



**Champion Christian College**



**Student  
Handbook**

600 Garland Ave. Hot Springs, AR 71913 | 501.623.2272 | [championchristiancollege.com](http://championchristiancollege.com)



## Champion Christian College

# THE ADVENTURE BEGINS!

Dear Champion Student:

Welcome to Champion Christian College! Champion Christian College exists to train young people for the work of carrying out the Great Commission. As you begin your journey, I want to challenge you to be a world changer. Think about it this way: first change yourself, then change the environment around you, and then go out to change the world for Jesus Christ.

I realize that many of you are coming here to study pastoral ministry, while others may be looking to be worship leaders, counselors, teachers, coaches, or church employees. Whatever direction it is that you are going, I can assure you that the training you will receive here is unlike any other. Perhaps you are not sure about God's calling but want to learn the Bible as well as leadership skills. This is the place for you, too.

Champion Christian College is a place for those who are visionary. They see the big picture of what God is doing, and they want to be a part of it. It is also a place for Christian activists—those who want to do ministry to make a difference in the world. Some of our graduates pastor churches, minister on the mission field, or operate Christian businesses. Whatever God calls you to do, our desire is for you to give God glory with your life, and in so doing, to change the world.

So find out where you fit in, and allow us to train you to accomplish great things for Jesus Christ. We are excited that you have come to learn from our world-class faculty and staff. We look forward to training you, growing with you, and helping you accomplish God's purpose for your life!

Sincerely yours in Christ,

Eric A. Capaci  
President  
Champion Christian College



# Champion Christian College

## Contents

Fall 2020 Main Dates	11
Spring 2021 Main Dates	11
CONTACT INFORMATION	13
STUDENT LIFE	14
Champion Christian College's Mission Statement	14
Champion's Vision Statement	14
Statement of Ethical Standards and Values	15
Foundational Underpinnings	15
Statement of Faith	15
Philosophy of Education	17
Teaching Task	18
Core Values	18
Institutional Learning Outcomes	20
Institutional Objectives	21
Vision Statement for Student Services	21
Core Values for Student Services	21
Accreditation	22
NONDISCRIMINATION STATEMENT	22
SPIRITUAL LIFE	22
Personal Devotions	22
Chapel	22
Church Attendance	23
Church/Small Group Responsibilities	24
Evangelism	24
Opportunities for Ministry and Social Outreach	24



## Champion Christian College

STUDENT COUNCIL	27
Qualifications for Student Council	27
Spiritual & Academic Qualifications	27
CODE OF CONDUCT	28
Student Code of Conduct	28
Couples/Dating/Mixed Groups	29
Student Expectation	29
Student Discipline Policy	29
Language	29
Appearance and Dress Code	30
Faculty and Staff Respect	30
Suspension	31
Readmission after Dismissal	31
STUDENT SERVICES & RESOURCES	31
Student Academic Readiness: Course Placement Assessment	32
<i>Remedial Course Placement</i>	32
Ability-to-Benefit Student Policy	33
Academic Support Lab	33
Advising, Registration, and Enrollment Services	33
Campus Hours	34
Champion Email and Mailbox	34
Career Exploration, Guidance, and Placement	34
Counseling Services	34
Mentoring	35
Job Placement	35
Orientation	35
Francis Grubbs Library	36
Resources Available	36



## Champion Christian College

Library Hours	36
Computer Lab	36
Internet	37
Printing	37
MISCELLANEOUS	37
Cellular Phones and Computer Usage	37
Food outside the Cafeteria	38
Lost and Found	38
Entertainment	38
Study Skills	38
Vehicles and Transportation Policies	38
College Days	39
P.O. Box System	39
ADMISSIONS DEPARTMENT	39
ACADEMIC POLICIES AND PROCEDURES	40
Course Registration Procedure	41
Changes in Registration	41
Adding a Course	41
Dropping a Course	41
Change of Program	41
Change of Status	42
Withdrawing from a Course	42
Withdrawal from College	42
Early Intervention	42
Credits	42
Definition of a Credit Hour:	42
Full-Time Student	43
Part-Time Student	43



## Champion Christian College

Special Permission	43
Attendance	43
Classification of Students	44
Academic Honesty	44
<b>GRADES</b>	<b>45</b>
Grading Scale and Grade Point Average (GPA)	45
Grading System	45
Grading Scale	45
Academic Standing	46
Academic Probation	46
Dean's List/President's List	46
Grade Changes	47
Incomplete Grades	47
Academic Appeal	47
Audit a Class	48
Make-Up Homework	48
Repeating a Course	48
Transcripts and Records	48
Appeal	49
Transfer of Credits for Champion Students	49
Arkansas Course Transfer System (ACTS)	49
Graduation Policy	49
Degree Audit	50
Graduation Honors	50
Commencement Exercises	50
General Education Objectives	51
<b>COPYRIGHT INFRINGEMENT POLICIES</b>	<b>51</b>
What is Copyright?	51



