Student Handbook
2025-2026

COLORADO CHRISTIAN
UNIVERSITY

College *of* Adult
and Graduate Studies

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Directory

Colorado Christian University – Main Campus

8787 W. Alameda Ave.

Lakewood, CO 80226

303-963-3000

www.ccu.edu

Barnes & Noble Customer Service:

 1-866-638-5930

Library: 303-963-3250

Lakewood Campus Security:

 303-963-3222

Student Financial Services:

 303-963-3040

Technical Support: 303-963-3444

Regional Centers

Colorado Springs Center

1125 Kelly Johnson Blvd, Suite 105

Colorado Springs, CO 80920

Phone: 719-867-5800

Fax: 719-867-5820

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Academic Calendar

Summer 2025	
Summer Semester Begins	April 28
Payment Arrangements Due	April 28
Memorial Day (University Closed)	May 26
Memorial Day Break – No Classes (except for Block A8)	May 26 – June 1
Fall Registration Opens	June 9
Independence Day Break – No Classes (except for Block B8)	June 30 – July 6
Independence Day (University Closed)	July 4 – Independence Day (observed)
Summer Semester Ends	August 24

Fall 2025	
Fall Semester Begins	August 25
Payment Arrangements Due	August 25
Labor Day (University Closed)	September 1
Labor Day Break – No Classes (except for Block A8)	September 1 - 7
Spring Registration Opens	October 13
Thanksgiving Break – No Classes	November 24 – 30

Thanksgiving (University Closed)	November 27-28
Fall Semester Ends	December 21
Christmas Break – No Classes (Fall Block B7-Spring Block A7)	December 14-January 12
Christmas Break – No Classes (Fall Block B8-Spring Block A8)	December 21-January 4
Christmas Break – No Classes (Fall Block 3-Spring Block 1)	December 22-January 121
Christmas and New Year's (University Closed)	December 24-January 1

Spring 2026	
Spring Semester Begins	January 12 / January 5 (Block A8)
Payment Arrangements Due	January 12
Martin Luther King Day (University Closed)	January 12
Good Friday (University Closed)	April 3
Good Friday/Easter – No Classes	April 3
Spring Semester Ends	April 26
Commencement	May 8

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 the CCU Learning Management System (Brightspace).

See Late Assignments for expectations on assignments during a break.

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Summer Semester

April 28, 2025–August 24, 2025

Block A8	Block B8
May 5 – June 29	June 30 – August 24

Block A7	Block B7
April 28 – June 22	June 23 – August 17

Block 1	Block 2	Block 3
April 28 – June 8	June 9 – July 20	July 21 – August 24

Fall Semester

August 25, 2025–December 21, 2025

Block A8	Block B8
August 25 – October 19	October 20 – December 21

Block A7	Block B7
August 25 – October 19	October 20 – December 14

Block 1	Block 2	Block 3
August 25 – October 5	October 6 – November 9	November 10 – December 21

Spring Semester

January 12, 2026–April 26, 2026

Block A8	Block B8
January 5 – March 1	March 2 – May 3

Block A7	Block B7
January 12 – March 1	March 2 – April 19

Block 1	Block 2	Block 3
January 12 – February 15	February 16 – March 22	March 23 – April 26

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 priorities to guide the future of the University.

Colorado Christian University shall:

- Honor Christ and share the love of Christ on campus and around the world

- Teach students to trust the Bible, live holy lives, and be evangelists

- Be a magnet for outstanding students and prepare them for positions of significant leadership in the church, business, government, and professions by offering an excellent education in strategic disciplines

- Teach students how to learn

- Teach students how to think for themselves

- Teach students how to speak and write clearly and effectively

- Give students significant opportunities to serve our Lord while they are at CCU, and help them develop a lifetime habit of such service

- Impact our culture in support of traditional family values, sanctity of life, compassion for the poor, biblical view of human nature, limited government, personal freedom, free markets, natural law, original intent of the Constitution, and Western civilization

- Be seekers of truth

- Debunk "spent ideas" and those who traffic in them

- Ask God to multiply our time and ability to the glory of His great name

- Be a servant of the church

- BE a GREAT Christian 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-focused school, are proud to recognize our military students. Post-9/11 GI Bill, VA, Yellow Ribbon Program, and other education benefits are available to students who qualify. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the 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

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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 2025-2026 academic year and reflects information available at the time of publication. The University reserves the right to alter or amend any information 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".

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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 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 the FERPA policy and a list of all records maintained on students by the University are available at the Registration Services 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 for information on setting up a personal proxy.

