COLORADO CHRISTIAN UNIVERSITY
College of Adult and Graduate Studies

Student Handbook
2019-2020
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Welcome to the CCU College of Adult and Graduate Studies!

We are so pleased to have you as a student. You’ve taken a big step into a doorway of opportunity. It is our joy to come alongside you to help you with your dream.

A solid education is vital if you want to develop your gifts, thrive in a rapidly changing marketplace, provide for your future, and stand out among your peers.

People often ask me how CCU is different. I tell them that at CCU we aim to offer academically outstanding programs to develop your competencies. But that is not all. We add an ethical and faith component to this as well, because we believe that “smart and skilled” is not enough. Virtue and character are also essential, and so is a Christ-centered foundation under the whole academic experience. We really do believe that Jesus is the light of the world.

Our CAGS program is aimed at adult learners, many of whom are already on the job. 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, keep going, and finish the program with excellence.

We have seen so many lives transformed in our College of Adult and Graduate Studies program. We look forward to hearing how God prepares you for your calling through an education at Colorado Christian University.

Donald W. Sweeting, Ph.D.
President
## Directory

### Colorado Christian University – Main Campus

| | 
|---|---|
| 8787 W. Alameda Ave. | Bookstore (Tree of Life): 1-888-392-2930 |
| Lakewood, CO 80226 | Library: 303-963-3250 |
| 303-963-3000 | Lakewood Campus Security: 303-963-3222 |
| | Service Central: 303-963-3040 |
| | Technical Support: 303-963-3444 |
| | 
| | 

### Administrative Offices

<table>
<thead>
<tr>
<th>Office</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
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</thead>
<tbody>
<tr>
<td><strong>Loveland Office</strong></td>
<td>3553 Clydesdale Pkwy, Suite 300, Loveland, CO 80538</td>
<td>970-461-5200</td>
<td>970-461-5240</td>
</tr>
<tr>
<td><strong>Denver Tech Center</strong></td>
<td>304 Inverness Way South, Suite 150, Englewood, CO 80112</td>
<td>303-963-3030</td>
<td>303-301-6030</td>
</tr>
<tr>
<td><strong>Sterling Office</strong></td>
<td>Northeastern Junior College, 100 College Ave., Sterling, CO 80751</td>
<td>970-521-6855</td>
<td></td>
</tr>
<tr>
<td><strong>Pueblo Office</strong></td>
<td>2099 US-50, Suite 100, Pueblo, CO 81008</td>
<td>719-671-9541</td>
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### Regional Centers

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<tr>
<td><strong>Colorado Springs Center</strong></td>
<td>1125 Kelly Johnson Blvd, Suite 105, Colorado Springs, CO 80920</td>
<td>719-867-5800</td>
<td>719-867-5820</td>
</tr>
<tr>
<td><strong>Grand Junction Center</strong></td>
<td>2452 Patterson Road, Suite 200, Grand Junction, CO 81505</td>
<td>970-623-8700</td>
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## Academic Calendar

<table>
<thead>
<tr>
<th>Summer 2019</th>
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<tbody>
<tr>
<td><strong>Summer Semester Begins</strong></td>
<td>April 29</td>
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<tr>
<td><strong>Payment Arrangements Due</strong></td>
<td>April 29</td>
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<tr>
<td><strong>Fall Graduation Applications Due</strong></td>
<td>June 17</td>
</tr>
<tr>
<td><strong>Fall Registration Opens</strong></td>
<td>June 17</td>
</tr>
<tr>
<td><strong>Memorial Day (University Closed)</strong></td>
<td>May 27</td>
</tr>
<tr>
<td><strong>Memorial Day Break (No Classes)</strong></td>
<td>May 27-June 2</td>
</tr>
<tr>
<td><strong>Independence Day Break (No Classes)</strong></td>
<td>July 1-7</td>
</tr>
<tr>
<td><strong>Independence Day (University Closed)</strong></td>
<td>July 4</td>
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<tr>
<td><strong>Summer Graduation (No Commencement)</strong></td>
<td>August 24</td>
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<tr>
<td><strong>Summer Semester Ends</strong></td>
<td>August 25</td>
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<table>
<thead>
<tr>
<th>Fall 2019</th>
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<tbody>
<tr>
<td><strong>Fall Semester Begins</strong></td>
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<tr>
<td><strong>Payment Arrangements Due</strong></td>
<td>August 26</td>
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<tr>
<td><strong>Labor day (University Closed)</strong></td>
<td>September 2</td>
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<tr>
<td><strong>Labor Day Break (No Classes)</strong></td>
<td>September 2-8</td>
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<td><strong>Spring Registration Opens</strong></td>
<td>October 21</td>
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<tr>
<td><strong>Spring Graduation Applications Due</strong></td>
<td>October 29</td>
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<td><strong>Thanksgiving Break (No Classes)</strong></td>
<td>November 25-December 1</td>
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<tr>
<td><strong>Thanksgiving Break (University Closed)</strong></td>
<td>November 28-29</td>
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<td><strong>Fall Graduation (No Commencement)</strong></td>
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<td><strong>Fall Semester Ends</strong></td>
<td>December 22</td>
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<tr>
<td><strong>Christmas Break and New Years Break (No Classes)</strong></td>
<td>December 23-January 5</td>
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<tr>
<td><strong>Christmas and New Years (University Closed)</strong></td>
<td>December 24-January 1</td>
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### Annual Week-long Break Schedule (No Classes)

<table>
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<td>Thanksgiving Break</td>
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<td>Christmas and New Years Break</td>
<td>December 23-January 5</td>
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<tr>
<td>Spring Break</td>
<td>March 16-22</td>
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See [Late Assignments](#) for expectations on assignments during a break.
### SUMMER SEMESTER
**April 29, 2019–August 25, 2019**

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<td>Block 1</td>
<td>April 29 – June 9</td>
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<tr>
<td>Block 2</td>
<td>June 10 – July 21</td>
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<td>Block 3</td>
<td>July 22 – August 25</td>
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<td>June 24 – August 18</td>
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### FALL SEMESTER
**August 26, 2019–December 22, 2019**

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### SPRING SEMESTER
**January 6, 2020–April 26, 2020**

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<tbody>
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<td>Block B8</td>
<td>March 2 – May 1</td>
</tr>
<tr>
<td>Block B7</td>
<td>February 24 – April 19</td>
</tr>
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</table>
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.

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
• Become a great university

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

We Believe the Bible to be the inspired, the only infallible, authoritative Word of God.

We Believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We Believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We Believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.

We Believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We Believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We Believe in the spiritual unity of believers in our Lord Jesus Christ.

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

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

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

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

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

Today, CAGS has more than 7,000 adult students participating in programs which include certificates and associate, bachelor and master degrees at Colorado Christian University’s main campus in Lakewood, as well as through our Global Online Center, Regional Centers, and on the following military installations: Peterson AFB, Schriever AFB, Buckley AFB, and the US Air Force Academy.

Accreditation and Membership
Colorado Christian University is accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. CCU is also accredited by the National Association of Schools of Music. The baccalaureate and masters nursing program at Colorado Christian University is accredited by the Commission on Collegiate Nursing Education; One Dupont Circle, NW, Suite 530, Washington DC 20036, (202)887-6791. CCU’s teacher education and principal preparatory programs are authorized by the Colorado State Board of Education, the Colorado Department of Education, Association of Christian Schools International (ACSI) and the Colorado Department of Higher Education. Additionally, the Administrator Certification through ACSI is anticipated for the Master of Education in Educational Leadership. The Master of Arts in Counseling (MAC) program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Business and Technology School is a member of The Association to Advance Collegiate Schools of Business (AACSB) and is a Registered Education Provider with the Project Management Institute.

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.
Military
Colorado Christian University and the College of Adult and Graduate Studies, a military friendly school, is proud to recognize our military students. Post-9/11 GI Bill, VA, and Yellow Ribbon Program, and other education benefits are available to students who qualify. CAGS is honored to have a presence on four active military bases including Buckley AFB, Peterson AFB, Schriever AFB, and the U.S. Air Force Academy. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). CCU is approved for federal veterans' education benefits to qualified students. CCU agrees to comply with the Principles of Excellence federal guidelines, assuring our military students of high-quality student support services. CCU has also agreed to the enhanced Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), to better collaborate with the DoD in providing military and veteran education benefits to service members and veterans. Eligible students should keep in mind that benefits may not be received for a number of weeks after enrollment and should be prepared to meet University expenses until the veteran benefits arrive.

Visit the Military and Veterans page on ccu.edu or the Military side tab on Blackboard Student Resources for more information.

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. This policy applies to the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. As a private religious institution, the University reserves the right to exercise preference on the basis of religion in all of its employment practices and student admissions.

Changes in Policy
This handbook is a contractual document regarding the policies, procedures, and regulations that govern Colorado Christian University’s College of Adult and Graduate Studies. 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. Additional program policies and procedures are documented in supplemental handbooks. Please log in to see the corresponding program pages on My CCU for copies of the handbooks.

