



COLORADO CHRISTIAN
UNIVERSITY

Grace and Truth

PARENT **2023-24** HANDBOOK

SEND

Me

And I heard the voice of the Lord saying, "Whom shall I send, and who will go for us?" Then I said, "Here am I! Send me."

-Isaiah 6:8 (NIV)



Dear Parents,

Going off to college is a huge event in the life of a student. Most freshmen have never lived away from home before. They find themselves challenged academically, in making new friends, and encountering new ideas. College is an exciting, energizing, and occasionally disconcerting experience. Being a student is one of the great seasons of life.

For parents, the day a son or daughter goes to college is a poignant moment. We are granting them more independence than they've ever had before; we are encouraging them to be more independent, to make more decisions for themselves, and to take the final steps to adulthood. It's a great feeling, but sometimes there's also a sense of nostalgia for the children who are now grown up to become young men and women.

At Colorado Christian University, we take very seriously the responsibility you have entrusted to us by sending your son or daughter here. By the grace of God, we intend to offer each student a vivid, compelling experience to get a great education. And when they graduate, it is our earnest hope that students will be prepared for significant leadership in their family, church, business, their professions, and government.

During the years ahead, we also want to develop a close relationship with you. Please visit us on campus often. Let us know how we can serve you and your son or daughter. Please pray for our entire student body, for the faculty, administration, and trustees and for the future of CCU. May God richly bless you and your family.

Yours in His service,

Eric Hogue
President

CCU's Mission

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

Dear Parents;

It has come time for you to be a part of a mysterious but wonderful next journey in your child's life: taking them to college. This day has been out there on the horizon for some time and now is coming very fast and is very present. We know how unsettling, natural, exciting, and hopeful it can be as many of us have taken a child to college as well. We want you to know that we honor this transition and ask Christ to give you special vision and comfort. What a great time of life for your son or daughter.



At CCU we feel our ministry in this educational venture is to walk alongside your student as the Lord shows them their unique path of life. Psalm 16:11 says, "you have made known to me the path of life" — our jobs here on campus are to help illuminate that path more and more for the students that we are entrusted with. Not as a replacement of what you have already done to illuminate that path, but entering into their life another ambassador for what that path means for all of us and for them specifically. We want to enhance what your family has already instilled and help, through the Holy Spirit's guidance, move them down that path in an accelerated way.

But there is another path of life unfolding and another transition coming — yours. As you say goodbye to your son or daughter and leave CCU to cultivate your precious gift, I believe the Lord has something special for you as well. Far too many times parents forget that they are in a transition time as well, whether it's your first or fourth child to go to college, each one is different and the Lord has something instore for you as well. I encourage you to acknowledge this time, seek wise council and fellowship with those who have gone before. As you pray for your son or daughter don't forget a special communication path with the Lord about you, what's happening in your heart, and what He wants to reveal to you as you go through this amazing time.

We hope you will stay close to the university during this time and lean on us when there are things happening with your student that you don't understand or need guidance with. We are partners in this very important process, especially with their faith, as you and CCU have to take advantage of this time to help your student deepen and widen their understanding of who God is, what He has purposed them for, and what path He is laying out for them to impact His Kingdom. What a charge! We approach it with much commitment and gusto — we will pray that you will feel His pleasure as you do the same.

May the Lord richly bless this time in your family and your relationship with your son or daughter and give you peace, comfort and conformation that CCU is right where He wants them at this stage of their life.

In the Lord's service,

Jim McCormick Senior
Vice President and Vice President for Student Life and Enrollment

Who to call about questions:

Academic Advising

Life Directions Center (LDC)
303.963.3010

Admissions

Office of Undergraduate Admission
303.963.3200

Academic Affairs

Office of Academic Affairs
303.963.3357

ADA Accommodations

Life Directions Center (LDC)
303.963.3010

On-Campus Housing and Meal Plans

Residence Life
303.963.3460

Ministry/Service Hours

Life Directions Center (LDC)
303.963.3010

Chapel Attendance, Exemptions, Schedule

Campus Ministries
303.963.3375

Clubs and Organizations

Campus Activities
303.963.3310

Leadership Opportunities

Campus Activities
303.963.3364

Intramural Sports

Campus Activities
303.963.3047

Discipline Process or Prohibited Conduct on Campus

Dean of Students
303.963.3369

Medical or Physical Health Issues, Immunizations Requirements, or Medical Insurance Policies

Health Services
303.963.3365

Mental Health Counseling

Counseling Services
303.963.3378 or
ccucounseling@ccu.edu

Safety and Security

Campus Security
303.963.3222

Technology Help

IST Technical Support
303.963.3444

Tuition Bill

Office of Financial Aid
303.963.3230

University Receptionist

303.963.3000

Helpful Links:

Events Calendar

ccu.edu/events

Accommodations Nearby

ccu.edu/about/hotels

Many nearby hotels offer a CCU discount; be sure to ask for the special rate when scheduling a reservation.