## Champion Christian College

Fair Use	53
Copyright and Foreign Works	54
Copyright and Digital Works	54
Peer-to-Peer	54
RESIDENCE HALL POLICIES	56
Hours and Schedule	56
Leaving Campus	57
Residence Halls Exiting Procedures:	57
Occupation of Residence Halls	57
Roommate Policies	58
Roommates Rights	58
Roommate Conflicts and Room Changes	59
Parking	60
Checklist of Items	61
Personal Items, Cleaning, and Inspections	61
Security and Privacy Policies	62
ATHLETICS – HOME OF THE CHAMPIONS	63
Ministry and Chapel Attendance	63
Insurance	63
Uniforms	63
Grounds for Suspension and Termination from Athletic Program	64
FINANCIAL INFORMATION	64
Financial Assistance	64
Affordable Costs	64
Payment Options	66
Graduation Rates	66
Discounts and Aid	66
<i>Academic</i>	66



## Champion Christian College

<i>Athletic Participation</i>	69
<i>Leadership Participation</i>	70
Veterans Benefits	70
Financial Aid	71
Special Fees	71
Billing and Methods of Payment	71
Refunds	72
Charges/Refunds	72
Refund Schedule	73
Fall and Spring Semester	73
Room and Board Refunds	73
Summer	73
Penalties	74
Benefits/Discounts	74
Financial Commitment	75
TITLE IV	75
Satisfactory Academic Progress (SAP) for Title IV Students	75
Degree Seeking	75
Maximum Credit Hours	75
Quantitative Requirements	76
Pace of Completion	76
Withdrawal from a Course	76
Withdrawal from All Courses	76
Incomplete Classes	77
Qualitative Requirements	77
Repeated Course Work	77
Attendance	78
Transfer Students	78





## Champion Christian College

Financial Aid Warning	78
Financial Aid Termination	78
Financial Aid Appeal	78
Reinstatement of Financial Aid	79
Notifications	79
Return to Title IV	80
Process Overview & Applicability	80
Withdrawal Date	82
Formula Calculation	82
Procedures	83
Post-Withdrawal Disbursements	83
Policies	83
Procedures	83
Returning Unearned Funds	84
Procedures	84
<b>HEALTH AND SAFETY</b>	<b>85</b>
Health Care	85
Insurance	85
Accidents and Incidents	86
Crisis Communication Plan	86
Bomb Threat	86
Criminal Violations Reporting	86
Drug-Free Campus	86
Immunizations	87
Tobacco-Free Campus	87
Fire	87
Lab Safety	87
Severe Weather	88



## Champion Christian College

Tornado Alert	88
UNDERSTANDING YOUR RIGHTS AND RESPONSIBILITIES	89
Academic Appeals	89
Disciplinary Appeals	89
Student Due Process	90
Student Complaint Procedures	90
Transnational Association of Christian Colleges and Schools (TRACS):	91
Arkansas Department of Higher Education	91
Department of Education	92
Academic Records Privacy Rights	92
Administrative Withdrawal/Drop	93
Annual Campus Security and Crime Report	93
Annual Notification of Consumer Information	93
Accessibility Services	94
Americans with Disabilities Act of 1990	94
Computing and Telecommunications	94
Holds on Records	95
Sexual Harassment	95
Stalking	95
Student Right to Know	96
Title IX Compliance	96
Liability	96
CONCLUSION	97