All material in this handbook applies to the 2019-2020 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 Education 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 if there is a determined “legitimate educational 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, financial aid, student accounts, grades, courses, etc. must complete a FERPA Consent form in advance and are required to provide a copy for faculty members 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 FERPA policy and a list of all records maintained on students by the University are available at the Service Central office. Please access the FERPA Policy Handbook.

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 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 on information on setting up a person 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, addresses, 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. More information is available on the Student Privacy (FERPA) portal page.
Photo and Testimonial Release
Students should be aware that photographers and videographers may be present at University functions or at daily activities of the classroom. All CAGS students grant Colorado Christian University its successors and all representatives therein, the irrevocable and unrestricted right to take, record, use, reuse, and publish photographs, video/audio content, and printed matter of the student, by the student, or in which the student may be included. CCU has the right to alter and composite any such images or video/audio content, and the right to edit any such printed matter, without restriction and without the student’s approval. CCU and its representatives are released from all claims and liability relating to the photographs, video/audio content, and printed matter.

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 through the integration of Scripture. Please also review CCU’s Approved Biblical Translations.
Adult and Graduate Studies

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

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

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

Learning Model and Format
The College of Adult and Graduate Studies offers certificate, associate, bachelor’s and graduate degree programs specifically designed to meet the needs of adult learners. Courses at CCU are taught from a Christian worldview, emphasizing how personal beliefs, values, and ethics can impact undergraduate or graduate studies.

Adult Learning Model/Andragogy
The College of Adult and Graduate Studies employs a learning model designed to meet the needs of today’s adult undergraduate and graduate students. Ensuring the model’s success are CCU faculty members chosen not only for their academic knowledge but also their professional experience.

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

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.
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.

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.
Admission, Registration, & Financial Information

Enrollment Consideration
Colorado Christian University’s College of Adult and Graduate Studies (CCU Online) 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 specifically designed for the working adult. All of our faculty and staff desire to follow the teachings of our Lord Jesus Christ, who welcomes one and all to seek Him.

CAGS 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, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, and domestic violence victim status.

The University reserves the right to deny admission, continued enrollment, or readmission to any student whose current behavior and/or background indicate that his or her presence at the University would endanger the following: their health, safety, or welfare; the property or welfare of the members of the academic or greater CCU community; or interfere with the orderly and effective performance of the University or the functions of its officials. Additionally, falsifying information on an application is a non-discriminating reason to deny a student admission or suspend upon discovery.

Please note: Certain academic programs may have mandatory “fit for practice” or “essential functions” requirements, which will be covered in admission interviews.

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

Non-degree seeking undergraduate students can apply a maximum of 15 CCU undergraduate credit hours earned prior to admission to an undergraduate degree program. Non-degree seeking graduate students may apply a maximum of nine credit hours earned prior to admission toward a graduate degree. Students who have completed a CCU graduate certificate prior to admission to a graduate
program will be allowed to apply the certificate credits toward appropriate graduate degrees. Non-degree seeking students are not eligible for financial aid.

**Conditional Admission and Contracts**

Conditionally admitted (CAD) students are required to sign an agreement, acknowledging that if standards are not adhered to, they will be suspended or dismissed due to failing to meet one or more quality academic or behavioral standards. First semester CAD agreements require students to maintain program GPAs, are limited to 6 or 9 non-concurrent credit hours (depending on degree program), and other standards as specified in their contract.

Contracts may be created for unique situations as the Dean of Student Services deems necessary.

**Readmission**

Students who have been out of CCU for more than 365 days can reapply for admission. Students who were suspended and who have been out for more than 365 days must submit an Appeal for Readmission form to be considered before officially returning. For more information please read [Reapplication Following Suspension](#). To start the readmission process contact an enrollment counselor at 303-963-3311 or visit the [CAGS Admissions website](#).

**Registration Procedure**

New students are guided through the registration process by their Enrollment Counselor after admission to the University. Upon registering for their first semester of courses, students will begin working with their Student Service Advisor to track and plan their schedule for subsequent semesters.

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

**Financial Aid/Payments**

There are many ways for students to pay for their education. Please reference CCU’s [financial aid website](#) or contact a Service Central Specialist at [financialaidsupport@ccu.edu](mailto:financialaidsupport@ccu.edu) or by calling 303-963-3040/1-844-257-8278 for information or questions regarding student billing statements, payment options, application to financial aid programs, verification, refunds, eligibility for federal and state aid and other related topics.

Colorado Christian University (CCU) retains all legal remedies to collect unpaid tuition, fees, and other amounts due to the University for printing charges, bookstore charges, replacement ID’s, etc. CCU uses a variety of methods to keep students informed of amounts due the University, including financial web
sites, statements, and various forms of correspondence. It is the student's responsibility to remain aware of obligations to the University and to make payment in a timely basis.

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

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

If CCU is unable to collect amounts due the University within a reasonable time, the debt may be referred to an outside collection agency and/or attorney for collection. Students agree to reimburse the University the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorneys’ fees incurred in such collection efforts. Application and registration to CCU includes the consent and approval of use of the personal information provided to CCU for the purpose of collecting any debt incurred while at CCU. Consent to contact students on cellular phones, either manually or by automated dialing or text, by CCU or by an agency hired by CCU to collect on the debt are included.

Failure to pay all amounts due CCU, including collection fees, may also result in various actions, including but not limited to withholding services and restricting the student’s ability to register for class, participate in graduation, receive a transcript or diploma, or be considered for readmission to the University. The University also reserves the right to report both positive and negative payment histories to credit-reporting agencies. This agreement entered into with CCU is to be enforced in accordance with Colorado state statutes.

Student Planning is available for students to access both Financial Aid and Student Finance modules. From these access points, students can view and accept financial aid, keep track of missing financial aid documents, monitor account charges and credits, view statements, and make payments.
Academic Information

Student Success Coaching
CAGS students enrolled in INT-211A Adult Studies Seminar I are assigned a Student Success Coach (SSC) to guide and assist them toward successful completion of their first course at CCU. The SSC helps students understand University policies and procedures, discuss available resources, and implement strategies for academic success.

Academic Advising
All students are assigned a Student Service Advisor (SSA). Advisors assist students with degree planning, locating appropriate resources, and registering for courses. Advisors respond to students in person, by phone, or by email during office hours.

Some programs offer additional academic advising for program progression and career planning: nursing faculty mentors, MAC faculty mentors, education field supervisors, directors, and full-time faculty. These University faculty and staff members have an understanding of professional practice and discipline in specific topics which will help students progress through their program.

Advisors guide students, however responsibility for course registration and maintaining normal progress toward graduation ultimately rests with each student.

Student Resources
The Office of Student Success provides online resources and encouragement to support all aspects of your journey to degree completion. Examples of these resources include: CAGS Student Toolbox, Tips for Success, Writing Guide, Blackboard Tutorials, Student Service Advisor contact information, Prior Learning Credit, and Biblical Resources. It is encouraged to utilize these resources throughout the duration of your degree program. The Student Resources page is available 24/7 in Blackboard.

Prior Learning Credit (PLC)
Many Undergraduate and Graduate programs in the College of Adult and Graduate Studies allow degree-seeking students to earn academic credit for significant life and professional learning experiences not formerly acquired through enrollment at a college or university.

Undergraduate students may use exams from DSST, CLEP or UExcel to satisfy some general education and all elective requirements for their degree programs. CCU also offers Credit by Portfolio opportunities to satisfy some general education and elective credit. Prior Learning Credit cannot be used to fulfill major core requirements. Graduate students in the MBA MOL, and MEd programs may earn portfolio credit for emphases to enhance their degree.
Additional Prior Learning Credit Opportunities

**StraighterLine**
StraighterLine is a leading provider of affordable and transferrable online college courses for adult learners. CCU has partnered with StraighterLine to offer courses that can potentially save students substantial time and money as they work toward degree completion. StraighterLine specializes in online general education courses with sixty low-cost, self-paced offerings. For more information visit [StraighterLine](https://www.straighterline.com).

**FEMA**
FEMA offers free self-paced, web-based, courses through its Emergency Management Institute. Students complete the independent study portion and take a final exam. For instructions on how to complete a FEMA course and obtain credit go to the [FEMA Emergency Management Institute](https://www.fema.gov/).

Students are encouraged to ask their Student Service Advisor about these alternative credit options which can decrease time and cost toward their degree program.

Prior Learning Credit may not duplicate previously awarded credit and is considered transfer credit subject to CCU’s residency requirements. Prior Learning Credit does not contribute to the student’s cumulative GPA.

More information about Prior Learning Credit is available in Blackboard under Student Resources, [Prior Learning Credit](https://www.bb.ccu.edu/).

