COLORADO CHRISTIAN UNIVERSITY

UNIVERSITY

College *of* Adult
and Graduate Studies

Student Handbook
2022-2023

Table of Contents

Welcome from the President

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. Lakewood, CO 80226 303-963-3000 www.ccu.edu	Slingshot (Bookstore): 1-888-392-2930 Library: 303-963-3250 Lakewood Campus Security: 303-963-3222 Service Central: 303-963-3040 Technical Support: 303-963-3444

Administrative Offices	
Sterling Office Northeastern Junior College, 100 College Ave. Sterling, CO 80751 Phone: 970-521-6855	**Pueblo Office** 2099 US-50, Suite 100 Pueblo, CO 81008 Phone: 719-671-9541

Regional Centers	
Colorado Springs Center 1125 Kelly Johnson Blvd, Suite 105 Colorado Springs, CO 80920 Phone: 719-867-5800 Fax: 719-867-5820 *Including: Peterson SFB , Buckley SFB, U.S. Air Force Academy*	**Grand Junction Center** 2452 Patterson Road, Suite 200 Grand Junction, CO 81505 Phone: 970-623-8700 Fax: 970-623-8740

Academic Calendar

Summer 2022	
Summer Semester Begins	April 25
Payment Arrangements Due	April 25
Memorial Day (University Closed)	May 30
Memorial Day Break – No Classes (except for Block A8)	May 30-June 5
Fall Registration Opens	June 13
Independence Day Break – No Classes (except for Block B8)	July 4-10
Independence Day (University Closed)	July 4 – Independence Day (observed)
Summer Graduation (No Commencement)	August 21
Summer Semester Ends	August 21

Fall 2022	
Fall Semester Begins	August 22
Payment Arrangements Due	August 22
Labor day (University Closed)	September 5
Labor Day Break – No Classes (except for Block A8)	September 5-11
Spring Registration Opens	October 17
Thanksgiving Break – No Classes	November 21-27
Thanksgiving (University Closed)	November 24-25
Fall Graduation (No Commencement)	December 18
Fall Semester Ends	December 18
Christmas Break – No Classes (Fall Block B7-Spring Block A7)	December 19-January 8
Christmas Break – No Classes (Fall Block B8-Spring Block A8)	December 19-January 8
Christmas Break – No Classes (Fall Block 3-Spring Block 1)	December 19-January 8
Christmas and New Year's (University Closed)	December 23-January 2

Spring 2023	
Spring Semester Begins	January 9
Payment Arrangements Due	January 9
Martin Luther King Day (University Closed)	January 16
Summer Registration Opens	February 20
Spring Break – No Classes (Except for Block B8)	March 20-26
Spring Break B8 – No Classes	March 21-27
Good Friday (University Closed)	April 7
Good Friday/Easter – No Classes	April 7
Spring Semester Ends	April 30
Commencement	May 12
Spring Graduation	May 14

Holidays may occasionally fall during the week that a course is scheduled. Students are still responsible for adhering to the due dates as posted in their Blackboard Course Shells.

SUMMER SEMESTER		
April 25, 2022–August 21, 2022		
Block A8		**Block B8**
May 2 – June 26		June 27 – August 21
Block A7		**Block B7**
April 25 – June 19		June 20 – August 14
Block 1	**Block 2**	**Block 3**
April 25 – May 29	June 6 – July 17	July 18 – August 21
FALL SEMESTER		
August 22, 2022–December 18, 2022		
Block A8		**Block B8**
August 22 – October 16		October 17 – December 18
Block A7		**Block B7**
August 22 – October 16		October 17 – December 11
Block 1	**Block 2**	**Block 3**
August 22 – October 2	October 3 – November 6	November 7 – December 18
SPRING SEMESTER		
January 9, 2023–April 30, 2023		
Block A8		**Block B8**
January 9 – March 5		March 6 – May 7
Block A7		**Block B7**
January 3 – February 26		February 27 – April 23
Block 1	**Block 2**	**Block 3**
January 9 – February 12	February 13 – March 19	March 27 – April 23

See Late Assignments for expectations on assignments during a break.

