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Directory

CAGS Regional Centers

**Central Colorado Region**
Denver Tech Center  
304 Inverness Way South, Suite 150  
Englewood, CO 80112  
Phone: 303-963-3030  
Fax: 303-301-6030

Lakewood Center  
180 S. Garrison Street  
Lakewood, CO 80226  
Phone: 303-963-3300  
Fax: 303-963-3301

**Northern Colorado Region**
Loveland Center  
3553 Clydesdale Pkwy, Suite 300  
Loveland, CO 80538  
Phone: 970-669-8700  
Fax: 970-669-8701

Northglenn Center  
10190 Bannock Street, Suite 200  
Northglenn, CO 80260  
Phone: 720-872-5600  
Fax: 720-872-5700

Sterling Center  
Northeastern Junior College  
100 College Avenue  
Sterling, CO 80751  
Phone: 970-521-6855

**Global Online**
Global Enrollment & Online Advising Centers  
10190 Bannock Street  
Northglenn, CO 80260  
Phone: 303-963-3311  
Fax: 720-872-5700

**Southern Colorado Region**  
For Air Force locations, contact  
**Colorado Springs Center**

Peterson Air Force Base  
Schriever Air Force Base  
U.S. Air Force Academy

Colorado Springs Center  
1125 Kelly Johnson Blvd, Suite 105  
Colorado Springs, CO 80920  
Phone: 719-867-5800  
Fax: 719-867-5820

**Western Colorado Region**
Grand Junction Center  
2452 Patterson Road, Suite 200  
Grand Junction, CO 81505  
Phone: 970-242-1811  
Fax: 970-242-7092

**Main Campus**
8787 West Alameda Avenue  
Lakewood, CO 80226  
Phone: 303-963-3000  
Toll-free: 800-44-FAITH  
Fax: 303-963-3001  
[www.ccu.edu](http://www.ccu.edu)

Bookstore: 303-963-3289  
Library: 303-963-3250, 877-777-6132  
Lakewood Security: 303-963-3222  
Service Central: 1-844-25-START  
Technical Support: 303-963-3444
The College of Adult and Graduate Studies follows a year-round semester system consisting of blocks that vary from one-week intensive courses to fifteen-week terms.

### Summer 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Summer Semester Begins</td>
<td>April 27</td>
</tr>
<tr>
<td>Payment Arrangements Due</td>
<td>April 27</td>
</tr>
<tr>
<td>Fall Graduation Applications Due</td>
<td>May 18</td>
</tr>
<tr>
<td>Fall Registration Opens</td>
<td>May 18</td>
</tr>
<tr>
<td>Memorial Day (No Classes; University Closed)</td>
<td>May 25</td>
</tr>
<tr>
<td>Summer Break (No Classes)</td>
<td>July 4-11</td>
</tr>
<tr>
<td>Summer Graduation (No Commencement)</td>
<td>August 22</td>
</tr>
<tr>
<td>Summer Semester Ends</td>
<td>August 16</td>
</tr>
</tbody>
</table>

### Fall 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Fall Semester Begins</td>
<td>August 17</td>
</tr>
<tr>
<td>Payment Arrangements Due</td>
<td>August 17</td>
</tr>
<tr>
<td>Labor Day (No Classes; University Closed)</td>
<td>September 7</td>
</tr>
<tr>
<td>Spring Graduation Applications Due</td>
<td>October 19</td>
</tr>
<tr>
<td>Spring Registration Opens</td>
<td>October 19</td>
</tr>
<tr>
<td>Thanksgiving Break (No Classes)</td>
<td>November 26-29</td>
</tr>
<tr>
<td>Thanksgiving Break (University Closed)</td>
<td>November 26-27</td>
</tr>
<tr>
<td>Fall Graduation (No Commencement)</td>
<td>December 19</td>
</tr>
<tr>
<td>Christmas Break (No Classes)</td>
<td>December 21-27</td>
</tr>
<tr>
<td>Christmas Eve through New Year’s Day (University Closed)</td>
<td>December 24 - January 1</td>
</tr>
<tr>
<td>Fall Semester Ends</td>
<td>January 10</td>
</tr>
</tbody>
</table>

### Spring 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Spring Semester Begins</td>
<td>January 11</td>
</tr>
<tr>
<td>Payment Arrangements Due</td>
<td>January 11</td>
</tr>
<tr>
<td>Summer Graduation Applications Due</td>
<td>February 1</td>
</tr>
<tr>
<td>Summer Registration Opens</td>
<td>February 1</td>
</tr>
<tr>
<td>CLEP/DSST Test Scores Due for Participation in Commencement</td>
<td>March 16</td>
</tr>
<tr>
<td>Good Friday &amp; Easter (No Classes)</td>
<td>March 25-27</td>
</tr>
<tr>
<td>Good Friday (University Closed)</td>
<td>March 25</td>
</tr>
<tr>
<td>Spring Semester Ends</td>
<td>April 24</td>
</tr>
<tr>
<td>Spring Graduation &amp; Commencement Ceremony</td>
<td>May 7</td>
</tr>
</tbody>
</table>
# Academic Calendar: Semester Schedule

## SUMMER SEMESTER

**April 27, 2015—August 16, 2015**

<table>
<thead>
<tr>
<th>Block A</th>
<th>Block B</th>
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</thead>
<tbody>
<tr>
<td>April 27–Jun 14</td>
<td>Jun 15–Aug 9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block 1</th>
<th>Block 2</th>
<th>Block 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 27–May 31</td>
<td>Jun 1–Jul 12</td>
<td>Jul 13–Aug 16</td>
</tr>
</tbody>
</table>

## FALL SEMESTER

**August 17, 2015—January 10, 2016**

<table>
<thead>
<tr>
<th>Block A</th>
<th>Block B</th>
<th>Block C</th>
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<tr>
<th>Block 1</th>
<th>Block 2</th>
<th>Block 3</th>
<th>Block 4</th>
</tr>
</thead>
</table>

## SPRING SEMESTER

**January 11, 2016—April 24, 2016**

<table>
<thead>
<tr>
<th>Block A</th>
<th>Block B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 11–Feb 28</td>
<td>Feb 29–Apr 17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Block 1</th>
<th>Block 2</th>
<th>Block 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 11–Feb 14</td>
<td>Feb 15–Mar 20</td>
<td>Mar 21–Apr 24</td>
</tr>
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</table>
Welcome

The board of trustees, faculty, and staff at Colorado Christian University (CCU) welcome you to the College of Adult and Graduate Studies (CAGS). Our programs are designed to challenge and reward you as an adult learner. We recognize that your academic needs are distinctly different from those of students with limited experiences. We consider you an independent, mature individual who is capable of taking responsibility for the overall direction of your education. In addition, the College of Adult and Graduate Studies provides an educational environment in which adults can meet the challenges of a rapidly changing society by integrating faith and learning with life experiences.
About Colorado Christian University

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

Our Mission
Colorado Christian University cultivates knowledge and love of God in a Christ-centered community of learners and scholars, with an enduring commitment to the integration of exemplary academics, spiritual formation, and engagement with the world.

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

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

Colorado Christian University shall:

- Honor Christ and share the love of Christ on campus and around the world
- Teach students to trust the Bible, live holy lives, and be evangelists
• Be a magnet for outstanding students and prepare them for positions of significant leadership in the church, business, government, and professions by offering an excellent education in strategic disciplines
• Teach students how to learn
• Teach students how to think for themselves
• Teach students how to speak and write clearly and effectively
• Give students significant opportunities to serve our Lord while they are at CCU, and help them develop a lifetime habit of such service
• Impact our culture in support of traditional family values, sanctity of life, compassion for the poor, biblical view of human nature, limited government, personal freedom, free markets, natural law, original intent of the Constitution, and Western civilization
• Be seekers of truth
• Debunk “spent ideas” and those who traffic in them
• Ask God to multiply our time and ability to the glory of His great name
• Be a servant of the church
• Become a great university

Statement of Faith

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

We Believe

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

We Believe

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

We Believe

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

We Believe

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

We Believe

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

We Believe

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

We Believe

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

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

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

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

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

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

Today, CAGS has more than 4,000 adult students participating in programs which include certificates, associates, bachelors and masters degrees at Colorado Christian University’s main campus in Lakewood, as well as through our online program and at regional centers in Colorado Springs, Loveland, Northglenn, Grand Junction, Sterling and in the Denver Tech Center.