Directory Information

The University designates the following student information as public or directory information. The University may disclose such information for any purpose at its discretion: name, address, telephone numbers, email address, dates of attendance, class level, the most recent previous institution attended, major field(s) of study, degrees, and awards received, participation in officially recognized activities and sports, and the height and weight of members of athletic teams.

Currently enrolled students may withhold disclosure of directory information under the provisions of FERPA. To withhold disclosure, students must provide written notification to Registration Services. 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 daily activities in 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

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the student, by the student, or in which the student may be included. CCU has the right to alter and compose any such image/s 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.

College of 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, graduate, and doctoral 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 a student's 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 the integration of faith and learning and application to their various vocational callings.

Faculty contact information can be found in the Student Lounge Discussion Forum of each Course in Brightspace. Faculty members will respond to student emails within 24 hours, Monday-Friday. On weekends, faculty will respond within 48 hours. Students are encouraged to plan accordingly. During the academic breaks, faculty are not required to respond to student inquiries. Students can also contact 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.

CCU Online 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 minimum age requirement to apply to the College of Adult and Graduate Studies is 18 years old. Due to the nature of CAGS courses, exceptions to this minimum age requirement will not be considered.

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

Non-degree seeking students who subsequently wish to apply to a degree program must meet all admission requirements for the program and complete a change of major form. A maximum of twelve (12) CCU undergraduate credit hours earned prior to admission to an undergraduate

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degree program may be applied to a degree program. Graduate students may apply a maximum of nine (9) graduate credit hours earned prior to admission toward a graduate degree. Non-degree seeking students, other than certificate students, wanting to take graduate level courses must gain approval from the appropriate academic dean. Students who have completed a CCU certificate prior to admission to an academic program will be allowed to apply the certificate credits toward the appropriate degree. Permission to enroll in graduate courses as a non-degree seeking student does not guarantee admission to a graduate degree program.

Conditional Admission and Contracts

Graduate conditionally admitted (GCAD) students are required to sign an agreement acknowledging that if academic standards are not adhered to, they will be suspended or dismissed due to failing to meet the program's required GPA. First-semester GCAD agreements require students to maintain program GPAs and are limited to six (6) or nine (9) non-concurrent credit hours (depending on the degree program).

All students, both undergraduate and graduate, re-applying for admission after Academic Suspension will be considered based on an appeal and, if approved, placed on Contract standing.

Readmission

If the student has attended another institution, an official transcript must be submitted. Students who return to CCU following an absence of 366 days or longer must meet all current admission and degree requirements. A new degree plan will be provided based on the current academic catalog. Students who have been dismissed for disciplinary reasons must apply for readmission and meet the requirements of conditional admission. To start the readmission process, contact an enrollment counselor at 303-963-3311 or visit https://www.ccu.edu/ccu/.

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 of the student handbook 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 https://www.ccu.edu/ccu/

In the event a student is temporarily unable to attend class or has to suspend their studies due to military service requirements, CCU will promptly readmit the service member with the same academic

status as they had when they last attended the school or when they were accepted for admission as required by the Federal Student Aid Handbook.

Enrollment Procedure

New students are guided through the registration process by their Enrollment Counselor after admission to the University. Upon completing the first week of their first course, students will begin working with their Student Service Advisor (SSA) for guidance with registration, degree planning, and navigating university policies and procedures.

Partnership Discounts

Students who would like to take advantage of the Partnership Discount program will need to verify eligibility by visiting https://www.ccu.edu/ccu/partnerships/verification/. This page includes the requirements for eligibility verification, including a link to the standard CCU Verification Form.

 The eForm, "Tuition Discount Verification Form", should be used once eligibility has been verified via the methods mentioned on the aforementioned landing page. You will be required to attach the form of verification to the eForm (i.e., paystub, W2, CCU Verification Form, etc.) The eForm notifies financial aid that eligibility has been verified. It is the student's responsibility to obtain the proper form(s) of verification and review and confirm eligibility prior to submitting the eForm. Partnership discounts are not retroactive and are effective once verification and approval is granted.

Financial Aid/Payments

There are many ways for students to pay for their education. Please reference CCU's financial aid website or contact a Financial 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 IDs, etc. CCU uses various methods to keep students informed of amounts due to the University, including financial websites, statements, and various forms of correspondence. It is the student's responsibility to remain aware of obligations to the University and make timely payments.

Students whose accounts are not paid in full or 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 (1.5%) 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 to 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 include the consent and approval of the 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, manually or by automated dialing or text, by CCU, or by an agency hired by CCU to collect on the debt is included.