About Colorado Christian University

Our Mission

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

Colorado Christian University cultivates knowledge and love of God in a Christ-centered community of learners and scholars, with an enduring commitment to the integration of exemplary academics, spiritual formation, and engagement with the world. We envision graduates who think critically and creatively, lead with high ethical and professional standards, embody the character and compassion of Jesus Christ, treasure the gospel, and who thereby are prepared to impact the world in their callings.

Christ-Centered Community

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

Exemplary Academics

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

Spiritual Formation

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

Engagement with the World

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

Our Strategic Priorities

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

Colorado Christian University shall:

- Honor Christ and share the love of Christ on campus and around the world
- Teach students to trust the Bible, live holy lives, and be evangelists
- Be a magnet for outstanding students and prepare them for positions of significant leadership in the church, business, government, and professions by offering an excellent education in strategic disciplines
- Teach students how to learn
- Teach students how to think for themselves
- Teach students how to speak and write clearly and effectively
- Give students significant opportunities to serve our Lord while they are at CCU, and help them develop a lifetime habit of such service

- Impact our culture in support of traditional family values, sanctity of life, compassion for the poor, biblical view of human nature, limited government, personal freedom, free markets, natural law, original intent of the Constitution, and Western civilization
- Be seekers of truth
- Debunk "spent ideas" and those who traffic in them
- Ask God to multiply our time and ability to the glory of His great name
- Be a servant of the church
- 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, Denver Bible Institute was founded on two principles – grace and truth. The first classes encompassed only two students and one teacher, but from those modest beginnings, Colorado Christian University was born.

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

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

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

Through the years many things about Colorado Christian University have changed. The University now consists of two colleges, the College of Undergraduate Studies with a traditional residential program and the College of Adult and Graduate Studies, offering undergraduate programs, master's degrees, and doctoral degrees for adult students.

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

Accreditation and Membership

Colorado Christian University is accredited by The Higher Learning Commission, 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 degree program in nursing, the master's degree program in nursing, and the Doctor of Nursing Practice program at Colorado Christian University are accredited by the Commission on Collegiate Nursing Education; One Dupont Circle, NW, Suite 530, Washington DC 20036, (202)887-6791. CCU's teacher education, culturally and linguistically diverse education, and principal preparatory programs are authorized by the Colorado State Board of Education, the Colorado Department of Education, and accredited by the 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 Clinical Mental Health Counseling (MACMHC) program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). CCU's School of Business and Technology (CAGS) and School of Business and Leadership (CUS) are members of AACSB International.

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 three active military bases including Buckley SFB, Peterson SFB, and the U.S. Air Force Academy. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://www.benefits.va.gov/gibill.

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.

Visit the Military and Veterans page on ccu.edu or the Military Support page in CCU Connect 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.

All material in this handbook applies to the 2022-2023 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 use this link to access the FERPA Policy Handbook in CCU Connect.

Granting Proxy Access

Students can grant third-party individuals permission to access financial aid and payment information in their Self-Service account on the web. This is called granting "proxy access," and the third-party is the "proxy." Students may grant spouses 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 assignments by integrating course material with 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, and Doctoral degree programs 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 the

academic programs is to prepare graduates to lead with high ethical and professional standards, to embody the character and compassion of Jesus Christ, and to thereby impact the world with grace and truth.

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 and accreditors 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. Students can expect to engage with faculty to foster integration of faith and learning and application to their various vocational callings.

Contact information for faculty can be found in the menu on the left-hand side of the Blackboard course shell ("Faculty Contact Information & Office Hours"). Faculty members will respond to student emails within 24 hours, Monday-Friday. On weekends, faculty partake in Sabbath and may be less responsive: students are encouraged to plan accordingly. During the academic breaks, faculty are not required to respond to student inquiries. Students can also reach out to faculty by submitting a post to the Student Lounge in the course shell.

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 any and all 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 for those programs.

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 (from the start date of the last course enrolled) can reapply for admission. Any student who applies to Colorado Christian University after the conclusion of academic suspension is required to contact an Enrollment Counselor and submit a suspension appeal form. The suspension appeal will count as one of the two lifetime appeals allowed as a CCU student. Please refer to the "Suspension Appeals" section on page 36 for more information.

If approved for readmission, the student will 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. To start the readmission process contact an enrollment counselor at 303-963-3311 or visit the CAGS Admissions website.

Enrollment 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 (SSA) to track and plan their schedule for subsequent semesters.

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 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 may not be allowed to register for additional courses. 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 does not make payment arrangements or complete the financial aid process prior to beginning courses 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.