Academic Catalog

catalog.ccu.edu

Tuition and Fees

ccu.edu/undergrad/Financial-aid/tuition/detail

Student Handbook

ccu.edu/studenthandbook

Birthday Cake or Finals Basket for My Student

ccu.edu/parents/care



From the Dean of Students

Dear Parents,

I hope you find this handbook helpful. It was created to be your guide to our campus community and to assist in answering your questions or, at the very minimum, point you in the right direction.

We want to keep you updated about CCU news. We have a special online CCU Parent Network where we will post info just for you the CCU Parent. Please join us at <https://ccu.campusesp.com/>

Please do not hesitate to contact me if you cannot find the answer to your questions. If there is a piece of information you would like to see included in future editions of this handbook or on the CCU Parent Network, please email or call me with your suggestions.

The Office of Student Life and the entire CCU community look forward to working with you and your student throughout his or her years here.

Sharon Felker
Dean of Students
sfelker@ccu.edu
303.963.3369



Financial Matters

Student Financial Services

For information on financial policies, tuition payment information, and deadlines for adding or dropping courses, see the academic catalog at ccu.edu/catalog.

For assistance with financial aid, payment arrangements, and student-account questions, students can contact Student Financial Services by calling 303.963.3230 or emailing financialaidsupport@ccu.edu.

Billing

Students can access their accounts through Self Service, and make payments on their accounts from the Self Service portal at connect.ccu.edu.

Estimated Costs

Visit ccu.edu/undergrad/financial-aid/tuition/detail for tuition and fees details.

Proxy Access

CCU students can grant others permission to access financial aid and payment information in your Self-Service account on the web. This is called granting “proxy access,” and you refer to the other person as your “proxy.” Students must grant this access and can find more information at <https://www.ccu.edu/financialaid/proxy/>.



Residence Life

Living on campus is perhaps the most important decision a student can make in their college career, as it provides the greatest opportunity for living and learning in community. The Residence Life program strives to involve on-campus students in a Christian community that is facilitated and encouraged by the Residence Life staff.

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

The Residence Life program seeks to help students enjoy their on-campus living experience by providing holistic opportunities for students to develop.

The Residence Life staff and other community leaders promote a positive educational environment by:

- Providing programs that encourage the mixing of students with various backgrounds and interests
- Upholding the University Standards of Conduct
- Assisting residents in developing positive roommate relationships
- Mediating roommate conflicts as necessary
- Following up on incidents that occur within the on-campus residences

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

Residence Requirement

Because residential living is viewed by the University as an integral part of a student's complete educational experience, full-time (12 credit hours or more) unmarried students in their first and second year of college after high school graduation who are under the age of 21 and taking courses in the College of Undergraduate Studies (traditional program) are required to reside on campus and have a meal plan through the University food service plans.

For housing and food services policies, the University classifies students as follows:

- **First-Year Students:** Students in their first full year of college following high school graduation (regardless of the number of college credits completed).
- **Second-Year Students:** Students in their second full year of college following high school graduation (regardless of the number of college credits completed).
- **Third- and Fourth-Year Students:** Students in their third or fourth full year of college following high school graduation (regardless of the number of college credits completed), OR are 21 years old before the beginning of the academic year.

Housing contracts are effective through the entire academic year, thus students who change class standing during the fall-to-spring semester break are still required to complete the terms of the housing contract for the full academic year.

The University must approve any student who wants to live in on-campus housing and is taking less than 12 credit hours. Contact the Residence Life office for more information.

Residency Waiver

Students under the age of 21 who wish to live off campus with parents or legal guardians in the Denver metro area may apply for a waiver from the first- and second-year residency requirement. Students requesting this option must complete the Housing Residency Waiver form at <https://reslife.ccu.edu/StarRezPortalX> (specific deadline dates for each academic year will apply).

Students who submit a residency waiver will be notified via email of the University's decision to uphold or waive the residency requirement — generally within five business days of the request.

Students who do not comply with the housing residency requirement will be automatically assigned an on-campus housing space and billed the corresponding rate.

Food Service Requirements

All unmarried first- and second-year students under the age of 21, living in on-campus (University-operated) housing, are required to have a meal plan through the University food service.

First-year students are required to take one of two Meal Plan A options.

Second-year students may take any plan in the Meal Plan A or Meal Plan B options.