Failure to pay all amounts due to 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 a course, 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, text/SMS, or video conferencing during office hours. 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 using the contact information provided in the course.

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 Writing Center, Brainfuse, Perrla, Grammarly, and others. 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 Brightspace in the RES-101A CAGS Student Resources course, or through CCU Connect on the Student Success page.

Non-Traditional and 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, M.Ed., CRJ M.S., and PSY M.S. 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 non-traditional credit, 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. While students are encouraged to pursue non-traditional credit options, CCU residency requirements must be met in order to graduate. Please see the CCU Residency Requirements section of the Academic Catalog for information regarding the required credit hours completed at CCU.

Additional Non-Traditional and Prior Learning Credit Opportunities

StraighterLine

StraighterLine is a leading provider of affordable and transferable 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

, "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 university'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 university 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 the 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 statements in the current year catalog without notice. 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 catalog year under which they start or reenroll in CAGS at CCU.

Program Specific Credit

Internships, 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. 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 academic level, 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.

Students are responsible for providing their own technology. This technology must meet the minimum system and hardware/software requirements necessary for accessing web and digital content at CCU, including those requirements for your specific needs. System, hardware, and software requirements are subject to change without notice, so it is essential to regularly verify and maintain compliance. Students must be proficient in using their technology and navigating online and digital content effectively without assistance from University staff granted all University content is functioning properly.

All CCU students must have access to an up-to-date laptop or desktop computer that meets the specifications below. While smartphones, tablets, iPads and Chromebooks may be used to check grades and read announcements in your courses, students must use a laptop or desktop computer to submit assignments and complete other coursework in their CCU courses.

Minimum technology requirements for students:

Operating System: Windows 10 (Windows); OS X 10.14 or later (Mac).

Windows operating systems from Windows 7, and Mac OS 10.6 or older will not be supported.

Chromebooks are not supported technology at CCU.

iPads and smartphones are not supported for submitting assignments and performing other course tasks.

Web Browsers: Chrome or Firefox should be used for all Brightspace work. Other browsers will work, but Chrome or Firefox are recommended.

Webcam: Students are often required to record video and are periodically required to attend Zoom meetings, so a working webcam is required.

Microphone: This is also required for recording video and periodic Zoom meetings.

Internet Connection: Download speeds of 10 Mbps are the minimum requirement for Brightspace to function properly, although it is recommended that your download speeds be 25 Mbps or higher for a seamless experience. Students can test their internet speed at http://speedtest.net.

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Brightspace Pulse Mobile App: Should you choose to use a smartphone or tablet to view your courses, the Brightspace Pulse app is recommended. It can be downloaded from your phone's app store. The Brightspace app should only be used to view grades. You must use your laptop or desktop computer for Brightspace discussion posts, assignments, and quizzes/exams.

Software Requirements

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

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

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

Course Registration

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 the date of registration 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. CAGS courses are offered on a rotating schedule based on program requirements, cohort sequences, and demand.

Dropping Courses

The deadline to drop a five-week, seven-week, eight-week, or ten-week CAGS course is the second Monday of the course (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. Holidays do not extend the drop deadline.

Courses may be dropped using Self-Service (Student Planning). Online requests are processed in real time, and students are responsible for confirming that 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.

Course drops can affect financial aid eligibility or have other financial consequences. Students should fully understand these consequences before dropping a course. 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 Student Financial Services (prior to completing the 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). To be eligible for a course withdrawal, students must meet the requirements of the Online Course Attendance policy, and the form must be submitted prior to 14 days of non-participation.

Medical/Hardship Withdrawals

Students with medical/hardship extenuating circumstances that arise during a course and prevent the student from successfully completing the course may petition for a medical/hardship course withdrawal. If this withdrawal petition is approved, the student will be granted a voucher equal to the tuition charged for the course (fees are not included). This non-refundable voucher will be applied to a future course and must be used in the semester immediately following the semester in which the AVP of Student Success approves it. Medical/hardship withdrawal requests must be supported by appropriate documentation of an extenuating circumstance within the official course start and end dates. Students have 60 days from the end date of the course to request a medical/hardship withdrawal.

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 Student Financial Services. Forms must be submitted to Registration Services for processing. A University withdrawal does not drop or withdraw a student from any currently enrolled courses. Please see the Dropping Courses and Course Withdrawal sections for additional information.

Course Materials

Colorado Christian University makes it easy for you to obtain your textbooks and course materials. In partnership with Barnes and Noble, your textbooks and course materials will automatically be sent to you when you register for classes. Your Resource Fee covers this service which will streamline how you get your textbooks and course materials.