Self-Service (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

Advising

All students are assigned a Student Service Advisor (SSA). Advisors assist students with: degree planning, locating appropriate resources, presenting University policies and procedures, registering for courses, and supporting students in all aspects of their academic efforts. Students are encouraged to seek assistance when questions or unique circumstances arise that impact their degree programs. Advisors respond to students by phone, email, or video conferencing during office hours. Students can find their SSA's contact information on the main dashboard after logging into Blackboard. For questions regarding:

- Financial Aid – please contact 303-963-3040 or financialaidsupport@ccu.edu
- Tech Support – please contact 303-963-3444 or techsupport@ccu.edu
    - Students can also submit a work order by [following this link](#).
- Assignment questions – please contact your instructor by clicking "Faculty Contact Information and Office Hours" on the left-hand side of your Blackboard course shell.

Some programs offer additional academic advising for program progression and career planning: nursing faculty mentors, MACMHC faculty mentors, education field coaches, 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 a student's journey to degree completion. Examples of these resources include: CAGS Student Toolbox, Tips for Success, Writing Resources, Blackboard Tutorials, Submitting Work Orders, Prior Learning Credit information, and Biblical Resources. It is encouraged to utilize these resources throughout the duration of your degree program. These student resources, as well as many others, can be accessed in CCU Connect on the [Student Success](#) page.

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 major core, general education, and elective credit. Graduate students in the MBA, MOL, and M.Ed. programs may earn portfolio credit for emphases to enhance their degree.

PLC may not duplicate previously awarded credit and is considered transfer credit subject to CCU's residency requirements. PLC does not contribute to the student's cumulative GPA.

Students are encouraged to ask their Student Service Advisor (SSA) about these alternative credit options which can decrease time and cost toward their degree program. Please note: costs vary depending on the PLC option that is chosen.

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

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 60 low-cost, self-paced offerings. For more information, visit [StraighterLine](#).

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 [FEMA Emergency Management Institute](#).

Note: FEMA courses are considered technical credit. Per CCU's Academic Catalog, "A student may transfer in a maximum of thirty hours of technical credit towards a Bachelor's degree. Nursing students are not eligible to transfer any technical credit."

More detailed information about Prior Learning Credit is available in [CCU Connect](#) on the ["Prior Learning Credit" page.](#)

Institutional Challenge Exams

Qualified CCU students may complete challenge exams to test out of and receive credit for select graduate or undergraduate College of Adult and Graduate Studies courses. CCU is guided by standards delineated by the Council for Adult and Experiential Learning (CAEL) and ACE.

The Dean of the School will work with faculty to determine a student's eligibility for sitting for the exam(s). Challenge exams are provided at the School's option and discretion. Departments are not required to provide exams. Students must pass the challenge exam with the equivalent of a passing grade determined by the School in order to earn credit for the course. Passed exams are recorded as transfer credit only with a pass grade (P). Challenge exams do not affect the student's cumulative grade point average (GPA).

Please note:

- Students may challenge a course only one time.

- Students may not challenge a course for which they are currently registered.

- Students may not challenge a course that they have previously failed, or from which they have previously withdrawn, or received credit. Challenge exam credit may not be awarded if it is a repeat of already earned college-level credit.

- Although students may request to challenge a course for credit, the individual CAGS School will determine whether an examination exists and will be offered.

- A student will not be charged tuition but will be charged an administrative fee to register for the challenge exam(s). A student may not take the exam more than once. No refund will be issued with a failing grade for an exam.

For more information, please contact your Student Service Advisor (SSA).

Academic Catalog

Current and archived academic catalogs are located at 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 thesis are used to fulfill specific requirements of degree programs. Field experience and student teaching generally do not extend beyond a regular semester. A thesis or internship may extend beyond a regular semester provided a formal course extension has been approved. 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 Clinical Mental Health Counseling program; and the Alternative License Internship for Teaching courses.) Requirements for these courses are outlined in the course syllabus and students are supervised by University faculty.

Residency Requirement

Residency requirements are an important element of a student's degree completion. In order to be considered for graduation at CCU, students must satisfy the residency requirements specific to their academic program. These residency requirements are listed on the Academic Policies page in the Academic Catalog.