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

The Meal Plan Selection Form can be found at <https://reslife.ccu.edu/StarRezPortalX>.

Unused meals and declining balances on all plans are not transferable from semester to semester.

Changing a Meal Plan

Students select their meal plans for the upcoming year on the housing application and may change their meal plan (to another approved plan) for the upcoming semester through the Add/Drop Deadline (usually the second Wednesday of each semester) of that semester.

Students may change the plan using the Meal Plan Selection Form or by contacting Residence Life. Meal plans will not be changed to a lesser plan, and refunds will not be given, for the current semester after that date. However, students may opt for a larger plan at any time during the semester.

Food Service Requirement Waiver

Waivers from the food service requirements — or requests for a reduction from the required plan(s) — are extremely rare, but requests may be made by submitting a completed Meal Plan Selection Form found at <https://reslife.ccu.edu/StarRezPortalX> by the Add/Drop Deadline of the semester for which the waiver is being requested.

Students will be notified in writing of the University's decision to uphold or waive the food service requirement generally within five business days of the request.

Waiver requests will be considered ONLY for the following reasons:

Meal Plan waivers for dietary conditions are considered an accommodations request please contact the LDC to initiate the waiver process and learn if the request meets the requirements.

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

This written request explanation must include:

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

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

Cost

See ccu.edu/finaid/tuition for current costs for on-campus housing and dining.

Policies Regarding On-Campus Living

To see all residential policies, please see the student handbook at ccu.edu/studenthandbook. Each student is given a handbook at the beginning of the year.



Campus Ministries

Chapel

Chapel services exist to point the participants to God alone, as they worship Him in spirit and truth.

CCU seeks to keep God first by the following:

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

Chapel occurs every Tuesday and Thursday from 10:50 a.m. to 11:40 a.m. Parents are welcome to attend anytime at our main campus location in Lakewood. Contact chapel@ccu.edu or Campus Ministries for further information.

Any CUS student wishing to obtain a degree from CCU must obtain an average of 45 chapel credits per year (or about 23 per semester) whether or not the student attends full time. Students who attend CCU for four years will need 180 chapel credits to graduate.

Discipleship, Men's, and Women's Ministry

There are many outlets for students to experience spiritual growth at CCU. Incoming freshmen students are required to participate in a discipleship group facilitated by a trained student leader in a learning community through their FYI (Freshman Year Integration) course. The students meet weekly for further exploration of faith and knowledge of the Bible and Christian community.

Upperclassman students have hosts of options for small group opportunities ranging from book studies to Bible studies to prayer groups led by staff, faculty, and other students.

Women's Ministry and Men's Ministry offer a variety of events, programs, and mentoring available for the enrichment of faith and fellowship.

Outreach

CCU provides several opportunities for students to serve the local community and earn ministry hours (required for graduation). Student-led programs range from ministering to the homeless, building relationships with the elderly in adult care centers, visiting the incarcerated in prison, tutoring underprivileged children in urban areas, and many more. Campus Ministries encourages students who have a passion for service in a particular area to launch a ministry with CCU resources.

Life Directions Center (LDC)

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

The Life Directions Center manages the following student services:

- Academic advising
- Student success services
- Academic standing
- Testing accommodations
- Tutoring services
- Undeclared majors advising
- Career counseling
- Ministry hours requirements
- Study abroad and off-campus programs
- International student services
- Services for students with documented disabilities

Academic Advising

Advisors in the LDC will support students in planning their four-year degree progression. This includes access to course rotations and course recommendations to meet degree requirements for graduation.

Advisors are available to assist students with course selections each semester to help ensure the courses being taken are a part of their degree plan. It is the responsibility of each student to know and follow their degree plan and to notify their advisor of any changes they make to their course selections.

Students should talk with their advisor when considering any changes to their major, minor, or course selections, as changes could affect their academic progress.

Student Success Services

The LDC provides a variety of services to promote student success, including workshops offered by expert faculty and staff to assist students in learning new skills or furthering current abilities, weekly study halls to offer academic accountability, and individual meetings with LDC advisors or the Coordinator of Student Success Services to develop students' academic, interpersonal, and career goals.

These services may include, but are not limited to, note-taking strategies, study skills, time management, and test-taking strategies. Students who are on probation or are conditionally admitted to the University benefit from many of these services. See probation info below.

Academic Standing

- A student is considered to be in good standing if he or she has a cumulative 2.0 grade point average and is showing satisfactory academic progress. Some programs, such as Nursing and Education, have higher grade point average requirements.

