be an exhaustive list and will be reviewed by college officials and updated as necessary. The University reserves the right to administer disciplinary sanctions in situations not expressly covered by the prohibited conduct section.

Prohibited conduct and resulting disciplinary actions apply to all incidents, on or off University property (including, but not limited to: in-person, Brightspace discussion boards, email, over the phone, social media forums, online environments, etc.) and including the upholding of federal, state, and local laws or ordinances available in full at your local public library or government facility.

CCU reserves the right to question or dismiss any student whose conduct, public or discreet, in relation to their conduct or behavior disrupts the aims and objectives of CCU's educational community.

1. Harm, Harassment, and Bullying

- a. Verbal/nonverbal, or written threats, abuse, or harassment towards any community member, staff, faculty, or University Official in the performance of their duties.
- b. Intentionally or recklessly causing harm or a reasonable apprehension of harm. This includes but is not limited to: physical assault, verbal/nonverbal, implied, or written threats, verbal/nonverbal or written abuse, any form of deliberate harassment, disruption or distraction, unlawful detention of a person against his or her will, or hazing of any kind.
- c. Causing disruption through threats to faculty, other students, staff, or members of the

community, or members of the University.

- d. Deliberately using power to intimidate or attempt intimidation; cause mental, emotional, or spiritual harm.
- e. Inappropriate, hostile, or provoking language, comments, or actions, verbal or electronically transmitted, either within the University or initiated outside the University but directed to students, community members, faculty, or college officials.

2. Disorderly Conduct

- a. Intentionally or recklessly interfering with normal University business or University-sponsored activities, including but not limited to: studying, teaching, classes, tutoring, research, or University events.
- b. Actions which annoy, disturb, or otherwise prevent the orderly conduct of University-sponsored events or activities at the University. This includes belligerent soliciting and/or coercing students, faculty and/or staff.
- c. Behavior or language not reflecting critical and/or CCU's biblical thinking which may negatively interfere with any other student or staff at the University.
- d. Pranks or practical jokes disrupting the community atmosphere that may present danger, and/or damage property.
- e. Soliciting, lobbying, and/or coercing others with the intent to sway opinions, objectives, thoughts, feelings, etc. in order to gain advantage in a particular situation.
- f. Disrespectful or unprofessional behavior, language, or comments distracting from educational purposes. For example: discussion board postings not related to the course assigned topic.

3. Failure to Comply

- a. Acting uncooperative or rude to other students, faculty, or University Officials fulfilling their duties in compliance with the University rules or sanctions.
- b. Intentionally filing a false or misleading allegation is grounds for a disciplinary sanction up to and including expulsion.
- c. Violating an alternate agreement such as an academic contract, behavioral contract, conditional admit contract, or other special agreement or contract with the University.
- d. Violating the terms of an imposed disciplinary sanction.
- e. Any involvement in a violation of the policies or procedures set forth and choosing not to admit accountability.

Violations of a Special Nature

Situations not otherwise addressed in the standards of conduct may require investigation and administrative action. It is not the intent of this summary to be exhaustive or overly detailed. Any necessary investigation will be handled using normal disciplinary procedures or other appropriate review procedures as determined by the Associate Director of Student Success.

Decisions made by the Dean of CCU Academy regarding the degree of violation, as well as any resulting actions, are final.

Policies Pertaining to Student Code of Conduct & Prohibited Conduct

Computer and Technology Crimes

Computer and technology crimes are a violation of both federal and state laws and are also viewed as a breach of the University standards of conduct. Any person will be investigated who knowingly uses any device, system, computer network, or any part thereof for the purpose of devising or executing any scheme of artifice to defraud users. Respondents found or assumed to have altered, damaged, or destroyed any computer or device (e.g. cell phones,) including the manipulation of information, messages, systems, computer networks, any technology software program, documentation, or data will be held accountable.