Course Load Limits

Course load limits vary depending on program of study, academic standing, and personal choice. Load limit classifications and definitions may also vary between federal regulations and CCU's block schedule. For more information, including specific course load limit classifications, please refer to the "Course Load Limits" section in the [Academic Catalog](#).

Technology Requirements

Students must meet the minimum technology requirements to be successful in the College of Adult and Graduate Studies. A positive course experience depends highly on the quality of your computer. **You will need access to a laptop or desktop computer for completing reading and viewing assignments; responding to discussion posts; submitting assignments and reviewing instructor feedback. On your mobile device you can check due dates, view grades, and read discussion posts. Make sure you 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 <u>minimum</u> system requirements:

- Operating system: Windows 10 (Windows PC); OS X 10.11 or later for Mac operating systems (Apple products).

    a. Windows operating systems from Vista, & 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 external 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.

- Processor: 2.4 GHz minimum for PCs, or Mac equivalent

- RAM: 4 GB DDR3 RAM

- Note: ChromeBooks are not supported at CCU.

- **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 should not be used 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.

Registering Courses

The deadline to register for a course is 11:59 p.m. (MT) on the start date of the course, according to Self-Service (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 obtain course materials/textbooks or complete assignments due to registration date does not qualify for a course or due date extension.

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

Responsibility for selecting and registering for courses on a timely basis ultimately rests with each student. Students have full access to their program evaluation in Self-Service (Student Planning) to help with this process.

Dropping Courses

The deadline to drop a five-week, seven-week, eight-week, or ten-week CAGS course is the course's second Monday (the eighth day of the course) at 11:59 p.m. (MT). For semester long courses, the drop deadline is the fourth Monday of the course (twenty-first day of the course) at 11:59 p.m. (MT). For residency courses, the drop deadline is the course's eighth day, and residency course fees are non-refundable.

Courses may be dropped using Self-Service (Student Planning). Online requests are processed in real-time and students are responsible for confirming the drop has been processed. If a course is dropped after its official start date, students cannot re-register for the course in that block.

Students are financially and academically responsible for any course(s) not dropped by the drop deadline.

Course Withdrawal

After the drop deadline, students may officially request a course withdrawal by contacting their Student Service Advisor (SSA) and submitting the course withdrawal form. No refunds are given on course withdrawals and students are encouraged to contact Service Central (prior to completing course

withdrawal form) to discuss any potential changes to financial aid eligibility or VA benefits. Course withdrawals do not affect the cumulative GPA; no credit or quality points are assigned. The deadline to submit a course withdrawal form is the final Monday of the course at 11:59 p.m. (MT).

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, included threaded discussions, 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 (SSA) or Service Central, students may change from audit to credit, or credit to audit, prior to the drop deadline for the course.

Course Materials – Slingshot – CCU Bookstore

CCU partners with Slingshot (formerly Tree of Life) to provide a service for students to receive course materials for CAGS students. Students pay a resource fee (more information on our Tuition & Fees page) which includes all required textbooks, materials, and technology in every course. Slingshot's Premium service will automatically send your textbooks or eBooks prior to your course start date. You will receive your materials approximately one week before your course begins. Visit the Slingshot to login to your student portal and find more information. To opt-out of the Slingshot service, please contact your Student Service Advisor (SSA).

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.

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

- MACMHC Program Handbook
- Nursing Program Handbooks
  - RN-BSN Handbook
  - BSN Handbook
  - MSN Handbook
  - DNP Handbook

Online Class Attendance

Class session attendance for online courses is demonstrated by continual active participation in discussions and assignment submission (including quizzes and exams) by the due dates listed in the course shell. The associated grading rubric provides guidelines for active participation. Students are responsible for reviewing rubrics prior to beginning course assignments. Failure to fulfill these requirements within the parameters of each week/session may result in being dropped from the course.

If a student does not submit an assignment or participate in a graded discussion during the first eight days of class, the student will be dropped from the course.

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

Students who fail a course and do not participate in the last week of the course will receive an FW.

Note: attendance is not required during week-long breaks. However, the Late Assignment policy is still applicable for past-due assignments.

Course Assignments

Submission

Written assignments submitted as an attachment via the browse/upload function in the Blackboard course shell will be accepted unless otherwise directed by course requirements. Discussion posts must be submitted in the assignment text box as a narrative. Blackboard is the system of record for grades. In the case of submitting assignments outside of Blackboard, the integrated platform (e.g. Cengage, MindTap, etc.) is the official system of record. Assignments may be submitted through a plagiarism detection tool to confirm academic integrity.