**Academic Catalog**
Current and archived academic catalogs are located at [http://www.ccu.edu/catalog/](http://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 catalog. Since the University continually modifies and improves the curriculum to meet the needs of students, the catalog serves as a guide. Students will maintain the year of catalog under which they start or reenroll in CAGS at CCU.

**Program Specific Credit**

**Internship, Student Teaching, Field Experience, Practicum, Thesis**
Internships, student teaching, field experience, practicum, and theses are used to fulfill specific requirements of degree programs. Field experience and student teaching generally do not extend beyond a regular semester. A thesis or internship may extend beyond a regular semester provided a formal course extension has been approved. A field experience, student teaching, practicum, or thesis is graded on the standard A-F grading scale. Internships are graded Pass/Fail except for internships in the Master of Arts in Counseling program.) Requirements for these courses are outlined in the course syllabus and students are supervised by University faculty.
Residency Requirement

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

1. Certificate and Endorsement
   75% of the course requirements

2. Associate of Arts/Science Degree
   25% of the program requirements
   Within a major
   At least 50% of the course requirements in the major field

3. Bachelor Degrees
   25% of the program requirements
   Within a major
   At least 50% of the course requirements in the major field
   At least 50% of major coursework must be upper division (300-400 level)
   Within a minor
   At least 80% of the course requirements in the minor field

4. Graduate Degrees
   Doctor of Nursing Practice: A minimum of 30 semester credits (no transfer credit allowed).
   M.A. Biblical Studies: A minimum of 30 semester credits (maximum of 9 transfer credits allowed).
   M.A. Counseling: A minimum of 48 semester credits (maximum of 12 transfer credits allowed).
   M.A. Curriculum and Instruction: A minimum of 30 semester credits (maximum of 6 transfer credits allowed).
   M.A. Theological Studies: A minimum of 30 semester credits (maximum of 9 transfer credits allowed).
   M. Business Administration: A minimum of 30 semester credits (maximum of 9 transfer credits allowed).
   M.Ed. in Educational Leadership: A minimum of 30 semester credits (maximum of 6 transfer credits allowed).
   M.Ed. Culturally and Linguistically Diverse Education: A minimum of 30 semester credits (no transfer credits allowed).
   M.Ed. in Special Education: A minimum of 30 semester credits (maximum of 8-12 transfer credits allowed).
   M. Organizational Leadership: A minimum of 30 semester credits (maximum of 6 transfer credits allowed).
   M. Public Administration: A minimum of 30 semester credits (maximum of 6 transfer credits allowed).
   M.S. Accounting: A minimum of 30 semester credits (no transfer credit allowed).
   M.S. Criminal Justice: A minimum of 30 semester credits (maximum of 6 transfer credits allowed).
   M.S. Cyber Security: A minimum of 30 semester credits (no transfer credits allowed).
   M.S. Nursing: A minimum of 30 semester credits (maximum of 9 transfer credits allowed).
   Principal Licensure: A minimum of 21 semester credits (maximum of 6 transfer credits allowed).

Prior Learning Credit (PLC): American Council on Education (ACE) Credit, FEMA – Emergency Management Institute, Credit by Examination (CLEP, DSST, UExcel), Credit by Portfolio, and Advanced
Placement (AP) credits earned are considered transfer credit, and therefore do not apply towards CCU’s residency requirements.

Students are not required to be enrolled in order to graduate, but must submit final transfer credit to fulfill degree requirements within one year of their enrollment at CCU.

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

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

Level
Students working toward an associate or bachelor’s degree are classified as undergraduate level students. Students working toward a graduate degree (masters or doctoral) are classified as graduate level students. Students seeking certificates or licensure may be classified as either undergraduate or graduate level students.

Progress
Student progress is reflected in the number of semester hours completed.

<table>
<thead>
<tr>
<th>Class</th>
<th>Credit Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>Up to 29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
</tr>
<tr>
<td>Senior</td>
<td>90 or more</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Undergraduate Classification</th>
<th>Credit Hours Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>12 or more</td>
</tr>
<tr>
<td>Part Time</td>
<td>6-11</td>
</tr>
<tr>
<td>Less than Part Time</td>
<td>0-5</td>
</tr>
</tbody>
</table>
### Course Load Limits

Course load varies depending on program of study and personal choice. Load limit classifications and definitions may vary between federal regulations and CCU’s block schedule.

#### Undergraduate

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

#### Graduate

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

### Technology Requirements

Students must meet the minimum technology requirements to obtain a satisfying course experience and program success. A positive course experience depends highly on the quality of your computer. **You will need access to a laptop or desktop computer. If you choose to use a tablet or mobile device for course assignments, you must have the appropriate Microsoft Office applications installed. See Software Requirements section for more information.** Please check the following information to insure that you have met the minimum system requirements:

- Operating system: Windows 7 or higher (Windows PC); OS X 10.11 or later for Mac operating systems (Apple products).
  - Windows operating systems from Vista, and Mac OS 10.6 or older will not support Blackboard.
- Chrome or Firefox (internet browsers): Internet Explorer and Safari are not supported and will cause issues in Blackboard.
- Internet connection: A high-speed Internet connection (Cable or DSL) is highly recommended. Some courses require download and upload of videos and other media. Download speeds higher than 10 Mbps is recommended.
- Webcam: Either one that is built into your computer, tablet, mobile device; or an external one will do.
- Microphone: Most laptops and webcams have microphones built in. For the clearest sound, it is best to have an external microphone. Beware: work and public use computers (ie: public library) may not allow permission to install programs. Check with system administrators for details.
- Processor: 2.4 GHz minimum for PCs, or Mac equivalent
- RAM: 4 GB DDR3 RAM
- **Blackboard App:** Should you choose to use a smart phone or tablet to view your courses, the Blackboard app is highly recommended. The Blackboard app should only be used to view course content and grades – it is not recommended for submitting assignments or engaging in weekly discussions.

**Software Requirements**

Students are required to use Microsoft Office products (2013 or newer) for assignments and 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 shells for additional software requirements.

**Adding & Dropping Courses**

Students may add a course any time prior to the start date of that course, provided there is availability, by using **Student Planning**. Students are not able to register for a course after the official start date. Regardless of the registration date, students must be prepared to complete course requirements once the course begins. Failure to secure course material/textbooks or complete assignments due to registration date does not qualify for a course or due date extension.
Courses may be dropped using Student Planning; online requests are processed in real-time and students are responsible for confirming their status change. Any undergraduate or graduate student may drop a course up to seven days after the start of the block, and may qualify for a full reversal of tuition and fees. For semester long courses the drop deadline for the course is 21 days after the start of the block to receive a full reversal of tuition and fees. *Students are financially and academically responsible for any course not dropped as described above.* Students who drop a course (intentionally or unintentionally) after the start date may not be re-added to the course for that block. Unless a course is officially dropped, the student will remain enrolled in the course and will be responsible for all charges.

**Course Withdrawal**

After the drop deadline, but before the Monday of the final week of a course, a student may officially request a course withdrawal using the Course Withdrawal form. No refunds are given on course withdrawals and students are encouraged to contact Service Central to inquire about potential changes to any financial aid or VA benefits. Course withdrawals do not affect the cumulative GPA; no credit or quality points are assigned. The course withdrawal form must be submitted by the student prior to the Monday of the final week of a course in order to be processed. Course withdrawals may impact a student’s financial aid eligibility for the current semester and for future semesters. Contact Service Central to discuss the potential impact of a course withdrawal.

**Auditing a Course**

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

Students are charged the audit fee plus the resource fee, which covers the cost of all course materials (see Tuition & Fees page for more information). By arrangement with the Student Service Advisor or Service Central, students may change from audit to credit, or credit to audit, prior to the drop deadline for the course.

**Course Materials – Tree of Life Bookstore**

CCU is partnering with Tree of Life to provide a service for students to receive course materials for CAGS students. Beginning the Fall 2018 semester, students will pay a Resource Fee (more information on our Tuition & Fees page) which includes all required textbooks, materials, and technology in every course. Tree of Life’s “Textbook Butler” service will automatically send your textbooks or eBooks prior to your class. You will receive your materials approximately one week before your course begins. Visit the Tree of Life Bookstore website to login to your student portal and find more information about Textbook Butler.
Attendance
The College of Adult and Graduate Studies courses are designed as concentrated class sessions. Attendance and promptness is essential for student learning; for the personal and small-group relationships facilitated in class sessions; and for the accomplishment of learning outcomes. Furthermore, attendance is essential to comply with government regulations for recipients of Veteran Administration benefits, financial aid, and other scholarships, as well as accreditation standards. Students are expected to come to each class session prepared with required course materials.

On-site Class Attendance
Students are expected to attend all class sessions of their courses. A student who misses 25% or more of the total course time will receive a failing withdrawal grade (FW). Online attendance may not be substituted for on-site class sessions.

Students who do not attend their first class session and have given no notification to any staff or faculty member may be administratively dropped from their course prior to the drop deadline.