- A student who has completed six (6) graded credits at CCU is automatically placed on academic probation if his or her semester GPA is below 2.0 or his or her cumulative GPA falls below a 2.0.
- If, for the probationary semester, the student's grade point average is above 2.0 for the semester but the cumulative average is still below 2.0, the student will remain on academic probation.
- Students on academic probation are ineligible for certain activities and programs. See statement on "Conditions of Academic Probation" in the academic catalog.
- Entering students who are conditionally admitted are on academic probation and are required to follow the guidelines set for probationary students, including participating in special programs. See the academic catalog (ccu.edu/catalog) for more information.
- A student on academic probation will be academically suspended at the end of any semester in which the student's semester GPA falls below 2.0.

Students who are academically suspended will be notified as soon as possible at the end of the term. They will also be given information concerning their rights of appeal and the reinstatement process. This information can also be found in the catalog.

Tutoring Services

CCU offers free tutoring resources to supplement classroom instruction and help students reach their educational goals. Students may meet with an Academic Consultant via drop-in peer-to-peer tutoring for a select number of general education courses or access 24/7 online tutoring via Brainfuse Live Tutoring. Students can receive more information about our tutoring services by visiting the Tutoring page on Connect (<https://connect.ccu.edu/pages/ldc-tutoring>) or emailing tutor@ccu.edu.

Testing and Assessment Information

The Life Directions Center will proctor class quizzes and examinations for students who qualify for testing accommodations and have completed the accommodation registration process.



Colorado Christian University will accept credits as applicable in any program for students with scores at or above established levels on many CLEP and DSST tests. Cut-off scores for granting credit will be those scores recommended by the American Council on Education (ACE) and/or the CCU Deans Council.

Credit received will be treated as transfer credit and will count toward graduation as applicable. Information about specific CLEP and DSST tests, equivalent courses, and scores may be obtained from the Life Directions Center.

Undeclared Majors

Students beginning their coursework at CCU who have not yet declared a major will work with the Life Directions advisors to explore their areas of interest. They may be encouraged to attend events designed to assist them in exploring and deciding on a major.

Career Counseling

The Life Directions Center helps students identify their skills, interests, and abilities. This allows the students to recognize and set both academic and career goals. Students are taught how to gather, understand, and use job market information in a way that increases their effectiveness when conducting a job search. In addition to the Meyers-Briggs personality assessment and Strong Interest Inventory, the LDC offers the Pathway U career assessment system. By taking this assessment, students learn about what makes them unique — their interests, values, personality, and workplace preferences. The LDC is also grateful to partner with Employment and Career Services to navigate students to vocations that are in alignment with their calling.

Ministry Hours Requirement

The ministry hours graduation requirement provides opportunities for students to serve in ministry or community service placements. The ministry hours are a distinctive example of CCU's commitment to preparing graduates for Christian leadership and service; it allows them to use their gifts and follow God's calling to serve.

Learn more information about the ministry hours requirement by viewing the University catalog at ccu.edu/catalog.

Study Abroad and Off-Campus Programs

CCU students have the opportunity to participate in study abroad and off-campus programs through the Coalition of Christian Colleges and Universities (CCCCU), as well as a number of other study abroad providers with which CCU is affiliated. (You can see the LDC website for more specific information on these programs.)

Students interested in studying abroad or off campus may work with their LDC advisor to research and apply for the program that best aligns with their academic and personal goals. The LDC advisor will also assist the student in determining whether or not the academic credits earned while studying off campus will be accepted by CCU and how they will transfer into their degree plan.

International Student Services

In collaboration with the Office of Undergraduate Admissions, the Life Directions Center is available to assist international students — and U.S. citizens who have been living abroad — with their adjustment to life in the United States, as well as appropriate visa and other paperwork. Please see the LDC's international student coordinator for more information.

Services for Students with Disabilities

It is the policy of CCU to comply with the Americans with Disabilities Acts, Section 504 of the Rehabilitation Act, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to or participation in services, programs, or activities at the University. Students with a grievance should consult the appropriate section of this handbook for instructions on filing a complaint.

CCU recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities, and will attempt to provide reasonable accommodations to qualified individuals, to the extent that it is readily achievable to do so. CCU is unable, however, to make accommodations that are unduly burdensome or that fundamentally alter the nature of the program, service, or activity.

Students with disabilities seeking a Certificate of Accommodations should contact the Life Directions Center prior to beginning their academic journey at CCU. Certificates of

Accommodations are valid for one academic year and must be renewed each year through the Life Directions Center. It is the responsibility of the student to make his or her needs known in a timely manner and to provide the Life Directions Center staff with appropriate documentation. Please see the process for requesting accommodations below and note that reviewing and granting accommodations may take up to three weeks. Accommodations are not given retroactively.