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. CCU 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 and schools: New International Version (NIV), English Standard Version (ESV), New American Standard Bible (NASB), New Revised Standard Version (NRSV), and the New Living Translation (NLT).

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 7th edition)](#) writing standards or the [Turabian Writing Standards](#) (9th edition; only for undergraduate and graduate students in Applied Apologetics; and graduate students in Biblical Studies and Theology). 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. Please note that discussion requirements may vary by course – read assignment prompts and rubrics closely.

Appropriate class participation:

- Input that demonstrates evidence of having completed, understood, and applied the assigned readings
- Relating appropriate personal experiences to the concepts under study and giving an orderly, brief version of the experience with a point that is stated clearly
- Input that demonstrates thoughtful analysis of concepts and principles discussed pertaining to the course
- Input that promotes follow-up questions to investigate a bigger picture of the concepts
- Input that maintains continuity of class discussion without repeating, in a different form, points made by others
- Input that is respectful of others' views and insights
- Input that poses real-life questions or challenges that generate from the discussion material, and attempts to shape an informed conclusion
- Correctly citing sources every time, a quote or paraphrase is used. Adding a reference at the bottom of the discussion post is also required, according to the writing standard being used in the course (e.g. APA or Turabian).

Students are required to adhere to the [Student Conduct Expectations](#) in all course assignments, including discussion posts.

Grading System

The College of Adult and Graduate Studies (CAGS) 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

Grade	Quality Points	Percentage
A	4.00	92.50–100%
A-	3.70	89.50–92.49%
B+	3.30	87.50–89.49%
B	3.00	82.50–87.49%
B-	2.70	79.50–82.49%

C+	2.30	77.50–79.49%
C	2.00	72.50–77.49%
C-	1.70	69.50–72.49%
D+	1.30	67.50–69.49%
D	1.00	62.50–67.49%
D-	0.70	59.50–62.49%
F	0.00	Below 59.49%

Nursing Grade Scale

Grade	Quality Points	Percentage
A	4.00	94–100%
A-	3.70	92–93%
B+	3.30	90–91%
B	3.00	85–89%
B-	2.70	83–84%
C+	2.30	81–82%
C	2.00	75–80%
C-	1.70	73–74%
D+	1.30	71–72%
D	1.00	66–70%
D-	0.70	64–65%
F	0.00	Below 64%

See specific program handbooks for more information on grading and academic policies for Nursing students.

Successful Completion of Courses

- Unless otherwise noted, a D is the lowest possible passing grade for UG courses.

- The minimum grades needed for each program are listed in the graduation requirements of each program's catalog page.

- At the graduate level, most programs require a C or better in all coursework, but this can vary by program and by course (i.e. MACI capstone needs B-, and some MAC courses are like that).

- UG Nursing students must earn a C or better in all coursework to pass.

Grading System with No Honor Points (Letter)

See the Academic Catalog for a complete description of letter grades.

AU   Audit
I   Incomplete
CIP   Course 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.
  - There may be exceptions to this policy for certain Education and Nursing programs. Students should contact their Student Service Advisor (SSA) for more information.

If students are not able to meet a deadline due to an Extenuating Circumstance they are responsible to contact their faculty within three days of the assignment due date (before or after due date). The instructor may extend the assignment due date up to three days. After three days, the late assignment policy applies.

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

Course Assignment Grade Discrepancies

Any questions concerning an individual course assignment grade should be handled directly between the student and faculty and do 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 course end date as listed in Self-Service (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 three business days of receiving the student's request.
4. The student may appeal the faculty decision within three business days, in writing through email, providing the original documentation to the academic dean of their program.
5. The acknowledgement of the appeal will be returned to the student in writing within three business days. The decision of the academic dean will be returned to the student by email within seven 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 three 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 Self-Service (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
- Natural disasters

Students requesting a formal course extension must be passing the class at the time that the extenuating circumstance occurs. For individual assignment extension requests, students must provide documentation of the extenuating circumstance to their faculty to avoid the late penalty. See 'Late Assignments' and 'Course Extensions' sections for more information.