Controlled Substances (Alcohol, Tobacco, Marijuana, Illegal/Illicit drugs)

Students in CCU Academy are expected to exhibit discretion and maintain the attitude of Christ through their actions in all situations. Students, regardless of age, are not permitted to use, buy, sell, possess, conceal, or encourage the use of any controlled substance at the University or online environments. CCU Academy students are obligated to inform a CCU staff or faculty member immediately of another student or community member on the premises who is suspected of being under the influence of controlled substances or illegal or illicit drugs. The staff or faculty member will take further action. Use of a controlled substance will be subject to the judicial process as expressed in the standards of conduct and, when necessary, involve local, state, or federal authorities.

Tobacco use is strongly discouraged in all forms at all times. State regulations restrict these actions to designated areas where its limitations are clearly posted; furthermore, it is completely prohibited on the University premises. Likewise, smoking devices such as vaping pens, e-cigs, etc. are also prohibited. Marijuana in all forms is prohibited at the University.

CCU Academy students who find that they are struggling with any form of substance abuse, dependence, or addiction are strongly encouraged not to wait, and to seek help immediately at your local emergency medical center. CCU Academy supports the healing of the body along with the spirit. Should you need help, the [American Association of Christian Counselors](#) (Find-A-Counselor) can be contacted through phone (800-526-8673) or [email](#).

Dress Code

Students should remember to reflect the Christian nature of the University when dressing for classes (both in-seat and online) or otherwise meeting with classmates or faculty members, as well as any time spent on the University premises. CCU asks that modesty, cleanliness, and appropriateness be considered at all times.

Email Etiquette

All students should adhere to standard and professional behavior when communicating through the Internet. Stated standards to follow:

- All emails should be addressed to a specific person by including a name and formal title (e.g., Dr. Smith, Dean Jones, etc.) as appropriate to the sender's relationship to the receiver.
- All emails should be signed so the receiver can distinguish the identity of the sender. Sometimes an email address does not easily disclose who the sender is (e.g., Sincerely, Jane Black #0455555).
- All email correspondence should be written in a professional manner using correct grammar and spelling.
- All email should be sent from the sender's own email address. Student identity will not be

authenticated when sent from another email address.

- Senders should be very judicious when copying (using the “cc” function at the top of an email routing) an email to a receiver. It may be improper to copy or forward an email or correspondence to another party without the permission of the receiver. Respond directly to the original sender.
- Senders must avoid profanity or other inappropriate language and remember that the Internet, Brightspace, and email are not entirely secure. What is written is often not easily deleted, especially by the receiving party.
- Do not send questionable or inappropriate content, jokes, cartoons, pictures, etc.
- Students should respond in a timely manner to important emails that are received.
- Sarcasm and emotion are often and easily misunderstood; use them with discernment (i.e.: “Smiley,” emojis, gold or italic text, highlighting, CAPS LOCK, etc.).

Online Communication and Social Media

Students should know that while these social networks/directories are hosted outside the Colorado Christian University server, violations of University policy (regarding courses, faculty, staff, or classmates), posted on YouTube, Facebook, Instagram, Twitter/‘X,’ etc. are subject to investigation and sanction via the Standards of Student Conduct. Email messages (including any attachments) sent to or by a CCU staff/student/faculty is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any dissemination, distribution, or copying of these messages (including attachments) is strictly prohibited unless approved by the University. CCU maintains the right to use any posted comments from any online outlets.

Please contact a faculty member or Student Success Advisor (SSA) to air a grievance or concern.

Disciplinary Sanction Expectations

Disciplinary Warning

An official sanction will be given in writing, notifying the student of his or her misconduct. This includes a warning that a subsequent infraction must not occur and could lead to further disciplinary sanctions.

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.

Disciplinary Dismissal

An official sanction that prohibits the student from attending the University, residing in or entering the University, or participating in any University activities, or University sponsored academic organizations for a set period of time. Length of dismissal will be determined by the Associate Director of Student Success based on feedback and insight from the judicial process. Notification of the dismissal will be sent to appropriate University offices.

A disciplinary hold will prevent a student from obtaining or registering for courses. A disciplinary hold will be placed on a student’s record at the beginning of the dismissal and will be removed at the end of the dismissal, regardless of when the dismissal takes effect or if the student is transferring.