Students are required to arrive on time and to remain until the end of the class. Failure to fulfill either of these requirements will affect the class participation and attendance component of the course grade. Arriving late to class or leaving early will count toward 25% of total time missed of that class.

MAC students and Nursing students should refer to their specific Program Handbook for attendance policy information:

- MAC Program Handbook
- Nursing Program Handbook

Online Class Attendance
Class session attendance for online courses is demonstrated by continual active participation in discussions and assignment submission by the faculty’s due dates. Failure to fulfill these requirements within the parameters of each week/session may result in being dropped from the course.

If at any point in the course, a student does not submit an assignment or participate in a graded discussion in 14 consecutive days they will receive a failing withdrawal (FW) grade and will no longer be enrolled in the course. If an undergraduate student does not submit an assignment or participate in a graded discussion within the first eight days of class, the student will be dropped from the course.

Course Assignments

Submission
The Blackboard course shell is the official record for the course. Only assignments submitted as an attachment via the browse/upload function in the course shell will be accepted. Assignments will be submitted through a plagiarism detection tool to confirm academic integrity. This does not include
discussion posts. Discussion posts must be submitted in the assignment text box as a narrative. If a paper or project is lost in transmission to the course shell, or the Blackboard system goes down, the student must provide an emailed copy to the faculty before the assignment deadline.

Students are responsible for retaining an electronic copy of all assignments submitted for grading until final course grades have been posted. It is highly recommended for students to save assignments until all degree program requirements have been completed.

If a student desires a copy of the assignments submitted, it is his or her responsibility to retrieve them from the course shell. Students have access to their Blackboard course shell for 21 days after the end date of the course. CAGS will not provide additional access once the shell is closed.

Please review the technology requirements section prior to submitting assignments. Blackboard tutorial videos are available in Student Resources for help with submitting assignments and discussion posts.

Rubrics

Assignment specific rubrics are provided in all courses for students to receive objective, substantive feedback on assignment submissions. Faculty are required to use the current rubric for grading of each assignment. 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 Biblical 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: New International Version (NIV), English Standard Version (ESV), New American Standard Bible (NASB), New Revised Standard Version (NRSV), and the New Living Translation (NLT).

Academic Guidelines for Writing Papers

The University is committed to producing graduates who can write professionally and persuasively. For that purpose, standards for student writing and grading follow the American Psychological Association (APA 6th edition) writing standards or the Turabian Writing Standards (8th edition; for graduate Biblical Studies and Theology students only). Students should consult the course shell, 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 in-text citations or reference page
• 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

Academic Guidelines for Discussions

For class discussions, CCU 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.

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.

Grading System

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

University Grade Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>92.50–100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>89.50–92.49%</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>87.50–89.49%</td>
</tr>
<tr>
<td>Grade</td>
<td>Quality Points</td>
<td>Percentage</td>
</tr>
<tr>
<td>-------</td>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>94–100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>92–93%</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>90–91%</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>85–89%</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>83–84%</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>81–82%</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>75–80%</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td>73–74%</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td>71–72%</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>66–70%</td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
<td>64–65%</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Below 64%</td>
</tr>
</tbody>
</table>

Nursing Grade Scale

See “Nursing Handbook” on the University Web site for more information on grading and academic policies for nursing students.
Grading System with No Honor Points (Letter)
See the Academic Catalog for a complete description of letter grades.

AU  Audit
I  Incomplete
IP  In Progress (internship, thesis, practicum)
NC  No credit
P  Pass (indicates grade of C- or better). Nursing students consult your handbook.
W  Withdrawal
FW  Failing Withdrawal
FX  Administrative Failing
NR  No record

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.

If students are not able to meet a deadline due to an Extenuating Circumstance they are responsible to contact their faculty and Student Service Advisor within three days of the assignment due date. The instructor will extend the assignment due date up to three days. After three days, the late assignment policy applies.

Technical 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 Blackboard outage.

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

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 a part of an academic appeal.

**The appeal process outlined below is strictly for final course grades.** Please refer to the Course Assignment 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 seven days after the last date of the course as listed in Student Planning. 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 3 business days of receiving the student’s request.
4. The student may appeal the faculty decision within 3 business days, in writing through email, providing the original documentation to the academic dean of their program.
5. The acknowledgement of the appeal will be returned to the student in writing within 3 business days. The decision of the academic dean will be returned to the student by email within 7 business days.
6. The student may appeal the academic dean’s decision to the Vice President of Academic Affairs in writing through email, providing the original documentation within 3 business days of the dean’s decision. The decision of the Vice President of Academic Affairs is based on the information provided by the student. The Vice President of Academic Affairs decision is final.

**Important Note:** The student is responsible to monitor email daily throughout the appeals process.

**Extenuating Circumstances**

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

- Death in the family (parent, spouse, sibling, child, grandchild, etc.)
- Student hospitalization or extended illness
- Hospitalization of a family member (parent, spouse, sibling, child, grandchild, etc.)
- Unforeseen work-related relocation outside of student’s control
- Military deployment

Students must provide documentation of the extenuating circumstance to their faculty to avoid the late penalty, and students must be passing the class at the time that the extenuating circumstance occurs.

Technical 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 Blackboard outage.
Course Extensions

Course Extensions may be appropriate when students cannot complete the course by end dates as listed in Student Planning because of Extenuating Circumstances which transpire during the course.

- The student must contact their Student Service Advisor (SSA) by the end date of the course; and send supporting documentation of the extenuating circumstance(s).
- The SSA will initiate the Course Extension form and send documentation to faculty for review.
- To be considered for approval, faculty will confirm if a student is passing the course up to the point the extenuating circumstance(s) occurred.
- The faculty will approve or deny the Course Extension request and submit the signed form to the student within 3 business days of receiving the request.
- In the case of an approval, the student is responsible for signing the Course Extension form within 3 business days, agreeing to the terms of the extension.
- Extensions must be completed within 21 days of the end date of the course as listed in Student Planning.
  
  a. In extremely rare cases, extensions can be requested for longer than 21 days. This requires the approval of the academic dean, and will incur an administrative fee to the student.
- Final grades will be posted 7 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.

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. See “Course Repeat Privileges” in the catalog for exceptions.

Full tuition is charged for the repeated course. For information on financial aid eligibility for repeated courses, see the “Financial Aid Eligibility–Repeated Courses” section of the Financial Aid Handbook.
MAC students and Nursing students should refer to their specific Program Handbook for Course Repeat Policies:

- MAC Program Handbook
- Nursing Program Handbook

Academic Integrity

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

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.**

Plagiarism and Other Examples of Academic Dishonesty (see [http://www.plagiarism.org](http://www.plagiarism.org))

- Plagiarism is to steal or use another’s work and pass it off as one’s own
- 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 copy ideas and/or direct quotes from a source such that it makes up a significant portion of your work
- to intentionally change words but to copy the sentence structure of a source without giving credit.

*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 without permission from your current instructor or without citing your work correctly. If granted permission, student’s work must be cited according to APA.
Academic Integrity: Procedures
CAGS faculty will hold students accountable through the use of plagiarism detection tools (such as SafeAssign, Grammarly, etc.) to maintain academic integrity. When a faculty member has reason to believe that a student has been academically dishonest or that an assignment has been plagiarized, the faculty member will use the report generated by plagiarism detection tools to determine if the assignment needs to be reviewed by the Vice President of Academic Affairs. If not, the faculty member will drop the matter without prejudice.

1) If the faculty member determines there is sufficient evidence to conclude that the student has violated the Academic Integrity Policy, the following will be applied:
   a) Faculty members will privately email the student with evidence of the questionable behavior, such as a report generated from SafeAssign, and refer the student to the academic integrity policy. The incident will be submitted to the Vice President of Academic Affairs and academic dean for review. If the Vice President of Academic Affairs and academic dean determine a violation in academic integrity the student will receive a “0” (zero) grade for the assignment, and the incident will be recorded as the student’s first plagiarism offense.
   b) The second offense will result in a failure of the course; Faculty members will follow the protocol listed above. The Vice President of Academic Affairs, in collaboration with the academic dean, will determine if a second violation has occurred. If so, the academic dean will notify the student of the failure. The faculty member will be notified to zero out the grade book in Blackboard. This incident will be recorded in the student’s file as a second offense.
   c) The third offense will result in a failure of the course and suspension from the university. As mentioned above, the assignment will be reviewed by the Vice President of Academic Affairs and the academic dean to determine if a third violation has occurred. If so, the academic dean will notify the student of the failure and suspension. The faculty member will be notified to zero out the grade book.
   d) Should a readmitted student who was suspended for plagiarism be reinstated and plagiarize for a fourth violation, they will be expelled from the University.

2) If the academic dean is also the faculty member of the course, the process will be handled by an academic dean appointed by the Vice President of Academic Affairs.

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. Additionally, the student must appeal to return to the university following the procedure outlined in the Reapplication Following Suspension section.
- *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.