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 nursing program at Colorado Christian University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington DC 20036, (202)887-6791. CCU’s teacher education programs are authorized by the Colorado State Board of Education, the Colorado Department of Education, and the Colorado Department of Higher Education. The Master of Arts in Counseling (MAC) program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). The Business and Technology Division is a member of “The Association to Advance Collegiate Schools of Business” (AACSB) and is a “Registered Education Provider” with the Project Management Institute.
CCU is the only member of the Council for Christian Colleges and Universities located in the mainline Rocky Mountains region. Additionally, CCU holds memberships in the National Association of Independent Colleges and Universities, the Council of Independent Colleges, and the Association of Christian Schools International.

Nondiscrimination Policy

Colorado Christian University is an equal-opportunity educational institution. The University does not discriminate on the basis of race, color, national origin, sex, age, handicap, or veteran status in 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.

Changes in Policy

This handbook is a compilation of the policies, procedures, and regulations that govern Colorado Christian University’s College of Adult and Graduate Studies. It is not intended to be contractual in substance or nature. Rather, it is designed to serve as a source of information in reference to services and activities of the University community. Students are to be thoroughly familiar and responsible for its contents. Additional program policies and procedures are documented in supplemental handbooks. Please see the corresponding program pages on My CCU for copies of the handbooks.

All material in this handbook applies to the 2015-2016 academic year and reflects information available at the time of publication. The University reserves the right to alter or amend any information contained in this publication when deemed appropriate and not necessarily with the issuance of a new handbook. The University also reserves the right to change any provision of this handbook at any time without prior or other notice to any person or entity. Changes will be shared through the University’s communication channels.

Consumer Information

Confidentiality and Privacy Expectations - FERPA

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 “need to know”.

Information that students disclose in assignments or conversations with faculty is not to be considered confidential information. Confidentiality is limited to specific relationships such as medical personnel, clergy, lawyers and counselors. It is important that students be aware that information that they want to remain private be negotiated prior to disclosure to determine whether the person is able to protect the privacy of sensitive information.

Any recorded information pertaining to you that CCU has 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 to a parent, guardian, spouse, etc. must complete a [FERPA Consent] form and may be required to provide a copy for faculty members. Copies of the policy and a list of all records maintained on students by the University are available at the Service Central office.

**Directory Information**

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

Currently enrolled students may withhold disclosure of directory information under the provisions of FERPA. To withhold disclosure, students must provide written notification to Service Central. More information is available on the [Student Privacy (FERPA) portal page].

**Photo and Testimonial Release**

Students should be aware that photographers may be present at university functions or at daily activities of the classroom. Photos will be taken for use on the University Web site and in various promotional items including but not limited to brochures, advertisements, etc. Students understand that CCU shall have the right to alter and composite any such images without restriction and without student consent. Occasionally, students may be asked to appear in publications or be invited to photo shoots. On these occasions, students will be provided information of how their images or testimonials will be used and will be offered a release to be signed.
About 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 important 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’s, bachelor’s and master’s degree programs specifically designed to meet the needs of adult learners. With many courses available on evenings and/or weekends, as well as online, students can take classes when and where it’s convenient for them. In addition, courses at CCU are taught from a Christian worldview, emphasizing how students’ personal beliefs, values, and ethics can impact their undergraduate or graduate studies, their life and their work.

Adult Learning Model/Andragogy

The College of Adult and Graduate Studies employs a learning model designed to meet the needs of today’s adult undergraduate and graduate students. It combines proven adult education methods, including small group discussion and group projects, with an accelerated course format. 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 to develop excellent written and verbal presentation skills. The result is a learning experience tailored to the time-sensitive, working adult that promotes critical thinking, application to real life issues, and spiritual formation.
Student Resources

Colorado Christian University appreciates the decision of its adult learners to include education in their already busy lives. CAGS is pleased to provide a student resources section within Blackboard to encourage students along their academic journey. There is assistance for all aspects of this journey of your life: Student Orientation, CAGS Online Writing Lab, Everything about Blackboard, a Student Toolbox and so much more. Visit the Student Resources top tab within Blackboard for these opportunities.

Curriculum

CCU’s curriculum integrates faith and learning in a scholarly environment that fosters critical and creative thinking, academic excellence, and professional competence. The ultimate goal for our academic programs is to prepare graduates to lead with high ethical and professional standards, to embody the character and compassion of Jesus Christ, and to thereby impact the world.

Cohorts

To create a more enriching environment for adult learners, CCU's College of Adult and Graduate Studies offers a cohort model of learning. Under this model, students join a group of other learners as they progress through their degree or certificate program. Their courses are offered in a pre-determined sequence. Graduate students join their cohort their first semester.

Cohorts offer a stimulating and intellectually challenging environment, while promoting a sense of community. Students who participate in cohort groups have higher graduation rates, a greater sense of community with their peers, and the ability to better plan their degrees, due to the structured order of courses.

The cohort model of learning has long been embraced within the Christian tradition. We see examples in the New Testament of believers gathering in communal settings for the purpose of study and fellowship (Acts 2). The writer of the Book of Hebrews encouraged this spirit of collaboration (Hebrews 10).

Faculty

Colorado Christian University’s distinguished faculty brings a wealth of knowledge and experience to students’ educational journey. Not only do they have the credentials to deliver the academic foundation students expect, but they also ground that knowledge in a practical approach that enables students to apply what they’ve learned from day one and onward.

Faculty members must be committed to CCU’s Statement of Faith, Lifestyle Expectations, and Strategic Objectives. Membership in an academic community carries both responsibilities and privileges. As vital members of a Christian institution, faculty members should strive to deepen their own personal relationship with Christ through increased understanding of the Bible and faithful efforts to integrate that understanding into their lives. 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.
Academic Information

Academic Advising

All students are assigned a student service advisor (SSA). Advisors assist students with degree planning, locating appropriate resources, scheduling and registering for courses, and cohort sequence preparation. Students may contact their advisor by phone or email during office hours.

Some programs offer additional academic advising for program progression and career planning: nursing faculty advisors, MAC program mentors, education field supervisors, program coordinators, and full-time faculty. These University faculty and staff members have an understanding of professional practice and discipline specific issues 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.

Academic Appeals

Academic appeals provide guidelines for a timely and equitable resolution of problems or complaints of an academic nature when reasonable and/or direct discussions between the parties have failed to do so and are not against the professional judgment or personality of faculty or staff. Academic appeals may be made only on the grounds of unfair treatment against stated standards. The following process is presented as a way to mediate these situations.

Non-Grade Specific

These Academic Appeals are non-grade specific appeals of an academic nature.

Filing a non-grade specific appeal:

1. Students following the process outlined below will have their appeal reviewed in a timely manner.

   1. The student may submit an appeal of an academic nature to the academic dean in writing through email no later than 14 days after the course end date as stated in WebAdvisor.
   2. The academic dean has 72 CCU business hours to acknowledge the student’s request in writing through email.
   3. After a thorough investigation the academic dean will communicate the decision to the student in writing through email.
   4. The student may appeal the academic dean’s decision to the vice president of academic administration in writing through email within 72 CCU business hours of the dean’s email communication. The decision of the vice president of academic administration is based on the information provided by the student and the vice president of academic administration decision is final.

Important Note: The student is responsible to monitor email daily throughout the appeals process.
Final Grade
A final grade appeal addresses a final grade discrepancy. Personality conflicts should be dealt with quickly and in private, and not as a part of an academic appeal.

Filing a final course grade appeal:

Students following the process outlined below will have their appeal reviewed in a timely manner.

1. Final course grades are posted 2 weeks after the end date of the course as listed in WebAdvisor. Within 72 CCU business hours of final grades being posted, a student can contest an awarded final course grade. The student should submit through email, documentation, to request a final grade review from the faculty. The faculty will review and respond to the student with written explanation through email and submit a Grade Change request form if necessary, within 72 CCU business hours of receiving the student’s request.

2. The student may appeal the faculty decision within 72 CCU business hours, in writing through email, providing documentation to the appropriate academic dean.

3. The acknowledgement of the appeal will be returned to the student in writing within 72 CCU business hours. The decision of the academic dean will be returned to the student by email.

4. The student may appeal the academic dean’s decision to the vice president of academic administration in writing through email within 72 CCU business hours of the dean’s email communication. The decision of the vice president of academic administration is based on the information provided by the student and the vice president of academic administration decision is final.

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

Academic Catalog
The Academic Catalog is located at http://www.ccu.edu/catalog/. The catalog provides students with the best information available concerning policies of the University and program specifics at the time of publication. While every effort is made to provide accurate and up to date information, the University reserves the right to change without notice statements in the current year catalog. Since the University continually modifies and improves the curriculum to meet the needs of students, the catalog serves as a guide. Students will maintain the year of catalog under which they start or reenroll in CAGS at CCU.