Disciplinary Suspension

An official determination canceling the student's registration at the University whereby the student is not eligible to apply for readmission for a minimum of one year. Monetary reimbursements will not be made for any University fees. A disciplinary hold 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 this suspension takes effect. Students who wish to return to school after the suspension period has ended must submit a written appeal to the Associate Director of Student Success, 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 course access.

Disciplinary Expulsion

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

Immediate Disciplinary Sanction

Immediate sanctions may include probation, dismissal, suspension, or expulsion of a student without the judicial process outlined in this section. The Associate Director of Student Success may take this action. A student thus sanctioned must leave the University or event premises immediately and may be prohibited from accessing Brightspace or other University resources.

The Judicial Process Goal

The goal of the judicial process is for the student to choose to redirect his or her behavior, in order to meet University expectations in a given area. In some cases, a student could be dismissed for his or her first known violation of the standard of conduct.

Repeated Violations

Repeated violations of any section of the standards of conduct will result in additional sanctions that may include probation, dismissal, suspension, or expulsion.

Judicial Process Restoration

Along with the fulfillment of disciplinary sanctions, a process leading to restoration within the educational community will be offered to students who so desire. Our aim is to walk graciously alongside students through the experience of forgiveness, healing, restoration, and, when possible, reconciliation with other parties. 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).

Eligibility for Graduation

Students are not eligible for graduation or release of transcripts until the completion of an imposed disciplinary sanction.

Statement of Rights as an Accused Student in the Judicial Process

Student Rights in the Judicial Process

Students will:

- Have the right to be informed of their options in the judicial process.

- Have the right to have their situation reviewed and documented.
- Have the right to appeal in writing in accordance with stated policy and procedure.
- Have the right to have their information treated confidentially by University Officials during the judicial process, as required by the Family Educational Rights and Privacy Act (FERPA).
- Have the right to be notified in writing of the University's preliminary review of the situation.
- Have the right to appeal the preliminary review meeting results to the Dean of CCU Academy if they believe that the disciplinary procedures were not conducted in accordance with the CCU standards of conduct.

In compliance with federal, state, and local law, the appropriate authorities may be contacted.

Judicial Process

Deadline for Initiating Procedures

The University shall not have any responsibility to process situations of alleged violations of the standards of conduct if the procedures outlined are not initiated within 60 calendar days after the date of the alleged violation. In the instance of a complaint or conduct violation that comes to light after a 60-day period, the Associate Director of Student Success will have sole discretion as to whether the University will process the alleged violation.

Responsibility for Records

In accordance with the University's Family Educational Rights and Privacy Act (FERPA) policy, responsibility for the maintenance, storage, and release of student records related to disciplinary proceedings rests with the Registrar.

Process

Incident reports alleging violations for the standards of conduct from University Officials or from other members of the CCU community will be forwarded to the Associate Director of Student Success, or his or her designee, who will conduct a preliminary investigation of the facts to determine whether sufficient evidence exists to warrant a review meeting.

Review Meeting

The Associate Director of Student Success, 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 effect.

Student will then be notified in writing of the decision within five business days from the review meeting date, and they have the right to appeal those findings in writing to the Dean of Academy.

Special Administrative Evaluation

A student may be subject to special requirements or sanctions, including probation, dismissal, suspension, or expulsion 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,
- Is unable to rationally respond and participate in the judicial process,

- Through their behavior or medical condition, has become a disruption to the orderly function of the University.

Appeal Process

Following the review meeting and decision, the student has a right to appeal the results of the review 30 days after receipt of the written results of the review meeting.

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

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

The Dean of CCU Academy reviews all recommendations for long-term dismissal, suspension, or expulsion from the University before the sanction is carried out. Following a review of the appeal request, the Dean of CCU Academy may elect to void the decision of the review officer, uphold the decision, and/or alter the sanction. The decision on all appeals by the Dean of CCU Academy 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 judicial process and another seeks to go further and have a review meeting, there are possibilities that the sanctions will be different. Upon the occasion of the review officer handing down an outcome for a particular student in process, other students who accepted their discipline sanction will not be changed.