Most of your books will be digital eBooks. All eBooks will be accessible through Brightspace and embedded in your course. You can also access your course materials using the link below. If an eBook is not available, a physical book will be mailed to you. However, it's important that you check your student email as you will need to verify your address in order to receive the physical rental copy. Please find the digital/physical course material adoptions listed by course here.

If you prefer physical copies of books, you can find and purchase it on your own but you will still be charged the resource fee for the embedded digital version.

Please see additional information at https://www.ccu.edu/barnes-noble/

Attendance

The College of Adult and Graduate Studies courses are designed as concentrated class sessions. Attendance and promptness are essential for student learning, the personal and small-group relationships facilitated in course sessions, and 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.

Online Course Attendance

Class session attendance for online courses is demonstrated by continual active participation in discussions and assignment submissions (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 administratively dropped from the course and any future course registrations for the current semester. Participation prior to the course start date will not count toward course attendance and participation requirements. Students with assignment extensions must still participate within the first week of the course to avoid being administratively dropped.

If, at any point in the course, a student does not submit an assignment or participates 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 and administratively dropped from any future course registrations.

Individual assignment extensions do not supersede the Attendance policy. Students with approved Course Extensions must still meet the Course Attendance policy through the end date of the course.

Students who fail the 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.

On-site Course 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 for class or leaving early will count toward 25% of the total time missed in 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

Course Assignments

Submission

Written assignments submitted as attachments via the browse/upload function in Brightspace will be accepted unless otherwise directed by course requirements. Discussion posts must be submitted in the assignment text box as a narrative. Brightspace is the system of record for

grades. In the case of submitting assignments outside of Brightspace, 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 Brightspace course for 21 days after the end date of the course, at which point the course will be closed. CCU will not provide additional access once the course is closed.

Please review the technology requirements section prior to submitting assignments. Brightspace 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 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 graduate students in Biblical Studies and Theology). Students should consult the course announcements, assignment prompts, rubrics, and syllabi for specific assignment guidelines. Students are also encouraged to use the Grammarly and PERRLA resources available to them. For more information regarding Grammarly and PERRLA, please see the information available in the Student Resources course in Brightspace.

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Errors relating to writing style or writing mechanics will result in a loss of points on the grading rubric. Faculty members will identify where the error occurred and provide appropriate feedback.

Academic Guidelines for Discussions

CCU expects students to stay on topic and be prepared to contribute constructively to the content of course discussions by demonstrating critical thought on the subject area and discussion prompt. Please note that discussion requirements may vary by course – read course expectations, assignment prompts, and rubrics closely.

Appropriate course discussion participation:

- Demonstrates evidence of having completed, understood, and applied the assigned readings
- Relates appropriate personal experiences to the concepts under study and gives an orderly, brief version of the experience with a point that is stated clearly
- Demonstrates a thoughtful analysis of concepts and principles discussed pertaining to the course
- Promotes follow-up questions to investigate the broader significance of the discussion topic
- Maintains continuity of class discussion without repeating, in a different form, points made by others
- Is respectful of others' views and insights
- Poses real-life questions or challenges that generate from the discussion material and attempts to shape an informed conclusion
- Correctly cites 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

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 59.50%

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 Undergraduate courses

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

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 all course assignments including discussions, quizzes, exams, or any graded course submissions 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. Assignments will not be accepted more than 5 days beyond the posted due date, and 0 points will be awarded. This applies to all assignments, including quizzes, exams, discussions, and any graded coursework. 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.
- Individual assignment extensions and reasonable accommodations do not extend the late policy on assignments.

- ○ The deadline to submit an assignment is 5 days from the original posted due date in the course (not the effective due date relating to an extension or reasonable accommodation)
- ○ The penalty for late submission is a 10%-point loss per day from the effective due date relating to an assignment extension or reasonable accommodation.

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

Technical issues and textbook issues do not count as extenuating circumstances. The only time a technical issue warrants waiving the late assignment penalty is when there is an official Brightspace 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 judgment 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 the faculty have not followed the stated standards of the course (assignment prompts, rubrics, etc.).

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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 acknowledgment 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 for monitoring email daily throughout the appeals process.

Extenuating Circumstances

Extenuating Circumstances are defined as unforeseen situations that take place on or after the start date of the course and 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 the 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 the '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. However, the faculty member approves or denies requests for course extensions and individual assignment extensions.

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 Brightspace Outage.

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Course Extensions

Course Extensions may be appropriate when students cannot complete the course by the end dates as listed in Self-Service (Student Planning) because of Extenuating Circumstances that transpire during the course.