**Academic Standing**

CAGS has established standards for academic standing to guide the student to successful completion of their degree. Course completion and grade point average (GPA) standards identify student progress toward a specific degree. 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 stated program requirements.

**Cumulative GPAs for matriculating CCU students**

<table>
<thead>
<tr>
<th></th>
<th>CAGS associate or baccalaureate degrees</th>
<th>CAGS baccalaureate nursing degree program</th>
<th>CAGS baccalaureate educational theory program</th>
<th>CAGS educational licensure program</th>
<th>CAGS graduate degree programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular: cumulative GPA</strong></td>
<td>2.00-4.00</td>
<td>2.50-4.00</td>
<td>2.50-4.00</td>
<td>2.75-4.00</td>
<td>3.00-4.00</td>
</tr>
<tr>
<td><strong>Probation: cumulative GPA</strong></td>
<td>0.00-1.99</td>
<td>0.00-2.49</td>
<td>0.00-2.49</td>
<td>0.00-2.74</td>
<td>0.00-2.99</td>
</tr>
<tr>
<td><strong>Continued Probation: cumulative GPA</strong></td>
<td>0.00-1.99</td>
<td>0.00-2.49</td>
<td>0.00-2.49</td>
<td>0.00-2.74</td>
<td>0.00-2.99</td>
</tr>
</tbody>
</table>

**Probation & Continued Probation**

In the event that a student’s cumulative GPA falls below the stated regular standards they will receive a probationary status.

- Students on probation are not eligible to register for courses until they have consulted with their Student Service Advisor in order to review and complete the Academic Contract.
- Undergraduate and graduate students on academic probation cannot take courses concurrently.
- Financial Aid may be affected by academic status. Contact [Service Central](#) for individual advice.
- In the event a probationary student’s grades do not meet the stated requirements to return to regular standing, they are notified of progressive action through the Academic Standing process.
- Students may be placed on continued probation if their term GPA meets or is above the program requirement but their cumulative GPA is still below the requirement.

**Suspension Terms**

- Suspension means a student is withdrawn from the University and cannot return for 365 days.
- Students wanting to appeal for readmission are required to return the Suspension Appeal for Readmission Form to the Dean of Student Services.
• Any student not meeting the cumulative and term GPA requirements at the end of a semester on probation is suspended. Any student not meeting the cumulative GPA requirements at the end of a semester on continued probation may be suspended.

• Financial status may be affected by academic status. Suspended students are not eligible for veteran’s benefits unless under a contract. Contact Service Central for individual advice.

Suspension Appeal
• A suspended student (with the exception of students in the nursing programs) has the right to appeal in writing to the CAGS Dean of Student Services within one week following the suspension.

• If the student’s appeal is received within the week deadline, it will be reviewed by the CAGS Dean of Student Services and he/she may:
  1. Approve the appeal.
  2. Deny the appeal.

• If the student’s appeal is not received within the week deadline, the student will remain suspended for one calendar year (365 days) with no right to appeal.

• A student who is reinstated from suspension by the Dean of Student Services will remain on a contract (as appropriate) for one semester and it will be reviewed at the end of that semester. Students who withdraw from the University while on suspension will remain on suspension.

• Students are limited to two suspension appeals during their academic career at CCU.

• Students who have not completed a course at CCU for 365 days or more (from the date of the end of the last course of enrollment) must reapply for admission. See admission information in the current academic catalog for details.

Reapplication Following Suspension
Any student who applies to Colorado Christian University after the conclusion of the suspension, is required to contact an enrollment counselor and submit a Suspension Appeal Form for Readmission to the CAGS Dean of Student Services. If approved for readmission, the student may be considered for the program for which they are requesting according to application guidelines under the current catalog year. Readmission to the original program is not guaranteed and will be based on the program admission requirements established at the time that the student seeks readmission to the program.

Conditionally Admitted (CAD) Students
Students admitted on a Conditional Admit (CAD) Agreement are required to meet specific performance standards as stated on their CAD form. Failure to meet the CAD agreement standard determined by the contract will result in suspension. See the CAD Agreement for specific requirements.

Graduation Requirements
To graduate from the College of Adult and Graduate Studies, a student must:
1. Complete all course and credit requirements of his or her degree or licensure program.
2. Attain a minimum cumulative GPA for the respective degree or licensure program. See the Academic Catalog for complete detail.
3. Meet the CCU residency requirement.
4. Submit a Graduation Application prior to registering for the semester in which he or she plans to graduate.
5. Have no outstanding financial obligation to the University.

Transcripts
See the University website, CCU.edu, for a complete description. All CCU transcript requests are made through the online transcript order system.

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

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

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

Latin Laude Honors
Undergraduate students seeking a bachelor’s degree who have completed at least 60 semester hours of credit at Colorado Christian University may be eligible for Laude Honors. To graduate with Laude Honors, students must achieve the following cumulative GPAs at the time they complete their degree requirements and will be based on the final cumulative grade point average:

- Cum Laude (with honor), 3.50 - 3.69
- Magna Cum Laude (with high honor), 3.70 - 3.89
- Summa Cum Laude (with highest honor), 3.90 - 4.00
University Honors: Undergraduate Honors
Undergraduate students seeking a bachelor’s degree who have completed fewer than 60 semester hours of credit at Colorado Christian University may be eligible for University Honors. To achieve University Honors, students must have a cumulative GPA of 3.50 or better while attending CCU.

University Honors: Graduate Honors
In further recognition of their achievement, graduate honors students who have received 30 or more CCU graduate credits are recognized and will be awarded according to their academic merit. The following cumulative grade point average (GPA) standard is required for earning this honor:

- 3.90-4.00 Graduate with High Distinction

United States Armed Forces Recognition
Candidates for graduation who have served or who are currently serving in any of the five branches of the United States Armed Forces (including National Guard or Reserves) are eligible to receive a red, white, and blue recognition cord from CCU for commencement.

Leave of Absence
Students who find it necessary to take a temporary leave of absence from the University should contact their Student Service Advisor and complete the Leave of Absence form. A leave of absence may be taken for up to three consecutive semesters. The form should be completed prior to beginning the leave of absence during the current active semester. The leave of absence puts the student’s registration status on hold, allowing the University to schedule the reactivation of their account without the necessity of additional paperwork or procedures beyond completion of the form. Students who have an outstanding account balance will not be able to return to active registration status until all balances are paid in full.

University Withdrawal
Students considering withdrawal from the College of Adult and Graduate Studies should complete the University Withdrawal form, and ensure financial clearance with Service Central. Forms must be submitted to Service Central for processing. A University withdrawal does not drop or withdraw a student from his or her individual courses. If a course withdrawal is necessary it must be filed separately, following the requirements outlined in the “Course Withdrawal” section.

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 Student Service Advisor. The petition will be reviewed by the academic dean of the student’s program. After a decision has been reached, the student will be notified in writing by their Student Service Advisor.
General Information

Digital Services

Students have access to a variety of digital services during their time at CCU by using the assigned digital services account (DSA). Email and network printing are just a few of the services available to students. In addition, Web-enabled self-service applications allow students to view grades and unofficial transcripts; register for courses; view billing statements; RSVP for University events; view printable account balances and update contact information.

Email/University Email

The University 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). The CAGS Student Toolbox can help with logging in and students are permitted to forward their mail by following Gmail procedure (or contact Technical Support at 303-963-3444). Students are responsible for reading daily e-news as well as other email correspondence from CCU departments. In addition, the University has established an “Email Acceptable Use Policy” to govern the use of CCU email addresses (those that end in “.edu”). The policy is available on Information Systems and Technology’s My CCU site.

Change of Address/Personal Information

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

Name Change

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

Identification Cards

Students may request a student ID card online by submitting a digital photo, scanned and saved in JPG, GIF, or BMP file format. A student ID card is required in order to utilize all services on Lakewood Main Campus (computer access, printing, food services, etc.).

Emergency Contact/Escort Assistance

Students who have an emergency or would like an escort on Lakewood’s main campus may contact Campus Security by calling 303-963-3222 and speak to the on-duty security officer 24 hours a day. For assistance at one of the regional centers, students should contact center staff or faculty members.

Computer Access

Wireless network connectivity is available in all buildings and common areas on the Lakewood main campus. Student workstations are connected to the Internet and contain a variety of software titles and peripherals.
Students should contact their closest regional center for available hours.

Printing

Each semester, students are provided with a credit of $25 for use in designated labs on the Lakewood main campus. Charges are tracked by student DSA and costs are deducted each time a print job is requested. The $25 is refreshed each semester, but does not roll over. Students can purchase additional printing through WebAdvisor. (WebAdvisor ⇄ “Communication” ⇄ “Student Print Account”) Black and white printed documents are charged at $0.10 cents a copy while color is charged at $0.20 cents a copy where available.

Software and Hardware Purchases

Students can purchase software and hardware at reduced prices. For information on purchasing software and hardware for personal use, visit Technical Support’s “Helpful Information for Students” My CCU site.