Title IX

Title IX of the Education Amendments of 1972 (Title IX) is a federal law that prohibits discrimination on the basis of sex in education programs and activities. All colleges and universities receiving federal funds must comply with Title IX. The CCU Title IX policies are located on the main [CCU website](#). For all Title IX information, please use the policies and contact information listed.

Associate Degree Track

Overview

The CCU Academy Associate of Arts in Liberal Arts Degree focuses on Colorado Christian University's general education curriculum, which includes Fine Arts, Literature, Philosophy, Biblical Studies, Communication, Mathematics, Science, and Social Science. This liberal arts track provides a solid foundation for many undergraduate majors and careers. Students pursuing the associate degree through CCU Academy must complete all course requirements by the time of high school graduation.

The associate degree requires completion of 60 hours, including 45 hours of general education courses and 15 hours of elective courses. Please reference the [Academic Catalog](#) for a full listing of course requirements.

The associate degree track is a rigorous course of study that requires adequate planning, along with a steadfast commitment to an intense high school experience consisting of a large quantity of college-level coursework throughout the junior and senior years. The earlier a student begins to earn college credits the lighter their course load can be. It is highly recommended that students work closely with their high school guidance counselor and/or parent to ensure success and timely completion. Students on the associate degree track will also have access to a CCU Academy Student Success Advisor (SSA) who will help them stay on track with their degree requirements; however, it is ultimately the student's responsibility to be aware of any unfulfilled requirements that must be completed by high school graduation.

Expected Course Load

In order to have adequate time to complete the necessary course requirements, students should begin fulfilling the associate degree requirements no later than the beginning of their junior year of high school.

The course sequence is flexible as students have the ability to determine how many courses are taken each semester. Taking courses during the summer semesters can lighten the course load during the fall and spring semesters. The student's SSA will help develop a personalized timeline to follow as part of the enrollment process. While each student's plan will vary greatly, a sample timeline could look like the following:

Freshman Year Start	Summer	Fall	Spring
Freshman Year	N/A	1 course (3 credits)	1 course (3 credits)
Sophomore Year	N/A	2 courses (6 credits)	2 courses (6 credits)
Junior Year	2 courses (6 credits)	2 courses (6 credits)	3 courses (9 credits)
Senior Year	2 courses (6 credits)	3 courses (9 credits)	2 courses (6 credits)

Sophomore Year Start	Summer	Fall	Spring
Sophomore Year	N/A	2 courses (6 credits)	3 courses (9 credits)
Junior Year	2 courses (6 credits)	3 courses (9 credits)	3 courses (9 credits)

Senior Year	2 courses (6 credits)	3 courses (9 credits)	2 courses (6 credits)
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Junior Year Start	Summer	Fall	Spring
Junior Year	2 courses (6 credits)	4 courses (12 credits)	4 courses (12 credits)
Senior Year	2 courses (6 credits)	4 courses (12 credits)	4 courses (12 credits)

Enrollment Process

In order to be officially considered a degree-seeking student in CCU Academy's associate of arts degree track, a student must first complete the Associate of Arts Degree Enrollment Form. Next, the student must schedule and attend an initial virtual advising meeting with the SSA to review program requirements and strategically chart a specific timeline to complete all associate degree requirements.

Transferring in Credits

It is essential that students are aware of the degree requirements to fulfill the Associate of Arts in Liberal Arts Degree.

Students may transfer up to 75% of the required credits toward their CCU Academy associate degree in liberal arts. Please note, the 12 biblical studies required credits cannot be transfer credits and must be fulfilled through CCU Academy courses. Students may apply CCU dual credit, CCU online dual enrollment credit, AP credit (scores of 4 or higher), credit by exam (CLEP, DSST, UExcel up to 15 credits), and college credit earned from other accredited colleges or universities toward the associate degree requirements. Students must have received a C- or higher in college courses from outside of CCU in order for these to count.

Transfer Credit Pre-Approval

Transfer credits must be an exact match of a general education course listed within the degree catalog in order to be eligible for substitution. Transfer credits not approved as a substitution for a general education requirement will be counted toward the 15 elective credits required. Courses that will fulfill elective requirements do not need to go through a formal pre-approval process.