- The student must contact their Student Service Advisor to request a course extension and provide documentation of the extenuating circumstance prior to the end date of the course.
- To be eligible for a course extension, students must meet the Online Course Attendance policy requirements.
- 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 approval, the student is responsible for signing the Course Extension form and agreeing to the terms of the extension.
- Extension time lengths are at the discretion of the Instructor and may not be granted for more than 21 days from the end date of the course as listed in Self-Service (Student Planning).
    1. 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.
- Course extension due dates are final, and the Late Assignment Policy of up to 5 additional days for assignment submission does not apply.
- 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.

- It is the student's responsibility to be aware of how a course extension will impact their degree plan and future registration, including prerequisites, course sequencing, and graduation delays.

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. A third retake of a course requires an approved Petition for Exception Academic Policy.

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
- To submit Artificial Intelligence (AI) generated work as one's own.

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

Cheating: any time a student uses deception to avoid fulfilling the specific requirements of an assignment and/or course in order to receive a higher grade than he or she might otherwise receive.

Obtaining Unfair Advantage: obtaining, by any means, an unauthorized advanced copy of a test or assignment before its intended release date and time.

Aiding and Abetting: helping another person to plagiarize or cheat or providing answers to assignments for another person.

Online Testing

Students agree to take remote exams in a quiet and distraction-free environment alone. For students taking exams either remotely or in-seat, you must refrain from using any unauthorized assistance, materials, or devices during the exam. An attempt to communicate with others, access unauthorized resources, or engage in cheating will be considered a violation of the academic integrity policy.

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: Plagiarism Procedures

CAGS faculty will hold students accountable through the use of plagiarism detection tools (such as Turnitin, 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 Turnitin, 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 offense 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 offense, 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.

Artificial Intelligence Usage Framework

CCU recognizes generative AI as an emerging tool that adds value to both learning processes and real-world applications. Our goal is to provide students with opportunities to adopt ethical and productive academic uses of AI. The following policy is provided in the context of this goal.

Acceptable	Not Acceptable
Students may use CCU-provided Grammarly and PERRLA accounts to augment their writing process. The use of non-CCU Grammarly accounts is prohibited.	Students may not use any generative AI tool to generate any portions of their writing, for example:

Generative AI tools such as Notebook LM, etc. may be used within the following guidelines. Students can use generative AI to:	Students may not place the assignment prompt in a generative AI tool to produce material
• Brainstorm and explore new topics/ideas. • Explore potential counterarguments/opposing points of view. • Idea organization or "research assistant" tasks that do not involve copying and pasting content directly from an AI. • Analyze and process datasets, generate insights, or assist in statistical analysis. • Evaluate sources for relevance to the research topic.	• Students may not place their work into a generative AI tool for rewriting or paraphrasing. • Students may not place another's work into a generative AI tool for rewrite.

Disciplinary Action for Unacceptable Generative AI Usage

A grade of zero will be given for every occurrence of unacceptable use of generative AI that has been reviewed by the dean and determined to be in violation of the Academic Integrity Policy. A cumulative penalty for such occurrences does not apply.

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 or certificate.

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	3.00-4.00	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 standing 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 standing.

- Students on probation are not eligible to register for courses until they consult their Student Service Advisor (SSA) to review and complete the necessary form(s).
- Undergraduate and graduate students on academic probation cannot take courses concurrently.
- Students will be placed on continued probation if their term GPA meets or exceeds the program requirement, but their cumulative GPA is still below the program requirement.

Suspension Terms
- Any student not meeting the cumulative and term GPA requirements at the end of 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 cumulative GPA and completion rate. Contact Student Financial Services for individual advice.

Suspension Appeal
- A suspended student has the right to appeal their suspension. Students must contact their Student Service Advisor (SSA) to start the appeal process.
- The deadline for suspension appeals is ten days after the University suspension notification. If the student's appeal is not received within the ten-day deadline, the student will remain suspended for one calendar year (365 days).
- Appeals will be reviewed by the CAGS Senior Director of Retention for approval or denial.

- In the case of an approved appeal, the student will be on contract standing 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.
    - Undergraduate and graduate students on contract standing cannot take courses concurrently
- Students are limited to two academic 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 the "Readmission" section for more information.

Dean's List

Undergraduate students who have completed at least nine credit hours in the semester with a term GPA of 3.80 or higher are recognized by placement on the Dean's List.

Graduation Requirements

Students can find CAGS program-specific graduation requirements in the Academic Catalog.