## **Champion Christian College**

### **Fall 2020 Main Dates**

**August 15, Saturday**- Residence Hall Check-in/ student & parent orientation for new students

**August 16, Sunday**- Orientation for New Students

**August 17-18, Monday- Tuesday**-Registration

**August 19, Wednesday** -Late Registration Deadline (late fee charged)

**August 20, Thursday**-First Day of Classes

**September 7, Monday**-Labor Day Holiday

**October 5-6, Monday- Tuesday**-Midterm Exams

**October 12, Monday** -Mid-term grades available

**November 16-20 Monday- Friday**-Registration for the spring semester

**November 23-27, Monday-Friday**-Thanksgiving Holiday

**December 7-10, Monday- Thursday**-Final Exams

**November 30, Monday**-Final day to officially withdraw from all courses

**December 15, Tuesday** -Fall grades available

### **Spring 2021 Main Dates**

**January 7, Thursday**-Residence Hall Check-in

**January 8, Friday**-Registration/ Orientation

**January 11, Monday**-First Day of Classes

**January 18, Monday**- Martin Luther King Day (no classes)



## **Champion Christian College**

**January 19, Tuesday**-Add Drop period ends

**January 29, Friday**- Final day to apply for graduation

**February 15, Monday** -President's Day (no classes)

**March 8-9, Monday-Tuesday**-Midterm Exams

**March 15, Monday**-Mid-term grades available

**March 20-27, Saturday- Sunday**-Spring Break

**April 2-5, Friday- Monday**-Easter Break

**April 26, Monday**-Final day to officially withdraw from all courses

**May 3-6, Monday- Thursday** -Final Exams

**May 6, Thursday**-Ordination Service

**May 7, Friday** -Commencement

**May 11, Tuesday** -Final grades available



## Champion Christian College

### CONTACT INFORMATION

Champion Christian College is located at 600 Garland Avenue, Hot Springs, AR 71913. To contact the college's main desk, please call (501)-623-2272.

We earnestly desire to be of assistance to you in any way we can. Do not hesitate to get in touch!

NAME	TITLE	OFFICE NUMBER	EXTENSION
Dr. Eric Capaci	President	205	120
Dr. Jeremy Horton	Executive Vice President	213	112
Ms. Claudia Kemp	Vice President of Academic Affairs	209	411
Ms. Digna Wilkie	Registrar & Assessment Coordinator	209	401
Ms. Marcia Thomas	Business Office Administrator	211	125
Mr. Jeff Manthe	Financial Aid Director	211	412
Mr. Josiah Capaci	VP of Student Affairs	217	410
	Admission/Recruiter		
Ms. Carie Bachel	Presidential Secretary	205	120
Mr. Leonard Epps	Athletic Director	222	113
Mr. Jesse Byrd	Men's Basketball Coach	222	510
Mr. Dwain Roark	Men's Baseball Coach	222	501
Mr. DeAnthony Ellison	Women's Basketball Coach	222	



## Champion Christian College

### STUDENT LIFE

**“Only let your conversation be as it becometh the gospel of Christ: that whether I come and see you, or else be absent, I may hear of your affairs, that ye stand fast in one spirit, with one mind striving together for the faith of the gospel”**

**—Philippians 1: 27**

Student life at Champion is exciting and dynamic. Students will have the opportunity to form lasting friendships with fellow Christians, thereby receiving the opportunity to grow in their own faith. All students—both residential and non-residential—are expected to observe the following policies which are in effect as long as a student is enrolled. These policies are instituted to promote the welfare of all students and to ensure that Champion students adhere to the highest standards of academic and moral excellence. They also assist students in complying with the mandate of *Ephesians 4:1* to “*walk worthy of the vocation wherewith [we] are called.*” Christians are to be the light to a lost and hurting world. At Champion Christian College, we are committed to helping you shine your brightest both academically and spiritually.

### Champion Christian College's Mission Statement

Champion Christian College’s mission is to teach and to train regenerated servant leaders to excel spiritually, intellectually, and practically in professional ministries and selected lay vocations.

### Champion’s Vision Statement

Champion Christian College, as an institution of higher learning, acknowledges the inspired and revealed Word of God as the foundational authority for all faith and practice and its worldview as the basis for interpretation of all knowledge. Our mission is to teach and to train regenerated servant leaders to excel spiritually, intellectually, and practically in professional ministries and selected lay vocations. We shall perpetuate the work of God by training students who value integrity and justice to compassionately carry out the Great Commission mandate in a post-Christian world, while living lives rooted in unchanging biblical truth. Champion Christian College intends to achieve this mission, in community with like-minded churches, in an atmosphere of love, joy, and peace, as well as a wholesome social environment.



## Champion Christian College

### Statement of Ethical Standards and Values

In order for CCC to accomplish its goal of excellence in Christian education, which brings glory to the Lord Jesus Christ, Who is the source of all wisdom and knowledge, and prepares its students to excel in their chosen field, Champion Christian College has adopted various core values and standards to guarantee this outcome. The administration, faculty, and staff are committed to achieving this outcome with our students.

To accomplish this, CCC believes that it is necessary to provide a safe social and spiritual environment that will enable spiritual growth, as well as educational excellence. It is expected that the administration, faculty, staff, and student body will follow conservative and biblical principles to encourage proper Christian living at all times.