Admission of Students with Disabilities

The University makes admissions decisions using criteria that do not consider an individual's disability. Thus, the University will not impose or apply admission or eligibility criteria that screen out or might screen out individuals based on their disability, unless such criteria are necessary for the provision of the program, service, or activity being offered.

Students with disabilities desiring to enroll in any program, service, or activity at the University must be able to meet the minimum standards of the University. The University does not engage in any affirmative action programs for disabled students, nor does it consider a student's disability in evaluating admissions criteria. It is within the student's discretion to inform the Office of Undergraduate Admissions of a disability if they wish. If this choice is made, the University will not discriminate against the student on the basis of the disability and will make reasonable accommodations when necessary and appropriate.

Students Requesting Accommodations

Students with disabilities who require accommodations must make those known to the Life Directions Center as soon as possible. The student should not assume that the LDC knows this information because it was included in the student's application for admission. It is the student's responsibility to make his or her needs known and complete the accommodation registration process in a timely manner.

Instructors will not provide accommodations without an approved Certificate of Accommodation from the Life Directions Center.

The interactive process for obtaining a Certificate of Accommodation is as follows:

1. The student must complete the Accommodation Registration Forms on their Etrieve portal and attach relevant verification of the stated disability.

The Life Directions Center will review registration forms on a case-by-case basis within two-three weeks of receipt of all required forms. It is likely that the Life Directions Center will request an in-take meeting with the student to better understand his or her needs and discuss appropriate accommodations available to them. Provided documentation must be from a qualified professional with expertise to verify their disability. Documentation typically should not be more than three years old. (See Disability Verification section below.)

2. Colorado Christian University will make reasonable accommodations to students with documented disabilities.

Accommodations will be tailored to address the nature of the disability and the needs of the individual within the context of the requirements of the program. No accommodation will be provided if it fundamentally alters the nature of the service, programs, or activity, or if it would be unduly burdensome financially, administratively, or otherwise. Approved accommodations ensure equal access for students with disabilities but do not guarantee success.

3. A Certificate of Accommodation will be issued to the student.

Once a Certificate of Accommodation has been issued, it is the student's responsibility to inform their faculty of their accommodations for each course and submit a copy of their approved Certificate of Accommodation in a timely manner (preferably within the first week of classes). Students must receive new, signed copies of their certificate each semester.



Disability Verification

Students requesting accommodations must provide documentation from a qualified professional verifying their disability. Verifications must reflect the student's present level of functioning and the major life activity affected by the impairment. The opinions and recommendations of a qualified professional will be considered in developing a suitable accommodation plan. Temporary accommodations are also permitted after review of the accommodation application.

Please see <https://www.ccu.edu/undergrad/life-directions-center/accessibility/> to access the full CCU Disability Accommodations Policy and required forms.

The cost of obtaining the professional verification shall be borne by the student. If the initial verification is incomplete or inadequate to determine the present extent of the disability and necessary accommodations, the University shall have the option of requesting that the student gain further clarification from the professional who is providing the verification. If the University requires an additional assessment for purposes of obtaining a second opinion, then the University shall bear any costs not covered by any third-party payer.

Physical and Mental Disabilities

A student with a physical disability must provide verification certified by a licensed physician, audiologist, speech pathologist, physical therapist, rehabilitation counselor, or other professional healthcare provider who is qualified in the diagnosis of the disability.

Learning Disabilities

A student with a learning disability must provide professional evaluation results which reflect the individual's present level of processing information and present achievement level. Documentation verifying the learning disability must be prepared by a professional that is qualified to diagnose a learning disability, including, but not limited to, a licensed physician or learning disability specialist. This documentation must not be more than three years old.

The documentation shall include the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional.

A Note About Learning Disability Screening

The University's Life Directions Center does not currently administer any standardized testing for Learning Disability screening. The Life Directions Center staff will refer any student who needs more current documentation, or those who suspect they may have an undiagnosed learning disability, to local professionals trained in assessment and disabilities.

Students Desiring Additional Information

Students with visual or other disabilities which prevent them from reading University publications may contact the Life Directions Center. Life Directions advisors are available to read University publications to students with visual or reading disabilities when an audio version is not available.

Students and applicants who desire information beyond what is written in University publications may contact the Life Directions Center; this includes the Notice of Privacy Rights of Students and the Notice of Directory Information printed in the University catalog. These notices outline the University's institutional policy regarding compliance with Family Education Rights and Privacy Act (FERPA) of 1974.