Academic Freedom
The open expression of ideas is encouraged within the framework of a courteous, professional learning environment. This does not extend to the expression of opinions on controversial and partisan issues unrelated to the course content. Student-conduct standards apply at all times in person, online, in email, discussions, social networking, on the telephone, and all other communications.

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
**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. Students aware of academic dishonesty are expected to report such incidences to the course faculty.

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.

**Carelessness**

Carelessness is a lack of attention; negligent or irresponsible behavior leading to fraudulent or dishonorable acts. Ignorance of policy and procedure is not excusable. Often carelessness occurs during rushed or sloppy work when the student is not making the deliberate choice to mislead. Considered minor infractions, these actions will be reflected on the assignment rubrics. Multiple or repeated mistakes may warrant major infractions. All students are responsible for his/her own Academic Integrity and the Guidelines for Academic Writing.

**Examples of Academic Dishonesty** *(paraphrased from www.plagiarism.org)*

- **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.
- **Unauthorized access to academic or administrative records**: gaining unauthorized access to student information that would create or have the appearance of a conflict of interest.
- **Plagiarism is** 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.

**Plagiarism** *(paraphrased from www.plagiarism.org)*

Although not exhaustive, the following list contains examples of plagiarism:

- Submitting someone else’s work and representing it as your own
- Copying words or ideas from someone else without giving credit
• Intentionally giving incorrect information about the source of a quotation
• Changing words but copying the sentence structure of a source without giving credit
• Copying a sufficient amount of words or ideas from a source that it makes up the majority of your work
• Copying and pasting Internet content without providing a source
• Splitting up the work on an assignment with another classmate, if the assignment is not designated to be a team assignment
• Copying a computer file (e.g. a program, document, spreadsheet, presentation, database, utility, or another’s work product of any description) and representing it as your own work
• Use of your own writing without proper citation (self-plagiarism) in accordance with required writing standards. This includes any material which was submitted and graded for another course. Students may include their own previously prepared work in later courses with the permission of the current course faculty and with appropriate required writing standards.

Academic Integrity Procedures

When a faculty member has reason to believe that a student has been academically dishonest, the faculty member will carefully investigate to determine if an academic integrity violation has, in fact, occurred. If not, the faculty member will drop the matter without prejudice.

If the faculty member determines there is sufficient evidence to conclude that the student has violated the Academic Integrity Policy, the sanction will be applied after taking the following into consideration:

1. Whether the infraction was a technical error requiring instruction and not discipline
2. The severity of the violation (minor versus major violations as described below)
3. Whether the student persists with dishonesty after a faculty confronts the student with suspicion or evidence of dishonesty
4. The number of instances of dishonesty associated with the individual student

Minor violations are writing standards mistakes—incomplete or inaccurate sources, wrong page numbers, etc. and will be documented on the grading rubric.

Major violations are when a student misrepresents another’s work as their own. Copying and pasting from a website without citing the source is a common example of a major violation. Other examples include: not including a reference page, engaging in self-plagiarism, and collaborating with another student when the assignment is not designated as a group activity. Once a faculty member has identified a major violation, the following steps will occur:

1. Faculty members should privately discuss the questionable behavior or action with the alleged student presenting evidence to the student; refer to the academic integrity policy.
2. Once faculty has determined whether the situation is a major or minor infraction he/she can give the student a “0” (zero) or other sanction as appropriate. This communication will be documented through email. The faculty member will copy the office of the vice president of academic affairs on the email.
3. The office of the vice president of academic affairs will notify the appropriate academic dean who will keep a record of the incident. The same process is followed for any subsequent violations.

4. If the academic dean of the course is also the faculty member, the process will be handled by an academic dean appointed by the vice president of academic administration.

5. If the student disagrees with the faculty member and wants to appeal the sanction, he/she will only communicate regarding this sanction, through email, with the academic dean not the faculty.

6. If this infraction is confirmed to be the student’s second violation, the academic dean will notify the student that he/she will fail, be suspended, or expelled as determined by the academic policies of the student’s declared major.

7. The academic dean will communicate the decision to the faculty and the student.

8. If the student has a second violation of the academic integrity policy and disagrees with the failure/suspension/expulsion decision of the academic dean, he/she must appeal through email with the vice president of academic administration.

9. The decision of the vice president of academic administration is final.

Academic Integrity Sanction Terms Defined

- **Fail** means the student receives an “F” grade and no points. This applies to an individual course assignment or a course depending on the severity of the violation.

- **Suspension** means the student is withdrawn from the University and receives failing “F” grades for the course(s) in which the violations occurred. The student cannot reenroll for at least one year and must appeal to return to the University. Appeals are made through the appropriate dean.

- **Expulsion** means the student is withdrawn from the University and receives failing “F” grades for the course(s) in which the violations occurred. The student is permanently expelled and cannot appeal to return.

Academic Standing

CAGS has established standards for academic standing to guide the student to successful completion of their degree. Course completion and grade point average (GPA) standards identify student progress toward a specific degree. A student who has earned 6 or more total credit hours will be in regular academic standing with a cumulative GPA as listed here.
Cumulative GPAs for matriculating CCU students

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

**Probation & Continued Probation**

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

- Undergraduate students on academic probation are limited to a maximum of nine (9) non-concurrent semester credits while graduate students are limited to a maximum of six (6) non-concurrent semester credits. Students are limited to one three (3) credit course per block.
- Students on probation are not eligible to register for courses until they have consulted with their student service advisor in order to review and complete the Academic Performance Assessment form.
- Financial status may be affected by academic status. Contact Service Central for individual advice.
- In the event a probationary student’s grades do not meet the stated requirements to return to regular standing, they are notified of progressive action through the Academic Standing Change Request form, to include continued probation or suspension.

**Suspension Terms**

- Suspension means a student is withdrawn from the University, cannot return for one year, and must appeal upon readmission.
- Any student not meeting the cumulative and term GPA requirements at the end of a semester on probation is suspended. Any student not meeting the cumulative GPA requirements at the end of a semester on continued probation is suspended.
• Financial status may be affected by academic status. Suspended students are not eligible for veteran’s benefits unless under an academic contract. Contact Service Central for individual advice.

Suspension Appeal

• A suspended student (with the exception of students in the nursing programs) has the right to appeal in writing to the CAGS dean of student services within one week following the suspension.

• If the student’s appeal is received within the week deadline, it will be reviewed by the CAGS dean of student services and he/she may:
  1. Act to reinstate the student.
  2. Deny the appeal.

• If the student’s appeal is not received within the week deadline, the student will remain suspended for one calendar year (12 months) with no right to appeal.

• A student who is reinstated from suspension by the dean will remain on a suspension contract for one semester and it will be reviewed at the end of that semester. Students who withdraw from the University while on suspension will remain on suspension.

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

Reaplication Following Suspension

• Readmission to CAGS must be approved by the dean of student services and the student may be required to reapply to specific programs, including the program from which the student was suspended. Readmission to any program is not guaranteed and will be based on admission requirements established at the time that the student seeks readmission.

Conditionally Admitted Students

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

Adding & Dropping Courses

Students may add a course any time prior to the first session of that course, provided there is availability, by using WebAdvisor. Regardless of the registration date, students must be prepared to complete course requirements once the course begins. Failure to secure course material/textbooks or complete assignments due to registration date does not qualify for a course or due date extension.

Courses may be dropped using WebAdvisor; online requests are processed in real-time and students are responsible for confirming their status change. Any undergraduate or graduate student may drop a course up to seven days after the start of the block, and may qualify for a full reversal of tuition and fees. For semester long courses the drop deadline for the course shall be 21 days after the start of the
block to receive a full reversal of tuition and fees. *Students are financially and academically responsible for any course not dropped as described above.* Unless a course is officially dropped, the student will remain enrolled in the course and will be responsible for all charges.

**Attendance**

The College of Adult and Graduate Studies courses are designed as concentrated class sessions. Attendance and promptness is essential for student learning; for the personal and small-group relationships facilitated in class sessions; and for the accomplishment of learning outcomes. Furthermore, attendance is essential to comply with government regulations for recipients of Veteran Administration benefits, financial aid, and other scholarships, as well as accreditation standards. Students are expected to come to each class session prepared with required course materials.

**In-Seat Class Attendance**

Students are expected to attend all class sessions of their courses. 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. It is recognized that absences are sometimes necessary for professional or personal reasons. There are three categories of absences.