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: Registration Services/Transcripts)

Commencement Participation

The University holds commencement in May of each year. When a student graduates from a degree program, they are eligible to participate 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

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earning an accompanying degree. For more information, visit the Commencement Page. 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 Latin 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 degree who have completed fewer than 60 semester hours of credit at Colorado Christian University may be eligible for University Honors. To achieve University Honors, students must have a cumulative GPA of 3.50 or better while attending CCU.

University Honors: Graduate Honors

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

- 3.90-4.00 Graduate with High Distinction

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 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 that 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.

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 or the appropriate administrator. After a decision has been reached, the student will be notified.

General Information

CCU Student Login

Students have access to a variety of digital services during their time at CCU by using the assigned CCU Student/Staff Login. Email and local 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. You can also access your student email through this login page. Students are responsible for reading email correspondence from all CCU departments.

Change of Address/Personal Information

Students are required to provide updated contact information, including mailing address and phone number, under their user profile in Self-Service (Student Planning)

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 Registration Services. 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. In case of an immediate emergency, please dial 911.

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.

IT Support Services

CCU computer technicians are available to help students connect to the CCU network or with technical Brightspace 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.

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 and Accessibility Services (DAS)

CCU CAGS is committed to ensuring that all qualified students who meet academic and technical requirements have an equal opportunity to participate in academic programs and fully engage in the University experience. Our commitment to equal opportunity means providing qualified students with documented disabilities and/or medical conditions access to the necessary resources and support. This includes not only digital and web accessibility but also the provision of reasonable accommodations, resources, advocacy, collaboration, and ongoing support for eligible individuals who complete the required request process.

To support this commitment, CAGS Disability and Accessibility Services (DAS) is responsible for reviewing and managing accommodation requests and determining eligibility once a student self-discloses their disability/accessibility-related needs to CAGS DAS via an accommodation application and completes the formal process. Requests and services are evaluated on an individualized basis through an impartial, structured process to ensure compliance with applicable laws and University policies. This process is outlined in the CAGS Disability and Accessibility Services Policies and Procedures. DAS is the sole department authorized to assess accommodation requests and determine eligibility.

While accommodations are designed to remove unnecessary barriers for students, they do not guarantee identical outcomes or success. Instead, they provide students with an equal opportunity to access educational experiences in a manner that is equally effective. The University cannot fundamentally alter the nature of a program, service, or activity. This includes the inability to waive program requirements, modify courses, or provide individualized supervision if such changes would alter the essential learning objectives of an academic program, as essential degree requirements cannot be waived.

Current or prospective students who believe their disabilities or medical conditions create barriers to their academic or University experience, including but not limited to individuals with diagnosed chronic or acute health conditions, hearing loss, learning disabilities, mental health conditions, neurological conditions, physical/mobility impairments, or visual impairments—are encouraged to contact CAGS DAS. Individuals seeking reasonable accommodations will not be discriminated against on the basis of disability or denied equal access to the educational opportunities available at CCU CAGS.

CAGS Disability and Accessibility Services (DAS) Contact Information:
Email: CAGSdas@ccu.edu
Phone: 303-963-3136
Website: ccu.edu/cagsdas

Commitment to Web Accessibility

Colorado Christian University is committed to providing equal access and opportunity to University educational and administrative services, programs, and activities in accordance with applicable federal and state law. We strive to provide an accessible digital experience for individuals with disabilities, including the provision of accessible information, communication, content, and technology. This commitment extends to all University administrators, faculty, staff, students, and those who visit Colorado Christian University websites. If you require assistance or wish to report an issue related to the accessibility of any University content on a Colorado Christian University website/application/mobile app, please email CAGSdas@ccu.edu, or call 303-963-3136.

Service Animal and Emotional Support Animal Policies:

Individuals with disabilities who will require the presence of a service animal on-campus or during University-related activities are encouraged to self-identify to CAGS Disability and Accessibility Services (DAS) and provide documentation appropriate to the presence of a service animal where necessary, prior to coming to campus or the related event. Students seeking to bring an Emotional Support Animal (ESA) to campus must follow the standard CAGS DAS accommodations request process outlined in the CAGS Disability and Accessibility Services Policies and Procedures and refer to the ESA Policy within that document for further details.

Grievance Policy for Reasonable Accommodations

Students requesting an appeal of the decision of CAGS Disability and Accessibility Services will need to follow the Grievance Policy as outlined in the CAGS Disability and Accessibility Services Policy and Procedures found on the "Disability and Accessibility Services" page in CCU Connect. The Appeal Committee reviews all appeals regarding recommendations for accommodations. The decision on all appeals by the Appeal Committee is final.