This policy was adapted from Title III of the Americans with Disabilities Act, 42, U.S.C.A. _12181 et seq. (1993), 28 C.F.R. _ 36.101 et seq.; The National Joint Committee on Learning Disabilities, Journal of Learning Disabilities, Volume 22, Number 2, February 1987, Pages 109-112; and The University of Houston Law Center Handbook for Students and Applicants with Disabilities, August 1993.

Employment and Career Services (ECS)

Employment and Career Services (ECS) is a unique, robust employment and career service program that seeks to assist current students and alumni to become exceptionally employable Christian world leaders. Our trained professional staff partners with students and alumni through Values and Skill Assessment, Life and Career Readiness Competencies, Career Education, Career Mapping, Employer and Alumni Networking, and Part Time and Full Time Employment.

Since 2010, ECS has successfully paired 2800+ CCU College of Undergraduate Studies (CUS) students and alumni in employment with local, national, and international employers.



With over 200 strategic business partnerships in a plethora of industries, ECS can serve CUS students in all majors and class levels. In addition, our unique premier program provides students and alumni with guaranteed interviews, resulting in a 90% placement rate and a 96% employee success rate after placement.

In support of CCU's mission to provide Christ-centered higher education transforming students to impact the world with grace and truth, ECS is helping transform the future for CCU students and Colorado employers one placement at a time.

Objectives

- Encourage students and alumni to be grounded in living out their faith in the workplace through Work as Worship, Excellence, and Growth.
- Equip students to learn, integrate and successfully live out "Life and Career Readiness Competencies" from a Christian World View.
- Partner with students to identify personal values, skills and abilities that align with industry options, careers, and calling.
- Assist students with understanding and developing knowledge, skills, attitudes, and professional attributes required to be successful in today's workforce.
- Be a magnet for employers actively seeking exceptional employees.
- Provide students with employment options that progressively increase professional skills required for post-graduation.
- Offset the cost of tuition and student loans with earned income.
- Offer opportunities for students to work and fulfill up to 6 general elective credits.
- Increase competitive advantage in the job market through resume reviews, interview training, networking opportunities, and informational seminars.

JBS Program

Your student can apply to earn up to 6 general elective credits (in 1, 2 or 3 credit increments) by working a total of 45 hours per credit in a W-2 or 1099 qualified job.

This job can be attained on their own or through ECS but must be approved by ECS prior to enrolling in the course. Your student should see their LDC advisor or an ECS staff person with questions.

Counseling Services

In keeping with the mission of the University and the spirit of developing the whole person, the Counseling Services department strives to meet both individual and group needs through counseling interventions based on Christ-centered foundations. Our Counseling Center serves around 10% of our student body in weekly or every other week individual therapy. We also offer workshops and presentations to help support overall mental health on campus.

Appointments are necessary and can be made by using the Jotform found on CCU Connect under Counseling Center. As our center is staffed by clinicians in training, we are not the right place to service all mental health needs. Our Center utilizes a referral network to help students whose needs fall outside of our scope of care. We work closely with students to help them find the right off campus support when needed. On rare occasions, CCU might require an individual to seek medical or psychological examination and treatment in order to maintain their student status.



Health Services

CCU Health Services' purpose is twofold:

1. To provide quality Christ-centered medical care which allows students to thrive optimally to achieve their academic and intellectual potential.
2. To promote an environment with educational programs to help students develop healthy lifestyles and make positive choices while further developing their personal relationship with Christ.

The Health Service Clinic is staffed by nurse practitioners, who are masters-prepared registered nurses qualified to diagnose illnesses, perform annual physicals, and prescribe medications. All currently registered undergraduate CCU students are eligible for services regardless of insurance type. The Health Services Clinic is open during the school year Monday through Friday from 8:30 a.m. to 4:30 p.m. and is located on the Lakewood campus in the Anschutz Student Center.

Health Requirements

The following are immunization and insurance requirements for all CCU students enrolled in six (6) or more credits in the CUS program, whether living on or off campus.

MMR Requirement

The State of Colorado requires that all college students must have a certified record of two (2) doses of the measles, mumps, and rubella (MMR) vaccine. The MMR record must be

signed by a licensed health professional or submitted from an official electronic medical record. MMR information must be turned into the Health Service office by the add/drop date of the semester the student is first enrolled.

Meningitis Vaccine Requirement

The meningitis vaccine (MCV4) is recommended by the CDC (Centers for Disease Control), the Colorado State Health Department, and the American College Health Association. The State of Colorado does not require that students receive the meningitis vaccine series (MCV4), but does require signed documentation that the student has read the information about the disease and the vaccination.