When students are required to provide documentation of the extenuating circumstance(s), students are encouraged to consult with their Student Service Advisor to confirm that their documentation is sufficient.

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

Course Extensions

Course Extensions may be appropriate when students cannot complete the course by end dates as listed in Self-Service (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.

- The student must send supporting documentation of the extenuating circumstance(s) to their SSA.

- The SSA will initiate the Course Extension form and attach documentation for the faculty to review.

- To be considered for approval, faculty will confirm if the student is passing the course up to the point the extenuating circumstance(s) occurred.

- The faculty will approve or deny the Course Extension request within three business days of receiving the request.

- In the case of an approval, the student is responsible for signing the Course Extension form, agreeing to the terms of the extension.

- Extensions must be completed within 21 days of the end date of the course as listed in Self-Service (Student Planning).

    a. In extremely rare cases, extensions can be requested for longer than 21 days. This requires the approval of the academic dean (via Petition for Exception form), and will incur an administrative fee to the student.

- Final grades will be posted seven days after the last day of the Course Extension.

- In the event that an appeal is necessary, students should follow the [Final Course Grade Appeal](#) procedure.

A final grade will be recorded reflecting the work completed during the extension. Failure on the part of the student to complete the required coursework in the allotted time will result in an automatic failure of the assignment(s), which may result in a failure of the course.

Course Repeat Privilege

Students may repeat a course in which a grade of B or lower was earned. When the course is repeated, both courses and their grades are shown on the transcript, but only the last grade received will be used in calculating the cumulative grade-point average (GPA).

If the same grade is earned twice, only one grade will be used to calculate the cumulative GPA. If a lower grade is earned in the repeated course, the lower grade will be used to calculate the cumulative GPA. Likewise, if a higher grade is earned in the repeated course, the higher grade will be used. Students will not receive credit for both courses. See "Course Repeat Privileges" in the [Academic Catalog](#) for exceptions.

Full tuition and fees are 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](#).

MACMHC students and Nursing students should refer to their specific Program Handbook for Course Repeat Policies:

- [MACMHC Program Handbook](#)
- Nursing Program Handbook
    - [RN-BSN Handbook](#)
    - [BSN Handbook](#)
    - [MSN Handbook](#)
    - [DNP 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.**

Examples of Academic Dishonesty

- To steal or use another's work and pass it off as one's own
- To copy and paste text 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

Self-plagiarism is 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. This applies to previously attempted CCU courses and courses at other institutions. If granted permission, student's work must be cited according to the writing standard being used in the course (e.g. APA or Turabian).

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 submitted to CAGS Academic Affairs to be reviewed by the Dean of the CAGS School that the student is enrolled in.

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 then be submitted to CAGS Academic Affairs, and the dean of the CAGS School that the student is enrolled in. If the academic dean determines 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 academic dean will determine if a second violation has occurred. If so, the academic dean will notify the student of the failure. 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 academic dean to determine if a third violation has occurred. If so, the academic dean will notify the student of the failure and suspension.

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.

Note: If a student wants to appeal the decision regarding a plagiarism offense, they must follow the Final Course Grade Appeal process (p. 30).

Academic Integrity: Sanction Terms Defined

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

Cumulative GPAs for matriculating CCU students

	CAGS associate or baccalaureate degrees	CAGS baccalaureate nursing degree program	CAGS baccalaureate educational theory program	CAGS educational licensure program	CAGS graduate degree programs

Regular: cumulative GPA	2.00-4.00	3.0-4.00	2.50-4.00	2.75-4.00	3.00-4.00
Probation: cumulative GPA	0.00-1.99	0.00-2.99	0.00-2.49	0.00-2.74	0.00-2.99
Continued Probation: cumulative GPA	0.00-1.99	0.00-2.99	0.00-2.49	0.00-2.74	0.00-2.99

Regular Standing

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

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 (SSA) in order to review and complete the necessary form(s).

- 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.

- Students will 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

- Any student not meeting the cumulative and term GPA requirements at the end of a probation, continued probation, or contract semester is suspended.

- Suspension means a student is withdrawn from the University and cannot return for 365 days (from the start date of the last course enrolled).

- Financial aid eligibility may be affected by academic standing. Contact Service Central for individual advice.

Suspension Appeal

- A suspended student has the right to submit an appeal to the Dean of Student Services within ten days of being notified of their suspension status. Students must contact their Student Service Advisor (SSA) to start the appeal process.