Third-Party Certifications

If a student requires an accommodation for a required examination that is managed and delivered by an organization other than CCU (a "third-party"), such as certification and state-sponsored content exams external to CCU coursework, students must work directly with the exam provider to request and arrange needed accommodations. Please further note that the documentation you provide to our department may not be sufficient to receive accommodations at other postsecondary institutions or for certain 3rd party / high-stakes assessments (i.e., GRE, LSAT, NCLEX, etc.). Contact CAGSdas@ccu.edu with additional questions or concerns about this process.

By adhering to these guidelines, CCU CAGS aims to create an inclusive environment that respects the needs of individuals with disabilities while maintaining the safety and well-being of all members of the campus community

Children in the Classroom

To 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 for making 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 and for any reason. In the case of an on-site course, this may mean that a student must complete the required course at another location or online.

Campus Closures: Inclement Weather and Emergencies

If the campus is closed due to inclement weather and/or emergencies, students will be notified by a RAVE Alert (email, text message, and/or phone), Brightspace, and/or the University's Web site. Please contact your Faculty member for course-specific instructions.

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

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

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

"College" represents either CCU's College of Adult and Graduate Studies (CAGS), or College of Undergraduate Studies (CUS).

"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; the use of material created by Artificial Intelligence (AI)submitted as one's own work. See the "Examples of Academic Dishonesty" section of the CAGS Student Handbook 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, films 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 Assistant Vice President of Student Success.

"Statement Image" refers to visual representations designed to capture attention and provoke a reaction from an audience.

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

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

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

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

General Student Conduct Expectations

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

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- Respect for the rights and human dignity of others, especially in the conduct of relationships.
- Respect for each other, creating an atmosphere that supports academic and personal growth.
- Respect for the University's academic traditions of honesty, civil conversation, and open inquiry.
- Respect for the different backgrounds, beliefs, and spiritual traditions of students, faculty, and staff.
- Compliance with federal, state, and local laws and ordinances.
- Respect for the authorities, policies, procedures, and regulations established by the University that reflect an attitude toward 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 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 (regardless of personal faith or beliefs) should use these statements as a guide as they respectfully interact with fellow students, staff, and faculty in all aspects of their academic and community life at Colorado Christian University.

Prohibited Conduct

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

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Prohibited conduct and resulting disciplinary actions apply to all incidents, on or off University property (including, but not limited to, in-person classrooms, course 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.

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

1) Harm, Harassment, and Bullying

a) Verbal/nonverbal, implied, 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, implied, or written threats, verbal/nonverbal or written abuse, deliberate harassment, disruption or distraction, unlawful detention of a person against his or her will, or hazing of any kind.

c) Causing disruption through threats to faculty, other students, staff, or members of the community.

d) Deliberately using power to intimidate or attempt intimidation; cause mental, emotional, or spiritual harm.

e) Inappropriate, hostile, provoking, and/or vulgar/inappropriate language, comments, or actions, verbal or electronically transmitted, either within the University or initiated outside the University but directed to students, community members, faculty, or college officials.

2) 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.

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3) Sexual Misconduct/Sexual Discrimination

a)   Possession or distribution of pornography in any form at the University.

b)   Advocating for a sexual lifestyle inconsistent with biblical principles, as described in the Biblical Sexual Relationships section.

c) Student questions concerning the appropriateness of content in their own submitted assignments should be directed to faculty, and he/she will seek confirmation from CAGS Faculty Development on an individual, case-by-case basis, in advance of the assignment submission. Posted due dates still apply.

d)   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.

e)   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 to 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 University property.

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)   Firearms, knives greater than four inches, paint-ball guns, airsoft guns, incendiary devices, dangerous chemicals, explosives, fireworks, or other items intended to cause harm or intentionally generate fear are strictly prohibited.

b) Intentional interference with fire, police, or emergency services is 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 that annoy, disturb, or otherwise prevent the orderly conduct of University-sponsored events or activities at the University. This includes the unauthorized solicitation, harassment, and/or coercing of students, faculty, and/or staff.

c)   Behavior or vulgar/inappropriate language not reflecting CCU's biblical worldview, 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 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.

g)   Disrespectful or unprofessional behavior, language, or comments distracting from educational purposes.

h)   Disrupting the online or on-site learning environment through the use of statement images, including profile photos, attachments, videos, or other visuals that do not adhere to assignment requirements. The Assistant Vice President of Student Success will make the final decision, in consultation with appropriate Academic Affairs leadership, regarding the allowability of statement images and has the authority to remove the image immediately and without notice.