Each member of the college family should conduct themselves in a way that reflects these biblical values that would lead to spiritual maturity. They should also refrain from any activities or conduct that would be detrimental to the desired spiritual environment. Our core values which form the basis for the spiritual transformation of our students can be found in this catalog under Core Values.

### Foundational Underpinnings

The Old Testament Psalmist asked, “If the foundations be destroyed, what can the righteous do?” (Psalm 11:3 KJV) Today in America, our historical foundations of education, law, values, ethics, morality, the home, and even the church are in shambles. Christianity is under siege as we slide into the post-Christian world.

Champion Christian College is committed to the truth as revealed in the Word of God communicated to us in the Judeo-Christian Bible. Furthermore, we reserve the right to discriminate against certain behavioral and lifestyle practices based on the dictates of this Word. Our total foundational educational underpinnings concerning truth, reality, values, and authority are rooted deeply in the biblical narrative. Following are our statement of faith, introductory statements that further develop these foundational commitments, and elements of our philosophy of education.

### Statement of Faith

*We Believe . . .* The Bible to be the inspired and only infallible and authoritative Word of God, and that it is inerrant in all it affirms and teaches.



## Champion Christian College

**We Believe . . .** That there is one God, eternally existent in three persons: God the Father, God the Son, and God the 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, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, future return to this earth in power and glory to rule the nations.

**We Believe . . .** In the deity of the Holy Spirit who convicts, regenerates, indwells, and seals all believers in Christ; fills those who yield to Him; and gives spiritual gifts to all believers as He wills.

**We Believe . . .** That mankind was created in the image of God, but that through Adam's sin, the race fell, inherited a sinful nature, and became alienated from God. Man has a radical propensity to sin, and of himself is utterly unable to remedy his lost condition. We also believe that humanity is created in the image of God (*imago dei*), and thus has intrinsic value. This is seen in the reality of Jesus Christ's incarnation, becoming a man, and His willingness to die for humanity. We believe that Jesus' resurrection inaugurated a new kind of humanity, the "One New Man", and that those who are in Christ are being conformed to His image; that is to say, they are being restored to the likeness of God from whence mankind fell and will bear fruit in their life before they die.

**We Believe . . .** That the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ and that regeneration through spiritual conception by the Holy Spirit is absolutely essential for personal salvation.

**We Believe . . .** In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life, evidenced by the fruits of the Spirit and increasing conformity to Christlikeness in all areas of life.

**We Believe . . .** That Christ's Church, as represented in the assembly of saints in a local community, is the body of Christ to do His work of evangelizing lost individuals in its community; promote spiritual formation in the lives of its members bringing them to full maturity in Christ; and pressing beyond its Jerusalem to plant the church in its Judea, Samaria, and among the uttermost communities of earth, thus endeavoring to complete Christ's Great Commission.





## Champion Christian College

*We Believe . . .* That the standard for the Christian life should reflect the original intent of God before the fall of humanity and that standards and behaviors that emerged after the fall should not be considered normative. This view values the importance and inherent worth of both man and woman. It also includes the belief that the covenant of marriage is to be between a man and a woman and that all sexual expression is rightly kept only within the boundaries of this relationship. This belief is affirmed in the words of Jesus Christ in Matthew 19:4-6.

*We Believe . . .* In the resurrection of the saved and the lost, the saved to everlasting life and the lost to everlasting damnation.

### Philosophy of Education

We believe that all true knowledge emanates from God, who is the Creator, Controller, and Consummator of the universe. He has revealed truth to man that man cannot discover for himself because of man's rebellion against God. This rebellion was triggered by human will in defiance to God's will; and since man did not desire to retain the concept of God in their knowledge system, God gave them over to be controlled by a reprobate mind.

Even with the revelation of absolute truth as presented in the Word of God (Bible), man could not by himself comprehend truth since his interpretive system was also reprobate. Therefore, the Spirit of God came for special purposes in the Old Testament era and was given to indwell the believer in the New Testament economy. In both periods, man was dependent upon the Spirit of God to illuminate the revealed truth of God so that man could comprehend its meaning.

Upon these truths, Champion Christian College has constructed its philosophy of education. We believe education is a spiritual teaching/learning activity involving cognitive knowledge interpreted by both revelation and illumination to provide a thorough comprehension of reality.

We believe that the educational design of our curricula must be to foster transformational change within the lives of our students based on the biblical concept of renewing the mind. Thus, our theories of learning must not be limited to the impartation of



## Champion Christian College

knowledge to the student, but also developing within the student the abilities and methodologies to become a self-directed learner engaged in life-long learning.