The student must submit one of the following:

- Official immunization record showing the student has received the vaccine on or after their 16th birthday.
- Meningitis waiver verifying that the student has read information about meningitis and has declined the vaccine.
- Request form stating the student would like to receive the vaccine at CCU Health Services.

The Health Service office will have the vaccine on hand at the beginning of each semester. The meningitis information must be turned into the Health Service office by the add/drop date of the semester they are first enrolled.

Of note, a different vaccine, Meningitis B, is now also widely available. Although it is recommended for incoming college students, it is not required at this time.

If the above MMR and meningitis immunization requirements have not been met by the add/drop date, an academic hold will be placed on the record of that student. The hold will prevent the student from receiving a transcript of grades or registering for any further classes.

Health Insurance Requirement

All undergraduate students carrying six (6) credits or more must carry their own health insurance coverage. This insurance coverage requirement applies to all students — those living off campus as well as those students on campus.

After Hours and Emergency Care

Students should call 911 in an emergency and then contact Campus Security at 303.963.3222. Students should also notify their RA or RD of care received after hours. Athletes must receive clearance from their coach or athletic trainer if the emergency is related to athletics.

Note: Hospitalization, dental care, and personal visits to or by a physician are the responsibility of the student and his or her parents or guardian. Charges for such services are sent directly to the student and parents.

Student Life

The administrative responsibility for the supervision and coordination of student development and staff rests within the Office of Student Life.

These areas include:

- Athletics
- Campus Activities
- Campus Ministry
- Campus Security
- Counseling Services
- Discipline Program
- Employment and Career Services
- Health Services
- Intramural Sports
- Life Directions Center
- Residence Life
- Retention
- Student Programs
- Student Senate
- Summer Conferencing and Event Services
- Office of Undergraduate Admissions
- Dining Services

Campus Activities

Campus Activities at Colorado Christian University exists to encourage an atmosphere of fun, learning, and fellowship on campus by coordinating major campus activities, assisting student groups in their programming efforts, activities, and Christ-honoring community, and promotes a positive influence on campus culture.

This is accomplished through the following organizations and activities:

- Anschutz Student Center
- Best of Colorado
- Campus Activities Board
- Campus Publicity and Event Registration
- Community Outreach
- Intramural Sports
- Leadership and Internships
- Orientation, including Weekend of Welcome, New Student Retreat, Winter Welcome, and Spring Retreat
- Student Senate
- Student Organizations
- 5280 Fitness Center

All activities are implemented with student input, leadership, and involvement. The department of Campus Activities can be contacted at studentactivities@ccu.edu.

Dean of Students

The Dean of Students supervises many of the service-related departments on campus including Health Services, Life Directions Center, Campus Activities, Residence Life, Campus Security, and Counseling and Employment and Career Services. This office serves as a connection with parents and publishes the Parent Handbook, Parent Press semester newsletter, and a monthly email distribution list. It serves as the University's designee to administer the campus discipline system, which includes setting and upholding the University's Standards of Conduct.





Academic Affairs

Attendance Policy

According to federal student aid regulations, in order to receive federal financial aid, students must actively participate and attend all courses. If students do not attend a course by the designated drop deadline, they will be dropped from the class. This could directly affect the financial aid award for any remaining coursework in which they are enrolled.

Students are required to abide by the attendance policies stated in each course syllabus. The academic expectation is that students will attend all class sessions; however, there are circumstances that require students to be absent from class.

The University considers absences excused if:

- There is a personal or immediate family illness (healthcare provider's notification required).
- There is a required curricular activity (music tour, field trip for another course).
- There is a co-curricular assignment that the student must attend (e.g., inter-collegiate athletic competition).

The co-curricular director (the team coach or the athletic director) or the curricular instructor (the professor of the course involved or the director of the music tour) will affirm by memorandum that the absence is excused.

Note: Job conflicts are not an excused absence, except in the case of military deployment or assignment.

Students who have legitimate excused absences as defined above are allowed to complete assignments without penalty. Arrangements should be made with the professor either prior to the planned absence or immediately following absence due to illness.

Final Exam Schedule

A complete absence policy can be found in the Student Handbook. Appeals to a faculty member's handling of an absence should be directed to the Dean of the School and then to the Vice President for Academic Affairs office.

- Students are required to attend the regularly scheduled course final unless the professor has published an alternative assessment and schedule in the course syllabus. Under certain circumstances, individual students will be granted permission to reschedule examinations.
- Students who have emergency situations such as serious illness or family tragedy can apply to reschedule an exam.

- Students can apply in advance to reschedule an examination for verifiable University-sponsored or other education or mission-sponsored, University-approved programs.
- Students who have three examinations in one day may apply to reschedule one exam at a later date.
- Travel convenience or personal vacation plans or commitments do not constitute reason to reschedule.