8) Unauthorized Presence or Use

a)   Unauthorized presence or use of University facilities or premises.

b)   Sleeping, loitering, or camping in public or common areas of the University's Main Campus, associated parking lots, and other University properties 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)   Violating an alternative agreement such as an academic contract, behavioral contract, conditional admit contract, or other special agreement or contract with the University.

d)   Violating the terms of an imposed disciplinary sanction.

Violations of a Special Nature

Situations not otherwise addressed in the standards of conduct may require investigation and administrative action. It is not the intent of this summary to be exhaustive or overly detailed. Any necessary investigation will be handled using normal disciplinary procedures or other appropriate review procedures as determined by the Assistant 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 manipulating 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 on University premises or in University online environments. CAGS students must inform CCU staff or faculty members immediately of another student or community member on

the premises 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 limitations are posted; furthermore, it is completely prohibited on the University premises. Likewise, smoking devices such as vaping pens, e-cigs, etc. are also prohibited. Marijuana in all forms is prohibited on the University premises.

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 by phone (800-526-8673) or email.

Dress Code

Students should remember to reflect the Christian nature of the University when dressing for classes (both in-seat and online), social activities, athletic events, and practices, or any other time spent on campus or University premises. CCU asks that modesty, cleanliness, and appropriateness be considered.

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 emails should be sent from the sender's own email address. Student identity will not be authenticated when sent from another email address.
- Senders should be very judicious when copying (using the "cc" function at the top of an email routing) an email to a receiver. It may be improper to copy or forward an email or correspondence to another party without the permission of the receiver. Respond directly to the original sender.
- Senders must avoid profanity or other inappropriate language and remember that the Internet, Brightspace, and email are not entirely secure. What is written is often not easily deleted, especially by the receiving party.
- Do not send questionable or inappropriate content, jokes, cartoons, pictures, etc.

- Students should respond in a timely manner to important emails that are received.
- Sarcasm and emotion are often and easily misunderstood; use them with discernment. (i.e., "Smileys" emojis, bold or italic text, highlighting, CAPS LOCK, etc.)

Gambling Policy

Gambling refers to 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 visiting and hosting others carry 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 at the University. All policies within the Student handbook are applicable to guests. Guests to Main Campus must check in with the Visitor Desk at the Anschutz Student Center and obtain a visitor pass before moving about University premises

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 investigate and/or use any posted comments from 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 facilities, posted or placed material must be approved by administrative staff 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 expressed written approval of administrative staff. Students encountering a suspected unauthorized solicitor are asked to report the incident to University staff 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.

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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 recommendations 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 becomes unavailable, student travel will be deferred until the re-establishment 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 President of the University.

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 University staff need to report suspicious activity in 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

Guidelines for Imposing Disciplinary Sanctions

In using the sanction guidelines above, the Assistant Vice President of Student Success and/or Senior Director of Retention 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 the accountability of the incident in question but will be used in determining appropriate sanctions outlined in the Disciplinary Sanction Definitions section of this code.

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. The length of dismissal will be determined by the Assistant Vice President of Student Success based on feedback and insight from the judicial process. Notification of the dismissal will be sent to the appropriate University offices.

A registration 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. Any current or future registration will be administratively dropped with the reversal of tuition/fees. A registration hold will be placed on a student's record at the beginning of the suspension and will be removed at the end of the 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 Senior Director of Retention 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 attending the University. Any current or future registration will be administratively dropped with the reversal of tuition/fees.

Immediate Disciplinary Sanction

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

The Judicial Process Goal

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

Repeated Violations

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

Statement of Rights as an Accused Student in the Judicial Process

Student Rights in the Judicial Process

Students will:

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- 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 the 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 Assistant Vice President of Student Success if they believe that the disciplinary procedures were not conducted in accordance with the CCU standards of conduct.

In compliance with Federal, State, and local law, the appropriate authorities may be contacted.

Judicial Process

Deadline for Initiating Procedures

The University shall not have any responsibility to process situations of alleged violations of the standards of conduct if the procedures outlined are not initiated within 60 calendar days after the date of the alleged violation. In the instance of a complaint or conduct violation that comes to light after a 60-day period, the Senior Director of Retention 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 Registrar.

Process

Incident reports alleging violations of the standards of conduct from University officials or other members of the CCU community will be forwarded to the Senior Director of Retention, who will conduct a preliminary investigation of the facts to determine whether sufficient evidence exists to warrant disciplinary action.

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 Assistant Vice President of Student Success.

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 10 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 Assistant 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 a review of the appeal request, the Assistant 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 Assistant 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 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 listed.