- If the student's appeal is received within the ten-day 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 ten-day deadline, the student will remain suspended for one calendar year (365 days).

- In the case of an approved appeal, the student will be on a contract status for one semester. If the student does not meet the cumulative GPA requirement at the end of their contract semester they will be placed on suspension.

  o Undergraduate and graduate students on contract status cannot take courses concurrently.

- 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 start date of the last course enrolled) must reapply for admission. See "Readmission" section for more information.

Dean's List

To encourage academic excellence and progress, undergraduate students who have completed at least nine CCU credit hours, and complete at least nine credit hours in the semester, are recognized by placement on the Dean's List if their semester GPA is 3.80 or better.

Graduation Requirements

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

1. Complete all course and credit requirements of the respective 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. Meet minimum letter grade requirements for all CCU courses. Additional letter grade requirements for major core courses may apply.
5. Meet minimum score requirements for standardized exams as required by certain degree programs.
6. Undergraduate education students must earn a minimum cumulative GPA of 2.75 or higher in all CCU coursework. Students must earn a C- or higher in all education core courses, and must consistently demonstrate professional disposition qualities, knowledge and skills in all core courses and field studies. Please see the School of Education Professions page for more information.
7. Undergraduate nursing students must earn a grade of C or better and a cumulative GPA of 3.0 or better in all CCU coursework.
8. Check the Degree Program catalog pages for a complete list of degree requirements.
9. Submit a Graduation Application prior to registering for the semester in which he or she plans to graduate.
10. Have no outstanding financial obligation to the University.

Transcripts

See the [University website](#) for a complete description and [FAQ](#) page. All CCU transcript requests are made through the online [transcript order](#) system. To send official transcripts to CCU from another institution please use the following addresses:

- Email: admissionssupport@ccu.edu
- Mail: 8787 W. Alameda Ave., Lakewood, CO 80226 (attn: Service Central)

Commencement Participation

The University holds commencement in May of each year. When a student graduates from a degree program they are eligible for participation in CCU's annual commencement ceremony. Students are expected to complete all requirements toward fulfillment of their degree prior to participating in commencement. Because there is only one commencement ceremony per year, CCU will make an exception to this policy provided that an undergraduate 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, master's, or doctoral 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 [CCU Connect](#). The site is updated and made available at the beginning of the Spring semester.

Graduation Honors

Spring semester grades are due after the commencement ceremony. Therefore, for the purposes of the May commencement ceremony, all honors and awards will be based on the calculations recorded at the time of commencement. 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 (GPA).

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 (GPA):

- 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 or associate's degree who have completed more 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

Alpha Sigma Lambda

To recognize undergraduate students who have demonstrated a commitment to academic excellence, servant leadership, and a promise for future community leadership, Colorado Christian University supports the Sigma Nu chapter of the Alpha Sigma Lambda (ASL) National Honor Society. To qualify for consideration into ASL's national chapter, these students must be matriculated in their first degree-seeking Bachelor's program, have completed at least 24 credit hours at CCU out of a total of at least 90 successfully completed credit hours, and a minimum grade-point average of 3.20 on a 4.00 scale. Only the top 20 percent of students in the College of Adult and Graduate Studies program may receive this award. ASL membership is granted based on meeting all the criteria and not any one element alone.

Sigma Theta Tau

The Honor Society of Nursing, Sigma Theta Tau International (STTI), is a global organization advancing world health and honoring nursing excellence in scholarship, leadership and service. STTI membership is by invitation only and is extended to baccalaureate and graduate nursing students who demonstrate excellence in scholarship. Colorado Christian University is one of four institutions which comprise the Alpha Kappa Chapter at Large.

Chi Sigma Iota

Chi Sigma Iota (CSI) is an international honor society that values academic and professional excellence in counseling. CSI promotes a strong professional identity through its 100,000 members (professional counselors, counselor educators, and students) who contribute to the realization of a healthy society by fostering wellness and human dignity. Membership is by invitation only to those recognized for their attainment of academic and clinical excellence in professional counseling.