IT Support Services

CCU computer technicians are available to help students connect to the CCU network or with technical Blackboard issues. In addition, 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 7:30-6:00.

Food Service

Students may choose from several dining options on CCU’s Lakewood campus. The Grab and Go Café in Leprino Hall, CCU Dining Commons, Anschutz Student Center, or Cougar Café offer an array of meals, beverages and snack items for purchase. Visit the Dining Services Web site for information on food selection and hours.

Career & Professional Development

Colorado Christian University is committed to the professional success of our students. The University provides online resources to assist students with self-assessment, career research, job searching, networking, resume writing and more at our online website. Information, examples, and qualifications for full-time and part-time internship opportunities through CCU’s Employment Management Services, or EMS, are also available on CCU.edu.

Pathway U

CCU has partnered with Pathway U to offer CAGS students a self-directed career development service, at no additional cost. Pathway U uses proven science and predictive analytics to assess student’s values, interests, personality, etc., to drive degree completion and enhance career success. The goal of the assessments is to help adult learners make the best education and vocational choices along their journey - ultimately connecting students to real world opportunities that align with their particular results. For more information visit Pathway U.
CAGS Student Complaint

Students who would like to file a formal complaint will use a form located on my.ccu.edu. In the drop down tab that says “Resources’, there is an item called, “Student Complaint Form”. Students may click on this form and complete information regarding the nature of the complaint; it will be directed to the appropriate department for review and resolution.

If the complaint has not been resolved or the student is unsatisfied with the resolution, the student may file a complaint with the other resources listed below.

- Higher Learning Commission (Colorado Christian University’s accrediting body):
  https://www.hlcommission.org/Student-Resources/complaints.html?highlight=WyJzdHVkZW50liwic3R1ZGVudCdzliwiY29tcGxhaW50Il0=
- Colorado Department of Higher Education:
  https://highered.colorado.gov/Academics/Complaints/
  o Heather DeLange, Director, Office of Private Postsecondary Education
    • Heather.delange@dhe.state.co.us
    • 303-862-3001
- CCU students outside of Colorado should contact their local higher education agency/state portal entity to file a complaint: https://www.nc-sara.org/content/state-portal-entity-contacts

Disability Accommodations

It is the policy of CCU to comply with the Americans with Disabilities Act as Amended (ADAAA) and Section 504 of the 1990 Rehabilitation Act regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to or participation in services, programs, or activities at the University. The University will attempt to provide reasonable accommodations to qualified individuals to the extent that it is readily achievable to do so. CCU is unable, however, to make accommodations that are unduly burdensome or that fundamentally alter the nature of the program, service, or activity.

Students with disabilities are responsible for self-advocating and seeking a Certificate of Accommodations. They must consult with the CAGS Student Services Coordinator prior to beginning classes at CCU. Students are required to submit an Accommodation Application, Release of Information, and Physician’s Verification to the CAGS Student Services Coordinator. The CAGS Student Services Coordinator will review the forms and recommend appropriate accommodations for equal access to courses. Accommodations are not retroactive. Faculty will not be obligated to accommodate students with disabilities without a Certificate of Accommodations. Certificates of Accommodations are valid for one calendar year and must be renewed each December (unless otherwise noted). Once a Certificate of Accommodation 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.

Appeal Policy for Disability Accommodations

Students requesting an appeal of the decision of the Student Services Coordinator will need to follow the Grievance Policy as outlined in the Disability Accommodations Policy and Procedures. The Disability
Appeal Committee reviews all appeals regarding recommendations for accommodations. The decision on all appeals by the Disability Appeal Committee is final.

**Trained Service Dogs**
Students with disabilities are permitted to have, and are responsible for, their trained service dogs at all times while on University premises. Service dogs must perform specific trained tasks related to the students’ disabilities. Please contact the CAGS Student Services Coordinator for details or questions.

**Children in the Classroom**
CAGS respects the role family plays in supporting and encouraging adult students. To limit distractions and uphold safety standards, students will not be permitted to have children in the classrooms and will be asked to leave and make other arrangements. Moreover, leaving children unattended in any university public area, including empty classrooms, computer labs, student lounges, lobbies (common areas), parking lots, etc. is prohibited. Parents/providers are responsible to make necessary provisions for their children to be cared for off campus prior to class start.

**Cancellation of a Course**
The University may cancel a course at any time that does not meet minimum enrollment requirements. In the case of an on-site course, this may mean that a student must complete the required course at another location or online.

**Center Closures: Inclement Weather and Emergencies**
On-site classes will be moved online for the session; further instruction will come from faculty. Students will be notified by a RAVE Alert (email, text message, and/or phone), Blackboard, and/or the University’s Web site.

Should you feel uncomfortable about driving to your respective CAGS center during inclement weather, and the center is still open, you must contact your instructor prior to class.

*Important Note: Closure of the center does not mean a “free day” for students and faculty. Your instructor may send you information on how to participate online that evening.*

**Pets on University Premises**
Pets on the University grounds are not permitted.
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 CAGS educational mission and its community life. The standards of conduct, all policies and procedures, are applicable to all CAGS 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/CAGS students, whether on or off campus, 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 procedures 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.
Residence Life Policies

Any CAGS student visiting University housing is expected to abide by all policies pertaining to that area of the University. Residence life policies can be found in the (CUS) College of Undergraduate Studies Student Handbook.

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. 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 Vice President 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 Vice President of Student Success has the sole discretion of deciding whether or not a particular incident is covered by a particular definition of prohibited conduct in this Student Handbook.

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

“CAGS Active Disciplinary Investigation” begins at the time when any University staff/faculty member become 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”.
“Community Member” includes all persons not attending CCU but visiting the University; persons renting University facilities, including on-campus housing, who may have no other relationship with the University.

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

“Controlled or Illegal/Illlicit 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. See “Plagiarism and Other Examples of Academic Dishonesty” for further details.

“Policy” is the written regulation of the University as found in CCU documents, such as CCU’s online Academic Catalog.

“Pornography” refers to writings, photographs, magazines, film or videos, images, Web sites, 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 Vice President 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).

“University” refers to Colorado Christian University (CCU), including all University-owned, rented or operated property/premise and information maintained through Blackboard 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:

1. Respect for the rights and human dignity of others, especially in the conduct of relationships.
2. Respect for each other, creating an atmosphere which supports academic and personal growth.
3. Respect for the University’s academic traditions of honesty, civil conversation, and open inquiry.
4. Respect for the different backgrounds, beliefs, and spiritual traditions of students, faculty, and staff.
5. Compliance with federal, state, and local laws and ordinances.
6. Respect for the authorities, policies, procedures, and regulations established by the University which 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:

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

Students 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, Blackboard discussion boards, email, over the phone, social media forums, 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, student, 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 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 a disruption to the campus community through threats of, or attempts to, harm oneself, others in 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.

   Determination of the degree of violation, as well as any resulting action, is left to the discretion of the Vice President of Student Success. This decision is final.

2) Sexual Assault/Harassment
   a) Rape, attempted rape, other non-consensual sexual activity, sexual battery, sexual harassment, or indecent exposure.
   b) Non-consensual verbal or physical conduct related to sex, which creates a threatening environment and/or unreasonably interferes with an individual’s contribution at work, school, or social activities.
   c) See Title IX for further information.

3) Sexual Misconduct/Sexual Discrimination
   a) Possession or distribution of pornography in any form at the University.
      i. Decisions as to the appropriateness of questionable material for a college course fulfilling academic coursework, programs, videos, or presentations, including how it may be displayed, presented, or published, will be at the discretion of the faculty and he/she will seek confirmation of the academic dean on an individual, case by case basis, in advance of the assignment submission. Posted due dates still apply.
b) Advocating a sexual lifestyle inconsistent with biblical principles, as described in the Biblical Sexual Relationships section.

c) See Title IX for further information.

4) Theft

a) Theft of physical property of the University, other CCU community members, or other public or private entities.
b) Knowingly being in possession of stolen physical property, kept on or off of the University.
c) Theft of computer services, passwords, another individual’s files, or authorized/unauthorized entry into another individual’s computer student account or email; theft or unauthorized use of another individual’s student identification card, student number, or personal information (identity theft).
d) Obtainment of money, property, or services by means of false or fraudulent pretenses, representations, or promises.

Important Note: CCU is not liable for the theft or loss of personal goods housed in CCU facilities or taken onto CCU premises. All reports of stolen property should be made with Campus Security 303-963-3222.

5) Property Damage

a) Damaging, or causing possible property damage to, the University or property belonging to other CCU community members.
b) Littering or dumping trash on the University.
c) Arson, attempted arson, or provoking an existing fire.
d) Tampering with, recklessly misusing, or damaging any fire or life-saving equipment.

6) Flammables, Explosives, and Weapons

a) Fireworks, paint guns, air soft guns, incendiary devices, dangerous chemicals, explosives, guns, knives greater than 4 inches, or other items intended to cause harm or intentionally generate fear are strictly prohibited.