- **Missed session by student choice:** For example: vacations, children’s events or activities, or other non-emergency situations. If a student misses 25% or more of the total course time, he or she will receive a grade of “F”. Arriving late to a class session counts toward the total time missed. No participation points will be given; no makeup work will be provided.

- **Missed session caused by Extenuating Circumstances** which prevent the student from completing the course in the designated time frame. With appropriate documentation, such as a physician’s statement or military supervisor documentation, a student may request a make-up assignment or supplementary study for the missed time. It is the student’s responsibility to contact the faculty regarding make-up work. The assignments due must be turned in as scheduled unless prior arrangements were made with the faculty. Students whose absence is due to extenuating circumstances and who miss 25% or more of the total course time may petition for withdrawal from the course.

- **See page 23 in this CAGS Student Handbook, Center Closure: Inclement Weather and Emergencies,** for additional information about Inclement Weather procedures.

For seminars that do not fit the traditional course model, students are responsible for meeting the attendance requirements established by the division for the seminars. Make-up work for seminars missed shall be defined by the division and shall be for Extenuating Circumstances only.

Because of the pace of CAGS degree programs, it is important that class sessions begin and end on time, making full use of all available class time. Therefore, students are required to arrive prior to class start time and to remain until the end of the class. Failure to fulfill either of these requirements will affect the class participation component of the course grade. Arriving late to class will count toward 25% of total time missed.
Online Class Attendance

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

If a student has not submitted an assignment or participated in a graded discussion in 14 consecutive days they will receive a withdrawal fail (WF) and will no longer be enrolled in the course.

Course Participation/Discussions

Preparation and constructive input will earn students points toward their final grade in a course. Sometimes faculty use activities other than discussions to assess participation. These may include, but are not limited to, quizzes and in-class writing assessments.

For class discussions, CCU expects students to be prepared to contribute constructively to the content of the discussion by demonstrating critical thought on the subject area. Positive class participation is characterized by the following:

• Input that demonstrates evidence of having completed, understood, and applied the assigned readings
• Relating personal experiences to the concepts under study and giving an orderly, brief version of the experience with a point that is stated clearly
• Input that demonstrates thoughtful analysis of concepts and principles discussed
• Input that promotes follow-up questions to investigate a bigger picture of the concepts under discussion
• Input that maintains continuity of class discussion without repeating, in a different form, points made by others
• Input that is respectful of others’ views and insights
• Input that poses real-life questions or challenges that generate from the discussion material, and attempts to shape an informed conclusion
• Correctly citing sources

Auditing a Course

Students auditing a course do not earn college credit for that course; however, audited courses do appear on their official transcripts. Students may audit adult undergraduate or graduate courses that do not have prerequisites. Students auditing a course are expected to purchase textbooks and materials, meet attendance requirements, and actively participate in course activities, but are exempt from submitting graded written assignments or exams. Auditing students who are participating in an online course are required to participate in the discussion portion of course assignments. By arrangement with the student service advisor or Service Central, students may change from audit to credit, or credit to audit, prior to the drop deadline for the course.
Cancellation of a Course

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

Center Closures: Inclement Weather and Emergencies

In-seat class will be moved online for the session; further instruction will come from faculty. Students will be notified by a RAVE Alert (email, text message, and phone), Blackboard, and/or the University’s Web site.

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

Important Note: Closure of the center does not mean a “free day” for students and faculty. It is expected that faculty will assign or communicate alternative ways to make up the time lost. This may include additional activities and/or assignments in Blackboard.

Children in the Classroom

CAGS respects the role family plays in supporting and encouraging adult students. To limit distractions and uphold safety standards, students who bring children to classes will be asked to leave the campus. Parents are responsible to make necessary provisions for their children to be cared for off campus. Leaving children unattended in any university public area, including empty classrooms, computer labs, student lounges, parking lots, etc. is prohibited.

Classification of Students

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

Objective

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

Level

Students working toward an associate or bachelor’s degree are classified as undergraduate level students. Students working toward a master’s degree are classified as graduate level students. Students seeking certificates may be classified as either undergraduate or graduate level students.
Progress

Student progress is reflected in the number of credit hours completed.

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

Load

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

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

<table>
<thead>
<tr>
<th>Graduate Classification</th>
<th>Credit Hours Per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>6 or more</td>
</tr>
<tr>
<td>Part Time</td>
<td>3-5</td>
</tr>
<tr>
<td>Less than Part Time</td>
<td>0-2</td>
</tr>
</tbody>
</table>

Commencement Participation

The University holds commencement in May of each year. Students are expected to complete all requirements toward fulfillment of their degree prior to participating in commencement. Because there is only one commencement ceremony per year, CCU will make an exception to this policy provided that an undergraduate or graduate student has no more than 6 credits of work outstanding, 8 for nursing students, or no more than student teaching remaining and is completing those credits in the upcoming summer or fall semester.

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

Submission

Students are responsible for retaining an electronic copy of all materials submitted for grading until final course grades have been posted. If a paper or project is lost in transmission to the course shell or the Blackboard system goes down, the student must provide an emailed copy to the faculty before the deadline. The Blackboard course shell is the official record for the course; assignments must be resubmitted once the Blackboard system is live again. If a student desires a copy of the assignments submitted, it is his or her responsibility to retrieve them from the shell prior to the end of the course.

Late Assignments

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

- All deadlines are Mountain Standard Time (MST) unless otherwise noted.
- When assignment deadlines are not met, a 10% point loss per day penalty will be assessed up to five days. After five days, late assignments are not accepted and 0 points will be awarded. This applies to all assignments, including the final.
  - If an Extenuating Circumstance has been approved after five days but before the seven day deadline the instructor will make the appropriate grade adjustment.
- Unless otherwise indicated in the course materials, final assignments are due seven days after the last date of the course (as listed in WebAdvisor).
- Final grades are posted 14 days after the last date of the course as listed in WebAdvisor.
- Students are required to process final assignments through Safe Assign prior to final submission.

If students are not able to meet a deadline due to an Extenuating Circumstance they are responsible to contact their faculty within seven days of the extenuating circumstance to determine if the circumstance warrants an extension on the assignment deadline based on provided documentation.

Extenuating Circumstances

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

- Death in the immediate family (parent, spouse, sibling, child)
- Extended student hospitalization
- Extended hospitalization of an immediate family (parent, spouse, sibling, child)
- Unforeseen work-related relocation outside of student’s control
- Military deployment

Course Extensions

Course Extensions may be deemed appropriate when students cannot complete the course by end dates as listed in WebAdvisor because of Extenuating Circumstances, which transpire during the course.
The student must submit a completed Course Extension form and supporting documentation of the extenuating circumstance(s) to the student service advisor for review by the end date of the course as listed in WebAdvisor.

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

The faculty will deny or approve the student petition and submit the signed form to the student service advisor within 72 hours of receiving the petition.

The student service advisor will notify the student of the outcome. In the case of an approval, the student will be responsible to immediately contact the faculty regarding the work to be done.

Extensions must be completed within 21 days of the end date of the course as listed in WebAdvisor. In extremely rare cases, extensions can be requested for longer than 21 days, require the approval of the academic dean, and will incur an administrative fee to the student.

In the event that an appeal is necessary, students should follow the academic appeals procedure.

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

**Course Load Limits**

**Undergraduate**

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

**Graduate**

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

**Course Repeat Privilege**

Students may repeat a course in which a grade of B or lower was earned. When the course is repeated, both courses and their grades are shown on the transcript, but only the last grade received will be used in calculating the cumulative grade-point average.
If the same grade is earned twice, only one grade will be used to calculate the cumulative GPA. If a lower grade is earned in the repeated course, the lower grade will be used to calculate the cumulative GPA. Likewise if a higher grade is earned in the repeated course, the higher grade will be used. Students will not receive credit for both courses. See the catalog for exceptions.

Full tuition is charged for the repeated course. For information on financial aid eligibility for repeated courses, see the “Financial Aid Eligibility–Repeated Courses” section of the Financial Aid Handbook.

Nursing students refer to the Nursing Student Handbook.

**Exception to Academic Policy**

Students desiring consideration of an exception to stated University academic policies, procedures and regulations may petition. The process is initiated by the student completing and submitting the Petition for Academic Exception form with his or her student service advisor. The petition will be reviewed by the academic dean of the student's program. After a decision has been reached, the student will be notified in writing by the appropriate office.