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 (SSA) 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. Once the leave of absence time period has expired, students have up to 365 days to register for a course before they need to reapply. 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 contact their Student Service Advisor (SSA) to 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 "The deadline to drop a five-week, seven-week, eight-week, or ten-week CAGS course is the course's second Monday (the eighth day of the course) at 11:59 p.m. (MT). For semester long courses, the drop deadline is the fourth Monday of the course (twenty-first day of the course) at 11:59 p.m. (MT). For residency courses, the drop deadline is the course's eighth day, and residency course fees are non-refundable.

Courses may be dropped using Self-Service (Student Planning). Online requests are processed in real-time and students are responsible for confirming the drop has been processed. If a course is dropped after its official start date, students cannot re-register for the course in that block.

Students are financially and academically responsible for any course(s) not dropped by the drop deadline.

Course Withdrawal" section.

Exception to Academic Policy

Students desiring consideration of an exception to stated University academic policies, procedures and regulations may petition to do so. The process is initiated by the student completing and submitting the Petition for Exception form with his or her Student Service Advisor (SSA). 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 SSA.

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 in the enrollment process. 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 email correspondence from all CCU departments.

Change of Address/Personal Information

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

Name Change

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

Current students can access the "Student Name Change" form at eforms.ccu.edu.

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.

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 7:30am-6:00 p.m. (MT).

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.

CAGS Student Complaint

Students who would like to file a formal complaint will use a form located on the Registration and Records page in the CCU Connect student portal. The form 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=WyJzdHVkZW50Iiwic3R1ZGVudCdzIiwiY29tcGxhaW50Il0=
- Colorado Department of Higher Education: https://cdhe.colorado.gov/filing-student-complaint
  - 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. 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.

For more information, please visit the "Disability Accommodations" page in CCU Connect.

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 found on the "Disability Accommodations" page in CCU Connect. 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

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. 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 day.

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 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.

CCU Regulations & Applicable Civil Laws

CCU is committed to cooperating with federal, state, and local authorities in their efforts to enforce existing laws. University regulations in these areas are guided by our educational purpose, within the

framework of applicable law. Students are expected to abide by these laws and regulations and to accept responsibility for their conduct.

Violations of federal, state, and local laws may be referred to appropriate outside agencies for disposition in addition to any University disciplinary action. Any action involving a student in a legal proceeding in a civil or criminal court does not free the student from responsibility for his or her conduct in the University judicial system. Upon proper notice, the University reserves the right to initiate disciplinary proceedings against students who have been formally charged with criminal violations by legal or civil authorities. If the student is charged in both jurisdictions simultaneously, the University will proceed with its own judicial review process according to its own timetable.

In the event of complaints from non-university citizens or agencies, the University will cooperate fully with local authorities in the performance of their duties, but it will not have responsibility for adjudicating the complaint. If a specific standard of conduct violation is involved in the complaint, then the University will reserve the right to act in that instance. Such discretion rests with the 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/Illicit Substance" is the term for any drug, chemical or other substance whose possession or use is controlled or its quantity limited by any law.

"Gender" is your biological sex as God originally created you.

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

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

 "Plagiarism" to steal or use another's work and pass it off as one's own; to use another's production without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source including Self-Plagiarism. See "Examples of Academic Dishonesty" section (p. 34) 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:

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

- Respect for the authorities, policies, procedures, and regulations established by the University 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, online environments, etc.) and including the upholding of federal, state, and local laws or ordinances available in full at your local public library or government facility.

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

1) **Harm, Harassment, and Bullying**

a) Verbal/nonverbal or written threats, abuse, or harassment towards any community member, 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 four 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/Illicit 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 or online environments. 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 (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", emoji's, 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

Students should know that while these social networks/directories are hosted outside the Colorado Christian University server, violations of University policy (regarding courses, faculty, staff, or classmates), posted on YouTube, Facebook, Instagram, Twitter, 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 (SSA) 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 defined by 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 on 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.

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:

- Have the right to be informed of their options in the judicial process.
- Have the right to have their situation reviewed and documented.
- Have the right to appeal in writing in accordance with stated policy and procedure.
- Have the right to have their information treated confidentially by University officials during the judicial process, as required by the Family Educational Rights and Privacy Act.
- Have the right to be notified in writing of the University's preliminary review of the situation.
- Have the right to appeal the preliminary review meeting results to the 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:

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

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. The CCU Title IX policies are located on the main CCU website. For all Title IX information, please use the policies and contact information that is listed here.

Index