Intentional interference with fire, police, or emergency services is an offense punishable by city, state, and/or federal law and a major infraction of University policy.

7) Disorderly Conduct

a) Intentionally or recklessly interfering with normal University business or University-sponsored activities, including but not limited to: studying, teaching, classes, research, University events, or coaching.
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 and are prohibited.
e) Harassing animals on the University grounds (geese, birds, rabbits, etc.).
f) 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.

g) Disrespectful or unprofessional behavior, language, comments distracting from educational purposes. For example: discussion board postings not related to the course assigned topic.

Important Note: The authority in deciding what actions constitute a threat and/or inappropriate or prohibited conduct/behavior to the safety, security, or well-being of the CCU community or its members will be vested in the Vice President of Student Success. This decision is final.

8) Unauthorized Presence or Use
   a) Unauthorized presence or use of University facilities or premises.
   b) Sleeping, loitering, or camping in any public or common areas of the University, Main Campus, Regional Center, and/or their parking lots is prohibited.

9) Association
   a) Knowing about or being present where University policies are being violated without taking the proper action.
   b) Aiding, harboring, lying, or concealing information regarding a student who is in question of violating University policy.

10) Failure to Comply
    a) Acting uncooperative or rude to other students, faculty or University officials fulfilling their duties in compliance with University rules or sanctions.
    b) Intentionally filing a false or misleading allegation is grounds for a disciplinary sanction up to and including expulsion.
    c) Failing to appear and give testimony or provide witness at a University disciplinary meeting as requested.
    d) Violating an alternative agreement such as an academic contract, behavioral contract, conditional admit contract, or other special agreement or contract with the University.
    e) Violating the terms of an imposed disciplinary sanction.
    f) 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 herein 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 Vice President of Student Success.
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 or 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/Illlicit drugs)**
Students in the College of Adults and Graduate Studies 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. CAGS students are obligated to inform 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 Lakewood University campus. Likewise, smoking devices such as vaping pens, e-cigs, etc. are also prohibited. Marijuana in all forms is prohibited at the University.

CAGS 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. CAGS supports the healing of the body along with the spirit. Should you need help, the [American Association of Christian Counselors](https://www.aaccnet.edu/) (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, social activities, athletic events and practices, or any other time spent on the University. 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 correspondences 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.
• In the context of mutual respect, senders must avoid profanity or other inappropriate language and remember that the Internet, Blackboard 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. Email has supplanted phone calls in many cases, and ignoring an email is similar to ignoring a phone call.
• Sarcasm and emotion are often and easily misunderstood; use them with discernment. (i.e.: “Smileys”, emojis, bold or italic text, highlighting, CAPS LOCK, etc.)

Gambling Policy
Gambling refers herein to the act of playing a game for money or other valuable stakes with the hope of gaining something of significantly greater tangible value than the individual has contributed. The University will not sponsor programs that encourage this type of gambling, including raffles, pools, or casino nights, whether on or off campus.

Guests
The privilege of both visiting and hosting others carries an equal responsibility to consider the rights, feelings, values, and principles of the members of the CCU community. Students are always responsible for the actions of their guests, whether in a classroom or elsewhere on the University.

Online Communication and Social Media
Colorado Christian University is aware of the growing usage of social media and their easy access for students to network, encourage, and connect with others. If you choose to participate, do so with caution. These public domains are not to be viewed as an alternative to Blackboard.

Students should know that while these networksdirectories are hosted outside the Colorado Christian University server, violations of University policy (regarding courses, faculty, staff, or classmates), posted on YouTube, Facebook, Instagram, Twitter, 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 any 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 Service Advisor to air a grievance or concern.

**Biblical Sexual Relationships**

Grounded in Christ-centered traditions and principles, CCU’s values maintain that all forms of sexual contact should be the unique expression of covenanted love within marriage between one man and one woman. CCU endorses healthy heterosexual relationships that uphold God’s desire for sexual purity and which seek to honor Him through a holistic biblical relationship. CCU believes the biblical ideal is the expression of love and sexuality within a respectful, heterosexual, lifelong, and monogamous union. Christian scholars have concluded that attempts to discount the Bible in favor of homosexuality do not withstand scrutiny and it is with these scholars that Colorado Christian University makes its stance.

**Gender Identification**

Although some Christians may take other positions concerning transvestitism and/or transgenderism, the College of Adult and Graduate Studies position is clear to both. As a matter of religious faith, conviction, and exercise, CAGS adheres to the biblical admonitions against both transvestitism and transvestite behavior, as set forth in Deuteronomy 22:5, and transgenderism and transgender behavior, as set forth in Genesis 1:27.

**Propaganda, Soliciting, and Vendors**

On CCU’s main campus, flyers, posters, or other material must be approved by the Office of Student Life before being posted or distributed. At CAGS regional centers, material must be approved by the directors of retention prior to posting or it will be removed. All materials posted or distributed must include the name of the group sponsoring the event, as well as a contact phone number and email address.

Any individual or group, whether affiliated with CCU or not, with the desire to solicit or sell a product or service at the University is considered a vendor and is strictly prohibited from acting without the express written approval of the director of retention. Students encountering a suspected unauthorized solicitor are asked to report the incident to the director of retention immediately to safeguard students and maintain focus on academic integrity.

**Demonstrations**

CCU recognizes the rights of students to dissent as long as it does not limit the freedom of others, damages property, or delays opportunity for University officials, students, or community members to proceed regularly with their schooling, work, or scheduled activities. Students may use public areas for assembly as long as they do not restrict or endanger the movement of pedestrian or automobile traffic. The University reserves the right to make reasonable restrictions of location, time, or format for such events in order to:

- Alleviate potential problems with safety or disruption of University activities
- Facilitate a free and civil exchange of ideas consistent with the academic environment and the University’s mission
- Comply with federal, state, or local laws or ordinances
CCU reserves the right to review, alter, or restrict events, demonstrations, speakers, or groups whose nature or presentation is contrary to or inconsistent with the University’s mission or Christ-centered character. Such determinations shall be at the sole discretion of the University President or his or her designees.

Off-campus groups, individuals, churches, ministries, former students, or individuals not affiliated with the University will not be permitted to use University property for demonstrations.

**Student Travel Policy**

Students attending CCU may have the opportunity to travel outside the local area for a class, field trip, recreation, or other educational experiences. Traveling with a group of students requires planning and coordination on the part of the trip leader to help ensure a safe and educational trip. Travel as a part of University business, athletics, student-activities, academics, or other departmental events, regardless of University or privately-owned vehicle, is considered student travel.

**Student Trip Advisories**

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

- **US State Department**: travel alerts for specific regions or a travel warning with recommendation for specific cautions: US State Department [website](#).
- **US Centers for Disease Control and Prevention**: travel health precautions, information outlining preventative measures: US Centers for Disease Control and Prevention travel [website](#).
- **Travel Warning**: An official status from the Department of State asking all Americans to defer foreign travel to a specific country or region.
- **Severe Homeland Security Warning**: CCU will defer all student travel during the highest alert levels of terrorist activity—Status Red or Severe.
- **Health Concern/Disaster**: Major outbreaks of disease or sickness may delay departure. Information can be gathered from local health and government sources, such as the Center for Disease Control.
- **Unavailability of Local Contact/Professional Staff Trip Leader**: All CCU student trips must have an in-country local contact or a U.S. city contact as well as a University Official. If that local contact or becomes unavailable, student travel will be deferred until the reestablishment of a local contact.

**Student Groups, Clubs and Organizations**

CCU supports the formation and sponsorship of student-run groups in order to advance the CCU mission. The following are the expectations that student organizations must meet and maintain for eligibility:

- The group must possess a working constitution that describes the group’s purposes, membership, eligibility, officers, officer selection, dues, events and amending processes.
- A faculty or staff member from CCU must commit to advise the group.
- Officers, as defined by the group’s constitution, must be in good standing with the college (not on academic or disciplinary probation).
- Groups applying for consideration must meet a need that is supportive of University mission and unique (not presently met by any other club/organization/ministry or department on campus).
Use of the University Name for the Solicitation of Funds

There is to be no solicitation using the CCU name or logo, by any student or CCU official. This includes but is not limited to advertisements, donations, or any type of financial support for any CCU activity without the written approval of the director of retention and/or the Vice President of Student Success.

University Security

The Campus Security Act

The Campus Security Act and “A Student’s Right To Know” requires that Campus Security report crimes to the U.S. Secretary of Education (if requested), and that information on certain crimes be made available to the University's students and employees within a reasonable time after the crimes are committed. To comply with these regulations, campus security and center staff need to report suspicious action the following ways:

- If a crime or medical emergency is in progress, call 911. (It is not necessary to dial “9” first)
- Campus Security must be informed of all crimes committed at the University: 303-963-3222

Fire Evacuation Policy

If fire or smoke is detected, follow the appropriate evacuation procedure; activate the fire alarm and immediately exit the building, closing doors as you leave. Leave everything behind, do not lock doors, and do not take time to do anything else.