**Grading System**

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

**University Grade Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Percentage</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>92.50–100%</td>
<td>Exceptional Quality</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>89.50–92.49%</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>87.50–89.49%</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>82.50–87.49%</td>
<td>Commendable Quality</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>79.50–82.49%</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>77.50–79.49%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>72.50–77.49%</td>
<td>Acceptable Quality</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td>69.50–72.49%</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td>67.50–69.49%</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>62.50–67.49%</td>
<td>Below Average, Passing</td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
<td>59.50–62.49%</td>
<td>No Credit for Requirements Other than Electives</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Below 59.49%</td>
<td>Failing, No Credit</td>
</tr>
</tbody>
</table>
### Nursing Grade Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Percentage</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>94–100%</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>92–93%</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>90–91%</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>85–89%</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>83–84%</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>81–82%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>75–80%</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td>73–74%</td>
<td>Failing, No Credit</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td>71–72%</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>66–70%</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
<td>64–65%</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Below 64%</td>
<td></td>
</tr>
</tbody>
</table>

See “Nursing Handbook” on the University Web site for more information on grading and academic policies for nursing students.

### Grading System with No Honor Points (Letter)

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

- **AU** Audit
- **I** Incomplete
- **IP** In Progress (internship, thesis, practicum)
- **NC** No credit
- **P** Pass (indicates grade of C- or better)
- **W** Withdrawal
- **WF** Unauthorized Withdrawal
- **NR** No record
Graduation Honors

University Honors

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

Undergraduate Honors

Undergraduate students seeking a bachelor’s degree who have completed at least 60 semester hours of credit at Colorado Christian University may be eligible for Laude Honors. To graduate with Laude Honors, students must achieve the following cumulative GPAs by the beginning of their final semester of study:

- 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

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) standards are required for earning this honor:

- 3.90-4.00 Graduate with High Distinction

Graduation Requirements

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

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

Leave of Absence

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

Non-traditional Credit

Advanced Placement Examinations (AP)

See Student Resources on Blackboard for a complete description of the Advanced Placement Examination options.

College-Level Examination Programs (CLEP) and DSST Tests

Colorado Christian University will grant credit to students who score at or above established levels on many College-Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST). Credit received will be treated as transfer credit and will count toward graduation. Information about specific CLEP and DSST equivalents and scores as well as testing policies and procedures may be obtained from Service Central, a student service advisor, or on the Testing for Credit site on Blackboard’s Student Resources page.

Students who anticipate earning required credits by taking CLEP or DSST exams must complete these tests and have the official test transcripts submitted prior to the end of the last semester of graduation in order to have the test results count toward fulfillment of their degree requirements and/or participate in commencement.

Armed Forces Educational Credit

Veterans may receive undergraduate credit for basic training and other formal educational experience gained while serving in the U.S. Armed Forces. Basic training is credited as physical education elective credit. Credit awarded will be treated as transfer credit and will count toward graduation. Veterans must submit a certified original of their AARTS/SMARTS/CCAF transcript, or other documentation of their experience, to receive credit. To evaluate credit, the University utilizes the Guide to the Evaluation of Educational Experiences in the Armed Services.

Independent and Directed Study

See the Academic Catalog for a complete description. Forms are available on Service Central’s My CCU site.

Prior Learning Assessment (PLA)

Adults with significant professional or personal experience may be granted academic credit for life and work experience not formally sponsored by a college or university. Credit is awarded on the basis of careful evaluation of life learning essays that document content, quality, and extent of the learning experience. Students interested in pursuing credit for life learning are required to take PLA 200A, Prior Learning Assessment. In this course, they will receive instruction in documenting their experiences and learn how to construct a comprehensive portfolio.
Prior learning credit is awarded in semester hours and is recorded on the student’s transcript. It is possible to earn up to 34 credits (three semester hours for the course; 31 semester hours of assessed life experience) through the prior learning assessment process. Non-refundable fees are charged per credit hour submitted for portfolio evaluation. Credit received is treated as transfer credit so it does not count toward CCU’s residency policy. Prior-learning credit will count toward graduation if it is applicable to a degree program. In assessing and accepting prior learning credit, the University adheres to guidelines and standards delineated by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE).

**Internship, Student Teaching, Field Experience, Practicum, Thesis**

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

**Residency Requirement**

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

1. **Certificate and Endorsement**
   - 75% of the program requirements

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

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

4. **Post-Baccalaureate Licensure Programs**
   - A minimum of 30 semester credits*
5. Graduate Degrees

MBA: A minimum of 30 semester credits (maximum of 9 transfer credits allowed)
MAC: A minimum of 30 semester credits (maximum of 12 transfer credits allowed)
MACI: A minimum of 30 semester credits (maximum of 6 transfer credits allowed)
MOL: A minimum of 30 semester credits (maximum of 6 transfer credits allowed)
MSN: A minimum of 30 semester credits (maximum of 9 transfer credits allowed)

Advanced Placement (AP), HESI, Prior Learning Assessment (PLA), and CLEP/DSST credits earned are considered transfer credit, and therefore do not apply towards CCU’s residency requirements.

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

Students with Disabilities

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

Students with disabilities who are seeking a Certificate of Accommodations should consult with the CAGS coordinator of student services prior to beginning classes at CCU. Certificates of Accommodations are valid for one academic year and must be renewed each year. Once a certificate of accommodation has been issued it is the student’s responsibility to inform the faculty of their accommodations and submit a copy of the certificate. Certain academic programs may have a mandatory “fit for practice” or “essential functions” as listed on program pages.

Technology Requirements

Students must meet the minimum technology requirements to obtain a satisfying course experience and program success. A positive course experience depends highly on the quality of your computer. Please check the following information to insure that you have met the minimum system requirements:

- Processor: 2.4 GHz minimum for PCs, or Mac equivalent (2.4 GHz dual core or better recommended)
- RAM: 2 GB DDR3 RAM (4 GB or higher recommended)
- Hard disk space: 50 GB (120 GB or higher recommended)
- Internet connection: a high-speed Internet connection (Cable or DSL) is highly recommended. Some courses require download and upload of videos and other media.
- Screen Resolution: 1024x768 or higher
- Webcam: Either one that is built into your computer or an external one will do.
• Microphone: Most laptops and webcams have microphones built in. For the clearest sound, it is best to have an external mic.

Beware work and public use computers (ie: public library) may not allow permission to install programs. Check with system administrators for details.

Software Requirements

Students are required to use Microsoft Office products for all assignments. The University requires students to use Office 2010 or newer to ensure the greatest compatibility:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

Students taking project management courses are encouraged to purchase Microsoft Project for use in completing their assignments. Software may be purchased through a variety of places, including Amazon.com, Microsoft.com, or through the CCU Bookstore at reduced student pricing.

Please note that this is not a comprehensive list of software that students may need during their time at CCU. Additional software may be recommended or required, depending on the course. Students should review the syllabus or course shell for additional software requirements.

Transcripts

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

Withdrawal

Course Withdrawal

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

University Withdrawal

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

Conditional Admission

Students admitted conditionally are required to meet specific performance standards their first term at CCU due to failing to meet one or more quality academic or behavioral standards. Students are required to sign an agreement upon admission, acknowledging that if standards are not adhered to, they will be suspended or dismissed.

Non-Degree Admission

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

Non-degree seeking undergraduate students can apply a maximum of 16 CCU undergraduate credit hours earned prior to admission to an undergraduate degree program. Non-degree seeking graduate students may apply a maximum of nine credit hours earned prior to admission toward a graduate degree. Students who have completed a CCU graduate certificate prior to admission to a graduate program will be allowed to apply the certificate credits toward appropriate graduate degrees. Non-degree seeking students are not eligible for financial aid.

Registration Procedure

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

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

CAGS Student Orientation

CAGS Student Orientation is a fully online, 24/7 accessible program offered through CCU’s learning management system, Blackboard. All prospective and current students have access to the orientation material and resources. In this orientation, students learn how to buy books, pay bills, access course
assignments, sign up for student ID cards, and locate their student service and service central advisors. After completing the orientation, students will have the tools necessary to navigate Blackboard, register for classes, purchase their books, track their degree progress, and understand the policies and procedures required of students.

Nursing students refer to the Nursing Student Handbook.

Readmission

Students who have not completed a course at CCU for 366 days or more (from the end date of the last course enrolled) must reapply for admission. These students must complete a new application and meet all current admission requirements. Students who attended and completed coursework from another institution, since last attending CCU, will need to submit official transcripts from that institution in order to transfer in additional coursework for review and consideration of transfer credit. A new program evaluation will be provided based on the current Academic Catalog and all official transcripts received by CCU. Students who have been dismissed for academic or disciplinary reasons (suspension status) must appeal in writing to the dean of student services to be considered for reinstatement.