Transfer credits that students wish to apply toward general education requirements must be pre-approved. The student will initiate the transfer credit review process by sharing with their SSA the courses they would like to transfer, along with the course description. Upon review, the SSA will complete the CCU Academy Transfer Credit Pre-Approval eForm and send it to the student. The student will need to review and approve the form, after which point it will be submitted to the Associate Director of Student Success and the CCU Academy Dean for final review and approval. The eForm will be returned to the student once it has been approved or denied.

Transfer Credit Transcripts

For graduation consideration, all transfer credit must be received, evaluated, and officially transcribed no later than the last day of the student's graduating semester.

Advising

All students are assigned a Student Success Advisor (SSA). The SSA assists students in completing the registration process, locating appropriate resources, and degree planning for students pursuing the associate of arts degree track. SSAs communicate and respond to students through email and phone during office hours, as well as Zoom meetings by appointment.

Academic Advising for Associate Degree Students

- CCU Academy SSAs provide information and resources to assist students in knowing their degree requirements and meeting their specific educational goals in the timeframe the student sets. This includes access to degree plans and course planning to meet the general education and specific degree requirements for graduation.
- Students are responsible for their degree progression and completion. Students should check their planned sequencing of courses on a semester basis to ensure they are meeting all degree requirements.
- It is the responsibility of students to notify their SSA of any changes they make to the course plan the SSA recommends. Failure to do so may result in not being able to fulfill all of the necessary associate degree requirements. Associate degree students have full access to their program evaluation in Self-Service (Student Planning) to help monitor their degree progress.
- The SSA can provide guidance regarding the feasibility of dropping/withdrawing from a course, requesting a course substitution, changing a degree plan, etc.
- To ensure proper understanding of degree requirements, students are required to complete an initial, virtual advising meeting to discuss the student's projected degree plan and timeline. An additional meeting to check student progress is recommended each spring. Plans for the upcoming school year will be discussed at this time.
- A final advising meeting will be required leading up to the student's graduation. During this meeting the SSA will outline any outstanding degree requirements remaining and assist the student in completing the required graduation application form.

Academic Catalog

Current and archived academic catalogs are located at <https://www.ccu.edu/catalog/>. The current catalog provides students with the best information available concerning policies of the University and program specifics 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 current year's catalog. Since the University continually modifies and improves the curriculum to meet the needs of students, the catalog serves as a guide. Associate degree students will maintain the year of catalog under which they start in CCU Academy.

Academic Standing

CCU Academy has established standards for academic standing to guide associate degree students to successful completion of their degree. Course completion and grade point average (GPA) standards identify student progress toward a specific degree.

Cumulative GPAs for degree-seeking CCU Academy students:

	CCU Academy associate degree
Regular Required: cumulative GPA	2.00-4.00
Probation: cumulative GPA	0.00-1.99
Continued Probation: cumulative GPA	0.00-1.99

Regular Standing

A student who has earned six or more total credit hours will have a status of regular academic standing as long as their cumulative GPA meets the above stated program requirements.

Graduation Requirements

To graduate with a CCU Academy Associate of Arts in Liberal Arts Degree, a student must:

- Complete all course and credit requirements of his or her degree program.
- Attain a minimum cumulative GPA for the respective degree program. See the Academic Catalog for complete details.
- Meet the CCU residency requirement. See the Academic Catalog for complete details.
- Submit a Graduation Application prior to registering for the semester in which he or she plans to graduate.
- Have no outstanding financial obligation to the University.

CCU Commencement

Students who complete CCU Academy's Associate of Arts in Liberal Arts Degree are invited to participate in CCU's commencement ceremony, which is held in May near Denver, Colorado. It is an extraordinary accomplishment to have earned an associate degree while in high school and we would love to celebrate this culmination of your hard work and dedication.

Commencement Participation

To participate, students must submit the Graduation Application eForm the semester prior to their final semester. There is not a formal commencement ceremony for students who finish degree requirements in the summer or fall semesters, but they are encouraged to still participate in the upcoming spring commencement ceremony.

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 student has no more than six outstanding credits and is completing those credits in the upcoming summer or fall semester.