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, academic organizations, or trips for a set period of time. Length of dismissal will be determined by the Dean of Student Services 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 transcripts 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 tuition, housing, or any other 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 Dean of Student Services, or his or her designee, prior to registering for the semester in which they intend to re-enroll. Failure to do so may result in delayed admission for the subsequent semester.

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

Immediate Sanction
Immediate sanctions may include probation, dismissal, suspension, or expulsion of a student without the judicial process outlined in this section. The Vice President of Student Success and/or the Dean of Student Services may take this action. A student thus sanctioned must leave the University or event premises immediately and may be prohibited from accessing Blackboard.

Guidelines for Imposing Sanctions
In using the sanction guidelines above, the Vice President of Student Success and/or Dean of Student Services has the authority to give primary consideration to the seriousness of the offense and the prior disciplinary record of the student when deciding upon an appropriate sanction. The prior disciplinary record of the student is not used in determining accountability of the incident in question, but will be used in determining appropriate sanctions outlined in the Disciplinary Sanction Definitions section of this code.

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:

1. Have the right to be informed of their options in the judicial process.
2. Have the right to have their situation reviewed and documented.
3. Have the right to appeal in writing in accordance with stated policy and procedure.
4. 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.
5. Have the right to be notified in writing of the University’s preliminary review of the situation.
6. Have the right to appeal the preliminary review meeting results to the Vice President of Student Success if they believe that the disciplinary procedures were not conducted in accordance with the CCU standards of conduct.

Federal, state and local authorities may be contacted and situations will be documented.

**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 Vice President of Student Success, or his or her designee, will have sole discretion as to whether the University will process the alleged violation.

**Responsibility for Records**
In accordance with the University’s Family Educational Rights and Privacy Act Policy (FERPA), responsibility for the maintenance, storage, and release of student records related to disciplinary proceedings rests with the Vice President of Student Success, or his or her designee.

**Process**
Incident reports alleging violations of the standards of conduct from University officials or from other members of the CCU community will be forwarded to the Dean of Student Services or his/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 Dean of Student Services or his/her designee will meet with the student to review the incident. During this informal review, a preliminary recommendation regarding the incident is determined. If the student chooses to accept this recommendation, the appropriate sanction will go into force and the process ends.

If the Dean of Student Services sets a review meeting, students can expect the following to occur:

- The Dean of Student Services will notify them of the charges against them.
- Students will be reminded of their rights in accordance with the CAGS Student Handbook.
- Students will have the opportunity to present their side of the situation, and provide all documentation that supports their assertions.
- Students 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 Vice President of Student Success.

**Statement on Admitting Accountability**
Students who admit accountability for inappropriate behavior after being confronted will be treated in accordance with the judicial process. Any communication will be documented as part of this process.

**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:

1. Lacks the capacity to understand the nature of the charges against him or her,
2. Is unable to rationally respond and participate in the judicial process,
3. Through their behavior or medical condition, has become a disruption to the orderly function of the University,
4. Has dispositions that do not align with his or her major.

**Procedures for Reviewing Potential Misconduct by Student Groups**
Student groups may be charged with violations of the standards of conduct or other University policies. The group may be held responsible, either individually or collectively, if violations by those associated with the group received tacit or overt consent or encouragement from the group or its officers. Possible violations will be referred to the Vice President of Student Success, or his or her designee, for processing under the provisions of the standards of conduct. Sanctions for a student group may include revocation of the group’s right to exist at the University, as well as other appropriate sanctions. Student groups will be accorded the same appeal procedures provided for students herein.

**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 Vice President of Student Success reviews all recommendations for long-term dismissal, suspension, or expulsion from the University before the sanction is carried out. Following review of the appeal request, the Vice President of Student Success 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 Vice President of Student Success 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 the 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.

Pregnancy

The Title IX law extends to prohibiting discrimination against pregnant and parenting students. CCU will support pregnant and parenting students by being compliant and providing the appropriate accommodations based on the student's needs. CCU will:

- Make appropriate accommodations for pregnant students.
- Excuse certain absences for pregnancy or childbirth.
- Ensure that such students are not excluded from participating in courses or educational programs.

For further information, students should contact their student service advisor.

Policy and Reporting Procedure

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

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

Sexual Harassment

Interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, living conditions, and/or educational evaluation
(2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual
(3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Hostile or offensive environment sexual harassment is defined as unwelcome sex-based or gender-based verbal or physical conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and it has the effect of unreasonable interfering with, denying or limiting someone’s ability to participate in or benefit from the University’s educational programming and/or activities. Examples may include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention.

Determination of whether an environment is “hostile” is a fact-specific inquiry based upon subjective and objective factors of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. A single instance of sexual assault can constitute a hostile environment.

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

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

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

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

Sexual Exploitation

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

Domestic Violence
Asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, or person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence
Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Course Communication and Conduct
Suggestive sexual language in threaded discussions, public forums, or email correspondence is prohibited.

Other definitions related to Sexual Misconduct

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

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

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

Incapacitated: Lacking the physical and/or mental ability to make informed, rational judgments. This may have a variety of causes, including, but not limited to, being asleep or unconscious, having consumed alcohol or taken drugs, or experiencing blackouts or flashbacks.
**Consent:** Clear and unambiguous agreement, expressed in mutually understandable words or actions, to engage in a particular activity. Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent cannot be validly given by a person who is incapacitated. For purposes of this policy, the issue is whether the Accused knew, or should have known, that the activity in question was not consensual.

**Discrimination, harassment, retaliation, or abuse of power (experienced or witnessed)**

The university encourages the reporting of all perceived incidents of discrimination, harassment, retaliation, regardless of the offenders identity or position. Reports may be made to the Title IX Coordinator at 303-963-3290.

**To Report Confidentially**

If you would like the details of an incident to be kept confidential, a professional can be contacted at the American Association of Christian Counselors (Find-A-Counselor) 800-526-8673 or email. These professionals have a privilege to withhold information, to the extent consistent with the law, only where they are acting in the scope of their license or certification for these functions and/or working in their professional capacity. Students can seek advice from certain resources who are not required to tell anyone else their private, personally identifiable information unless there is cause for fear for the student’s safety, or the safety of others.

All other CCU staff and faculty have a duty to report the general information of the situation to the Title IX Coordinator or other school designee such as the Title IX Deputy. They can report all information related to the incident to start the formal reporting process. If unsure of someone’s duties and ability to maintain a student’s privacy, the student should ask them before talking to them. The employee will be able to tell a student his/her responsibilities, and help the student make decisions about who can best help.

Formal reporting notice to any University employee not listed above is official notice to the institution. Students have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution, and to have those incidents investigated and properly resolved through administrative procedures.

Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the other involved individuals. University staff and faculty (except for those named above) must report all details of the incident to the Title IX Coordinator or Title IX Deputy depending on the type of incident. The Title IX Coordinator will be notified of any incident involving Title IX issues involving staff, faculty or students. The University encourages victims to report all incidents of sexual misconduct or sexual assault to the police. Victims must be aware that an investigation conducted by the University is distinct from a criminal investigation and flows from the University's obligation under Title IX and related laws to ensure that it is providing a safe environment.
for all community members. Therefore, if a victim wishes to pursue criminal actions, s/he needs to file a complaint with local law enforcement.

Title IX: Coordinator
Rick Garris, Assistant Vice President of Human Resources
Phone: 303-963-3290
Email: rgarris@ccu.edu

Title IX: Deputy Coordinators
Dave Bechtold, Dean of Student Services (College of Adult and Graduate Studies)
Phone: 303-963-3277
Email: dbechtold@ccu.edu

Sharon Felker, Dean of Students & AVP of Student Programs (College of Undergraduate Studies)
Phone: 303-763-3369
Email: sfelker@ccu.edu

Lauren Williams, Assistant Director of Human Resources
Phone: 303-963-3211
Email: lbwilliams@ccu.edu

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

This determination will be made by considering whether:

1) there is an increased risk of the accused committing additional acts of sexual misconduct or other violence;

2) there is an increased risk of future acts of sexual misconduct under similar circumstances;

3) a weapon was allegedly used;

4) the University has means to obtain other evidence.
If it is determined that the University will proceed with an investigation, information will be kept as confidential as possible. Only individuals who are believed to have relevant information will be interviewed and information will only be shared with individuals who are responsible for responding to the situation. If the University determines it does not have enough information to investigate because of the accuser’s request for confidentiality, it will still take all reasonable steps to respond to the complaint consistent with the confidentiality request, including seeking appropriate interim measures. A victim who was under the influence of alcohol or drugs should not be discouraged from filing a complaint.

**Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that university administrators may issue immediate timely warnings for allegations that are confirmed to pose a substantial threat. The university will make every effort to ensure that a victim’s name and other identifying information is not publicly disclosed.
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