Enrollment Consideration

The University reserves the right to deny admission, continued enrollment, or readmission to any student whose personal history and 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.

Financial Aid/Payments

There are many ways for students to pay for their education. Please reference to the Financial Aid Policies Handbook or contact a service central advisor at financialaidsupport@ccu.edu or call 303-963-3040/1-844-257-8278 for information or questions regarding tuition, payment options, application and qualification to financial aid programs, verification, refunds and reversals, eligibility 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 housing, traffic fines, etc. CCU uses a variety of methods to keep students informed of amounts due the University, including financial web sites, statements, and various forms of correspondence. It is the student’s responsibility to remain aware of obligations to the University and to make payment in a timely basis.

Students whose accounts are not paid in full or who are not enrolled in one of our payment options may be restricted from attending class, and will not be allowed to register for the following semester. Delinquent accounts will be assessed late fees, amounting to one and one-half percent interest on the balance at the end of each month.
All outstanding amounts resulting from nonpayment of tuition and fees are the responsibility of the student. Any student who is negligent in making adequate and timely arrangements to pay his or her account, or in completing arrangements for his or her financial aid, may be subject to immediate dismissal. Withdrawal from the University, officially or unofficially, will not cancel any financial obligation already incurred.

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

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

Career & Professional Development

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

Change of Address/Personal Information

Students are required to update or confirm their current address on MyCCU prior to registration for each term.

Computer Access

Wireless network connectivity is available in all buildings and common areas on the Lakewood campus and at all regional centers. Student workstations are connected to the Internet and contain a variety of software titles and peripherals.

Students should contact their closest regional center for available hours.

Digital Services

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

University Email

The University uses email as the primary means for updating students regarding important information that requires action. Students are responsible for reading daily e-news as well as other email correspondence from CCU departments. In addition, the University has established an “Email Acceptable Use Policy” to govern the use of CCU email addresses (those that end in “.edu”). The policy is available on Information Systems and Technology’s My CCU site.

Emergency Contact/Escort Assistance

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

Students may choose from several dining options on CCU’s Lakewood campus. The Grab and Go Café in Leprino Hall, The CCU Dining Commons, Cougar Den 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.

Students taking classes at regional centers have full use of the facility’s kitchen area, including refrigerator, microwave and coffeemaker. Additionally, most buildings are equipped with vending machines for water, soda or snack items.

Health Insurance

Students in the College of Adult and Graduate Studies have the option to enroll in the University’s Student Health Insurance Program. The deadline to enroll is September 2, 2015 for the fall semester, and January 20, 2016 for the spring semester. Students must be enrolled for at least 6 credits in-seat credit hours. Online students are not eligible for this insurance coverage. Please visit the Health Services site to download the Insurance Enrollment form and find out more about the program.

Identification Cards

While a student identification card is not required, it is recommended. Students may request a student ID card online by submitting a digital photo and scanned copy of their driver’s license. Please use high-resolution digital photos with a minimum height of 200 pixels and saved in JPG, GIF, or BMP file format. Students who wish to obtain their ID card in person at the Service Central main campus office need to contact Service Central at least 48 hours in advance.

Name Change

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

Printing

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

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

Technical Support

CCU computer technicians are available to help students connect to the CCU network or with technical Blackboard issues. In addition, students can bring their computers to the Technical Support offices in Lakewood for a free 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. The Technical Support office can be reached at (303) 963-3444 or techsupport@ccu.edu.
Standards of Student Conduct

Introduction

CCU seeks to create and maintain an educational environment where individual and institutional responsibilities combine to promote the holistic development of each student. In order for the University to achieve this goal within an atmosphere where the rights of its members are respected, it is necessary to establish procedures that explain and direct policies on conduct. These regulations have been developed to reflect the nature of a Christ-centered student community focused on educational and spiritual growth, and the unique situations that arise within such a community of learners. 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. It is the intention of these standards of conduct to clarify the standards of behavior essential to the CAGS educational mission and its community life. The standards of conduct are applicable to all CAGS students as well as their guests when visiting the University, all inclusive as defined herein. Final authority for disciplinary matters is vested in the University administration.

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 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.

Students must realize the important responsibility they have to personal righteousness and the practice of justice, to the value of evangelistic outreach through word and life, and to the exercise of freedom in Christ. The University realizes what Scripture teaches in regard to attitude and behavior lie at the heart of relationships with God and with others. We encourage all members of the University community to address such attitudes and behaviors as they become discernable in order for positive change to occur.

CCU’s standards of conduct seek to create and maintain a community environment in which all CCU students, whether on or off campus, strive to 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 and regulations 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 inspire an educationally focused student community
- To protect the rights of others in the community
- To redirect behavior

Since one of the main foundations of the discipline process involves emphasizing a student’s responsibility for his or her behavior, any student-discipline electronic records will remain on file at the University.

**Residence Life Policies**

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

**CCU Regulations & Applicable Civil Laws**

CCU is committed to cooperating with federal, state, and local authorities in their efforts to enforce existing laws. University regulations in these areas are guided by our educational purpose, within the framework of applicable law. Students are expected to abide by these laws and regulations and to accept responsibility for their conduct.

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

In the event of complaints from non-university citizens or agencies, the University will cooperate fully with local authorities in the performance of their duties, but it will not have responsibility for adjudicating the complaint. If a specific standard of conduct violation is involved in the complaint, then the University will reserve the right to act in that instance. Such discretion rests with the vice president of student success. Disciplinary regulations at the University are set forth in writing in order to give students general notice of prohibited conduct.

The following regulations are not designed to define or list misconduct in exhaustive terms. The University reserves unto itself the right to interpret conduct which is in violation of these regulations.
General Student Conduct Expectations

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

- Respect for the rights and human dignity of others, especially in the conduct of relationships.
- Respect for each other, creating an atmosphere which supports academic and personal growth.
- Respect for the University’s academic traditions of honesty, freedom of expression, and open inquiry.
- Respect for the different backgrounds, personalities, beliefs, and spiritual traditions of students, faculty, and staff.
- Compliance with federal, state, and local laws and ordinances.
- Respect for the authorities, policies, procedures, and regulations established by the University which reflect an attitude of Christ’s teaching.

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 below. The University reserves the right to broaden or narrow these definitions as a particular incident may warrant. The vice president of student success has the sole discretion of deciding whether or not a particular incident is covered by a particular definition of prohibited conduct in this Student Handbook.

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

“Blackboard” a Web-based learning environment, or learning management system (LMS), where interactive content for in-seat and online courses are developed and cultivated.

“College” represents either CCU’s College of Adult and Graduate Studies “CAGS” or College of Undergraduate Studies “CUS”.

“Cohabitation” refers to living together in University housing.

“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.

“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. See “Academic Integrity Definitions” for further detail.

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

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

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

“Review Officer” College Official handling the judicial case before it goes to the vice president.

“Student” includes all persons taking courses at the College, any of its locations or online, full-time or part-time, and pursuing undergraduate, graduate, licensure, or professional studies.

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

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

Prohibited Conduct

This list of conduct set forth by the University gives students fair notice of behavior that will not be tolerated. It is not intended to be an exhaustive list and will be reviewed by College Officials yearly and updated as necessary. The University reserves the right to administer disciplinary sanctions in situations not expressly covered by the prohibited conduct section.

Prohibited conduct and resulting disciplinary actions apply to all incidents, on or off University property and including the upholding of federal, state, and local laws or ordinances available in full at your local public library or government facility.

1) Harm, Harassment, and Bullying
   a) Verbal/nonverbal or written threats, abuse, or harassment towards any community member, student, or University Official in the performance of their duties.
   b) Intentionally or recklessly causing harm or a reasonable apprehension of harm. This includes, but is not limited to: physical assault, verbal/nonverbal or written threats, verbal/nonverbal or written abuse, any form of deliberate harassment, disruption or distraction, unlawful detention of a person against his or her will, or hazing of any kind.
c) Causing a disruption to the campus community through threats of, or attempts to, harm oneself, others in the community, or members of the University.

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

e) Inappropriate, hostile, or provoking language, comments, or actions, verbal or electronically transmitted, either on the University or initiated outside the University but directed to students, community members, or college officials.

*Determinations of the degree of infraction, as well as any resulting action, is left to the discretion of the vice president of student success. This decision is final.*

2) Sexual Assault/Harassment

a) Rape, attempted rape, other non-consensual sexual activity, sexual battery, sexual harassment, or indecent exposure.

b) Non-consensual verbal or physical conduct related to sex, which creates a threatening environment and/or unreasonably interferes with an individual’s contribution at work, school, or social activities.