Requests are to be submitted by the student directly to the Vice President of Academic Affairs for review and decision through an eform available to students. The request will either be granted or denied, and the VPAA's decision will be final. The VPAA will communicate this decision directly to the Dean and faculty member. It is the student's responsibility to coordinate a new time for their exam with their professor(s).

The final exam schedule can be found at ccu.edu/undergrad/exam-schedule.

Classification of Students

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

Objective:

Regular student working toward a degree or certificate who meets all standard requirements for admission.

Student not working toward a degree or certificate.

Level:

Undergraduate students working toward an associate degree, bachelor's degree, or certificate.

Load:

Undergraduates taking 12 or more hours are classified as full-time students.

Undergraduates taking 6-11 hours are classified as part-time students.

Undergraduates taking 0-5 hours are classified as less than part-time students.

Progress:

A student's progress is the number of semester hours completed.

Freshman – maximum of 29 hours completed

Sophomore – 30-59 hours completed

Junior – 60-89 hours completed

Senior – 90 or more hours completed

Other academic policies may be found in the official University academic catalog at ccu.edu/catalog.



Standards of Conduct

CCU is committed to creating and maintaining an environment in which individual and institutional responsibility combine to promote each student's complete life. In order for the University to achieve this goal within an atmosphere where the rights of its members are respected, it is necessary to establish policies and procedures. These regulations have been developed to reflect the nature of a Christian student community and the situations inherent in it.

Every member of the University community is provided equal rights and benefits in accordance with the expectation that each student has maturity, intelligence, and concern for the rights of others. Specific policies may be found in the Student Handbook at ccu.edu/studenthandbook.

One of the distinctions of Christian higher education is the pursuit of a community that follows the example of Jesus Christ and the teachings of the Bible. Such a community requires the establishment of standards that reflect CCU's institutional mission and provide a framework for student behavior. The intent in working with students in disciplinary matters is to enhance their growth in various areas including those of developing responsibility for their own behavior and accountability for their actions.

Each student will be treated as an individual within formal disciplinary procedures. Proceedings will be initiated when it becomes apparent that informal procedures are unlikely to produce desired changes in behavior.

It is the desire of the discipline program to increase the ability of the student to live with others in a group situation and to function in the campus community within the University's expectations. Students are expected to live in accordance with the teaching of Scripture. Within the traditions of its mission and Christ-centered heritage, CCU expects students to develop a high standard of behavior and personal values.

Among these expectations are the following:

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

The disciplinary process is designed to be interactive between minor probationary/suspension infractions and major violations. Each violation is assigned a step. A student committing a minor violation may receive steps 1-2 while major violations may receive steps 3-6. As a student acquires more steps, they are added together. When a student reaches step 6, he or she is dismissed from the University for the remainder of the semester.

The guidelines for imposing sanctions can be found in the Student Handbook online at ccu.edu/studenthandbook.

For more information on the Student Discipline system including student rights, sexual assault protocol, special administrative evaluation, and hearing procedures, please see the Student Handbook online at ccu.edu/studenthandbook or request a hard copy by calling the Office of Student Life at 303.963.3362.



Contacts

If you need to contact someone in an emergency after regular business hours, contact **Campus Security at 303.963.3222**. Campus Security is unable to give out student phone numbers.

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Student Privacy

Family Educational Rights and Privacy Act of 1974 (FERPA)

Releasing Student Information

The Family Educational Rights and Privacy Act (FERPA) of 1974, with which the University intends to fully comply, is designed to protect the privacy of education records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office concerning alleged failures by the University to comply with the act.



CCU reserves the right to forward education records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment.

The University's institutional policy concerning privacy rights of students explains the procedures to be used by the University for compliance with the provisions of FERPA. Copies of the policy and a list of all records maintained on students by the University are available from Service Central.

The University does not provide a student's financial information or educational records without the student's consent. A consent form is available for the student to complete in order to allow access to this information.

University staff believe the best way to help a student to succeed is to partner with parents and students. Please keep in mind that counseling records are not considered a part of a student's educational record and are confidential except in the case of harm to self or others. For more information on counseling services, visit ccu.edu/campuslife/health/counseling.

Notice of Directory Information

The University designates the following student information as public or directory information. Such information may be disclosed by the institution 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 the Service Central office. Forms requesting the withholding of directory information are available in the Student Life or Service Central office. A form is available on Connect in the Registration and Records Resource page.



COLORADO CHRISTIAN

UNIVERSITY

Grace and Truth

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