3) Sexual Misconduct

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

b) Decisions as to the appropriateness of questionable material for a college course fulfilling academic coursework, programs, videos, or presentations, including how it may be displayed, presented, or published, will be at the sole discretion of the faculty and he/she will seek confirmation of the academic dean on an individual, case by case basis.

c) Advocating a sexual lifestyle inconsistent with biblical principles.

d) Engaging in any premarital or extramarital sexual activity between a man and a woman or any sexual activity between two people of the same sex.

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 unauthorized entry into another individual’s computer student account or email; theft or unauthorized use of another individual’s student identification card, student number, or personal information (identity theft).

d) Obtainment of money, property, or services by means of false or fraudulent pretenses, representations, or promises.

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

5) Property Damage

a) Damaging, or causing possible property damage to, the University or property belonging to other CCU community members.
b) Littering or dumping trash on the University.

c) Arson, attempted arson or provoking an existing fire.

d) Tampering with, recklessly misusing, or damaging any fire or life-saving equipment.

6) Flammables, Explosives, and Weapons
a) Fireworks, paint guns, air soft guns, incendiary devices, dangerous chemicals, explosives, guns, knives greater than 4 inches, or other items intended to cause harm or intentionally generate fear are strictly prohibited. (This excludes weapons carried by law enforcement officers.)

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

7) Disorderly Conduct
a) Intentionally or recklessly interfering with normal University business or University-sponsored activities, including but not limited to: studying, teaching, classes, research, University events, or coaching.

b) Actions which annoy, disturb, or otherwise prevent the orderly conduct of University-sponsored events or activities at the University. This includes belligerent soliciting and/or coercing students, faculty and/or staff.

c) Behavior or language not reflecting critical thinking which may negatively interfere with any other student or staff at the University

d) Pranks or practical jokes disrupting the community atmosphere, may present danger, and/or damage property and are prohibited.

e) Harassing animals on the University (geese, birds, rabbits, etc.).

*Important Note: The authority in deciding what actions constitute a threat to the safety, security, or well-being of the CCU community or its members will be vested in the vice president of student success. This decision is final.*

8) Unauthorized Presence or Use
a) Unauthorized presence or use of University facilities or premises.

b) Sleeping in any common areas of the University, including regional centers, or camping on the University grounds.

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) Failing to appear and give testimony or provide witness at a University disciplinary meeting as requested.

c) Violating an alternative agreement such as an academic standing contract, behavioral contract, conditional admit form, or other special agreement or contract with the University.

d) Violating the terms of an imposed disciplinary sanction.

e) Any involvement in a violation of the policies or procedures set forth and choosing not to admit accountability.

Violations of a Special Nature

Situations not otherwise addressed herein the standards of conduct, may require investigation and administrative action. It is not the intent of this summary to be exhaustive or overly detailed. Any necessary investigation will be handled using normal disciplinary procedures or other appropriate review procedures as determined by the vice president of student success.

Disciplinary Sanction Definitions

Disciplinary Warning

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

Disciplinary Probation

- An official sanction that places the student in a position in which any subsequent misconduct during a stated period will result in additional discipline, including but not limited to, suspension or dismissal from the University.

Disciplinary Dismissal

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

- A disciplinary stop will prevent a student from obtaining transcripts or registering for courses. A disciplinary stop 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. In the instance of suspension, all grades for the term in which the student is dismissed will revert to an “F”, and monetary reimbursements will not be made for tuition, housing, or any other University fees. A disciplinary
stop will be placed on a student’s record at the beginning of the suspension and will be removed at the end of suspension, regardless of when this suspension takes effect. Students who wish to return to school after the suspension period has ended must submit a written appeal to the dean of student services, or his or her designee, prior to registering for the semester in which they intend to re-enroll. Failure to do so may result in delayed admission for the subsequent semester.

Disciplinary Expulsion

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

Immediate Sanction

Immediate sanctions may include dismissal or suspension of a student, and exclusion from the University may be imposed without the judicial process outlined in this section. The vice president of student success and the dean of student services may take this action. A student thus sanctioned must leave the University or event premises immediately.

Guidelines for Imposing Sanctions

In using the following guidelines, the dean of student services has the authority to give primary consideration to the seriousness of the offense and the prior disciplinary record of the student when deciding upon an appropriate sanction. The prior disciplinary record of the student is not used in determining accountability of the incident in question, but will be used in determining appropriate sanctions outlined in the “Sanction Definitions” section of this code.

The Judicial Process Goal

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

Repeated Violations

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

Judicial Process Restoration

Along with the fulfillment of disciplinary sanctions, a process leading to restoration within the educational community will be offered to students who so desire. Our aim is to walk graciously alongside students through the experience of forgiveness, healing, restoration, and, when possible, reconciliation with other parties. It is our hope that students who have received discipline will come to see it as coming from God for their growth. Staff will make every effort to walk with students through the hardship and pain of discipline, hoping that the product will be a harvest of righteousness and peace for those who are trained by it (paraphrase of Hebrews 12:7-11).
Eligibility for Graduation

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

Statement of Rights as an Accused Student in the Judicial Process

Student Rights in the Judicial Process

Students will:

1. Have the right to be informed of their options in the judicial process.
2. Have the right to have their situation reviewed and documented.
3. Have the right to appeal in writing in accordance with stated policy and procedure.
4. Have the right to have their information treated confidentially by University officials during the judicial process, as required by the Family Educational Rights and Privacy Act.
5. Have the right to be notified in writing of the University’s preliminary review of the situation.
6. Have the right to appeal the preliminary review meeting results to the vice president of student success if they believe that the disciplinary procedures were not conducted in accordance with the CCU standards of conduct.

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

Judicial Process

Deadline for Initiating Procedures

The University shall not have any responsibility to process situations of alleged violations of the standards of conduct if the procedures outlined are not initiated within 60 calendar days after the date of the alleged violation. In the instance of a complaint or conduct violation that comes to light after a 60 day period, the vice president of student success, or his or her designee, will have sole discretion as to whether the University will process the alleged violation.

Responsibility for Records

In accordance with the University’s Family Educational Rights and Privacy Act Policy (FERPA), responsibility for the maintenance, storage, and release of student records related to disciplinary proceedings rests with the vice president of student success, or his or her designee.

Process

Incident reports alleging violations of the standards of conduct from University officials or from other members of the CCU community will be forwarded to the dean of student services, who will conduct a preliminary review of the facts to determine whether sufficient evidence exists to warrant a review meeting.
**Review Meeting**

The dean of student services will meet with the student to review the incident. During this informal review, a preliminary recommendation regarding the incident is determined. If the student chooses to accept this recommendation, the appropriate sanction will go into force and the process ends.

If the dean of student services sets a review meeting, students can expect the following to occur:

- The dean of student services will notify them of the charges against them.
- Students will be reminded of their rights in accordance with the CAGS Student Handbook.
- Students will have the opportunity to present their side of the situation, and provide all documentation that supports their assertions.
- Students will then be notified in writing of the decision within five business days from the review meeting date and they have the right to appeal those findings in writing to the vice president of student success.

**Statement on Admitting Accountability**

Students who admit accountability for inappropriate behavior after being confronted will be treated in accordance with the judicial process.

**Special Administrative Evaluation**

A student may be subject to special requirements or sanctions, including dismissal or suspension 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, or to 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

**Procedures for Reviewing Potential Misconduct by Student Groups**

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

**Appeal Process**

Following the review meeting and decision, the student has a right to appeal the results of the review meeting to the vice president of student success. Appeal requests must be made in writing within three business days after receipt of the written results of the review meeting.
Appeals from students held accountable by the review officer will only be granted on the following grounds:

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

The vice president of student success automatically reviews all recommendations for long-term dismissal, suspension, or expulsion from the University before the sanction is carried out. Following review of the appeal request, the vice president may elect to void the decision of the review officer, uphold the decision, and/or alter the sanction. The decision of the vice president of student success on all appeals is final.

Differing Sanctions

There may be cases in the discipline process where students involved in the same incident will receive differing sanctions. It is the University’s goal through sanctioning guidelines to make this occurrence a rarity. However, when one student accepts a standing in the judicial process and another seeks to go further and have a review meeting, there are possibilities that the sanctions will be different. Upon the occasion of the review officer handing down an outcome for a particular student in the process, other students who accepted their discipline sanction will not be changed.

Policies Pertaining to Student Code of Conduct & Prohibited Conduct

Computer Crime

Computer crime is a violation of both federal and state laws and is also viewed as a breach of the University standards of conduct and is taken very seriously. Any person will be charged with having committed computer crime who: knowingly uses any computer, computer system, computer network, or any part thereof for the purpose of devising or executing any scheme or artifice to defraud; uses, alters, damages, or destroys any computer, computer system, computer network, or any computer software program, documentation, data contained in such computer, computer system, or computer network.

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

Students in the College of Adults and Graduate Studies are expected to exhibit discretion and maintain the attitude of Christ through their actions. Students, regardless of age, are not permitted to use, buy, sell, possess, conceal, or encourage the use of any controlled substance at the University. CAGS students are obligated to inform CCU Staff or an Affiliate Faculty Member immediately of another student or community member on the premises who is suspected of being under the influence of controlled substances.
substances or illegal or illicit drugs. Use of a controlled substance will be subject to the judicial process as expressed in the standards of conduct and, when necessary, involve local, state or federal authorities.

Tobacco use is strongly discouraged in all forms at all times. State regulations restrict these actions to designated areas where its limitations are clearly posted; furthermore it is completely prohibited on the Lakewood University campus. Marijuana is prohibited at the University.

CAGS Students who find that they are struggling with any form of substance abuse, dependence, or addiction are strongly encouraged not to wait, and to seek help immediately at your local emergency medical center. CAGS supports the healing of the body along with the spirit by providing suggestions for contacts in Blackboard’s Student Resources, on Health/Crisis Support page.

Email Etiquette

All students should adhere to standard and professional behavior when communicating through the Internet. Some tips to remember:

• All emails should be addressed to a specific person by including a name and formal title 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.
• All email correspondences should be written in a professional manner using correct grammar and spelling.
• All email should be sent from the sender’s own email address. Student identity will not be authenticated when sent from another email address.
• Senders should be very judicious when copying (using the “cc” function at the top of an email routing) an email to a receiver. It may be improper to copy or forward an email or correspondence to another party without the permission of the receiver.
• In the context of mutual respect, senders must avoid profanity and remember that neither the Internet nor email is entirely secure. What is written is often not easily deleted, especially by the party who receives the email.
• Do not send “off-color” or otherwise questionable or inappropriate content, jokes, cartoons, pictures, etc. using a CCU student email address.
• Students should respond in a timely manner to important emails that are received. Email has supplanted phone calls in many cases, and ignoring an email is similar to ignoring a phone call.
• Sarcasm and emotion are often and easily misunderstood such as “Smileys”, emoticons and CAPS LOCK.

Gambling Policy

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

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

Online Communication and Social Networks

Colorado Christian University is aware of the growing usage of social media and their easy access for students to network, encourage, and connect with others. If you choose to participate, do so with caution. These public domains are not to be viewed as an alternative to Blackboard. CCU maintains the right to use any posted comments from any online outlets, specifically regarding courses, staff, or classmates. Please contact a faculty member or student service advisor to air a grievance or concern.

Pets on University Premises

At no time are pets or other animals allowed in classrooms or events, except when assisting a person with ADAA accommodations.

Sexual Harassment/Sexual Assault

University Officials will not condone actions and words from anyone that a reasonable person would regard as either sex discrimination or sexual harassment or assault. Federal, state and local authorities may be contacted and this situation will be documented.

Sexual Harassment Definition

• Repeated and unwelcomed sexual advances which interfere with an individual’s work or academic environment
• Coercive behavior which threatens an employment or academic reprisal or promises
• Rewards contingent upon obtainment of sexual favors
• Spreading false stories about a person’s sexual conduct/orientation
• Falsely accusing someone of sexual harassment
• Creating a hostile environment by engaging in any of the above actions where a person is unable to perform academically or socially.

Sexual Assault Definition

• Non-consensual sexual intercourse or any other unwanted sexual touching.
• Situations where consent is not possible because a victim is incapacitated by drugs, alcohol, or other reasons.

Investigation and Appeal Procedures

Any student who believes that he or she has been the object of sexual harassment or sexual assault should so advise the vice president of student success, or his or her designee. University officials will conduct investigation of a complaint immediately and in an expeditious manner, assuring confidentiality to the extent feasible, consistent with the following provisions:
• The complaint must be in writing with sufficient specificity constituting sexual harassment
• A person bringing a complaint founded in good faith will suffer no retaliation
• The accuser will be notified and given the opportunity to respond.
• If a complaint is found to be true, disciplinary action or dismissal consistent with the degree of seriousness of the sexual harassment will be instituted. The decision making authority is vested in the vice president of student success. This decision is final.
• In the case of complaints filed against University personnel, CCU’s director of human resources will investigate the claim. If a complaint is found to be true, disciplinary action will be taken privately by CCU. This decision is final.
• An individual may file a complaint at any time. It must be recognized, however, that a lengthy period of time between the occurrence(s) and an investigation may make fact-finding difficult or impossible.

**Biblical Sexual Relationships**

Grounded in Christ-centered traditions and principles, CCU’s values maintain that all forms of sexual contact should be the unique expression of covenanted love within marriage between one man and one woman. CCU endorses healthy heterosexual relationships that uphold God’s desire for sexual purity and which seek to honor Him through a holistic biblical relationship. CCU believes the biblical ideal is the expression of love and sexuality within a respectful, heterosexual, lifelong, and monogamous union. Christian scholars have concluded that attempts to discount the bible in favor of homosexuality do not withstand scrutiny and it is with these scholars that Colorado Christian University makes its stance. CCU reserves the right to question or dismiss any student whose conduct, public or discreet, in relation to their relationship status disrupts the aims and objectives of a Christian educational community.

**Dress Code**

Students should remember to reflect the Christian nature of the University when dressing for classes, social activities, athletic events and practices, or any other time spent on the University. CCU asks that modesty, cleanliness, and appropriateness be considered at all times.

**Propaganda, Soliciting, and Vendors**

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

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

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

- Alleviate potential problems with safety or disruption of University activities
- Facilitate a free and civil exchange of ideas consistent with the academic environment and the University’s mission
- Comply with federal, state, or local laws or ordinances

CCU reserves the right to review, alter, or restrict events, demonstrations, speakers, or groups whose nature or presentation is contrary to or inconsistent with the University’s mission or Christ-centered character. Such determinations shall be at the sole discretion of the University president or his or her designees.

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

Student Travel Policy

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

Student Trip Advisories

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

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

**Student Groups, Clubs and Organizations**

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

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

**Use of the University Name for the Solicitation of Funds**

There is to be no solicitation by any student or CCU official. This includes but is not limited to advertisements, donations, or any type of financial support for any CCU activity without the written approval of the director of detention and the vice president of student success.

**University Security**

*The Campus Security Act*

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

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

*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.
## Appendix 1: Common Handbook Categories

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<th>Handbook Page #</th>
<th>Short Definition</th>
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<td>Add/Drop</td>
<td>20</td>
<td>Student-initiated removal from a course; any following grade and/or financial action is determined by the timing of the request. (Download the ADD/DROP form)</td>
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<tr>
<td>Course Withdraw</td>
<td>33</td>
<td>Student-initiated removal from a course after the drop date; any following grade and/or financial action is determined by the timing of the request. (Download the COURSE WITHDRAWAL form)</td>
</tr>
<tr>
<td>Course Extensions</td>
<td>25-26</td>
<td>Student initiated request and communication will take place directly between the student and faculty. Students who wish to request a course extension must be passing the course and have an extenuating circumstance. (Download the COURSE EXTENSION form)</td>
</tr>
<tr>
<td>Attendance</td>
<td>21</td>
<td>A student missing 25% or more of the total course time will receive a grade of &quot;F&quot;.</td>
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| Academic Standing     | 18              | **Regular Standing**: Meeting or exceeding the program required cumulative GPA criteria  
**Probation**: cumulative GPA not meeting the program required cumulative GPA  
**Suspension**: two terms back to back where cumulative GPA has not met the program required cumulative GPA |
| Academic Appeals: Final Grades | 15 | A timely and equitable resolution of problems or complaints of an academic nature regarding final grades.                                                                                                               |
| Graduation Honors     | 29              | Honors awarded for CAGS academic excellence                                                                                                                                                                          |

The Student Handbook is a collection of procedures followed and monitored by CCU’s College of Adult and Graduate Studies. It is strongly recommended that students know proper policy (Academic Catalog) and procedure (Student Handbook), and always work with their respective student service advisor when seeking clarification or needing to take action.
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