### Teaching Task

The educational task of Champion Christian College is a seriously planned endeavor based upon biblical teaching/learning concepts, precepts, and principles. We are seeking to design a curriculum for a Christian college in a post-Christian world. We believe this task has four major components:

1. First, we believe we must provide a balanced foundation of cognitive knowledge, for life and professions, from the multiple disciplines of human knowledge.
2. Secondly, we believe that we must transform the life of the student by “renewing” or literally “refurbishing” the mind of the student. This “refurbishing” of the mind must first reprogram the value system of the student with a biblical value system, since values are the basis for all decisions of life and vocation. We must make certain that the interpretative system of the student is a biblical worldview, since a person’s worldview is the vehicle by which he interprets all knowledge. We must make certain that the student’s authority system is a biblical authority system since this is the basis for all behavior. Transformational education can only be achieved as the mind of Christ is developed within the student.
3. Thirdly, our educational outcomes must be designed to build the character of the student through a process of spiritual formation, co-laboring with the Holy Spirit in His work of conforming each student to the likeness of Jesus Christ.
4. Fourthly, our task must include the development of abilities, skills, and understandings enabling the student to achieve success in his individual vocation, or *God-calling*.

### Core Values

Since values are the drivers for decision, and transformation is a result of multiple choices



## Champion Christian College

and decisions, we have identified a core of values that must be foundational to biblical, transformational education.

1. The first core value we hold is that God is love. He loves mankind with an unconditional and individual love; and He desires that we love and delight ourselves in Him, with all our heart, with all our soul, with all our mind, and with all our strength.
2. The second core value is life. We value the individual life of a human being since its source is God, and its dimension is timeless—eternal. Thus, we must value others even as we value ourselves.
3. The third core value is redemption, which has been granted to mankind through the death of Jesus Christ and is available to every human being by placing his faith and trust in this same Christ, who was resurrected and is seated at the right hand of God.
4. Our fourth core value is the role for man, granted by God, to have “dominion” over the physical earth and to be a steward/caretaker of it.
5. Our fifth core value is the spiritual dominion that Christ has given to the members of His body on earth, to continue and complete His own mission “to seek and save” lost ones, and to teach them to be disciples of Jesus Christ.
6. The sixth core value is that God has revealed truth to human beings which they can never discover for themselves, and that this truth must be studied, learned, mastered, and applied properly to life situations; otherwise, man, either individually or in social groups, cannot be obedient to God’s requirements.
7. The seventh core value is that individuals who have placed their faith in Christ and have been spiritually conceived, like babies in the womb, must be given spiritual nourishment and care, developed through proper spiritual formation, which conforms them to the likeness of Jesus Christ.
8. The eighth core value for the person who has placed his faith in Christ and is being conformed to His likeness is that he must make every decision of life based upon these



## Champion Christian College

three questions: How will this glorify my heavenly Father? How will it extend His kingdom? How can I perform the will of God on earth as it is in Heaven?

9. The ninth core value for the person who has placed his faith in Christ and is being conformed to His likeness is the conviction that as he makes decisions on the basis of the eighth core value, he can depend on his Father for every provision needed for life and ministry.
10. The tenth core value for those conceived and empowered by the Spirit of God to live the Christ-life is that whatsoever that person needs to perform his or her God-calling has been promised through the requisition of prayer in Jesus' name.

### Institutional Learning Outcomes

1. **Values:** CCC recognizes core values as the basis for setting priorities and making each of life's decisions and choices.
2. **Worldview:** CCC is dedicated to promoting a biblical worldview, which is the basis for interpreting all knowledge.
3. **Comprehension and Communication Skills:** CCC trains its students in the ability to effectively comprehend, analyze, reflect, and respond to oral, visual, and written information and to communicate effectively through spoken, written, and other appropriate forms of expression.
4. **Professional Demeanor and Personal Ethics:** Champion Christian College will strive to usher prepared students with a biblical standard of ethical conduct into their vocational enterprises vested with appropriate knowledge, abilities, skills, and leadership acumen to achieve success.
5. **Critical Thinking and Informational Competence:** Students will be able to select, analyze, and assess the accuracy, credibility, reasonableness, and relevancy of questions, arguments, or issues and will be competent to determine the possibility of a solution.
6. **Social Awareness and Responsibility:** Graduates will enter their social enclave with a keen awareness of the social, moral, cultural, environmental, and biblical perspectives and will demonstrate personal responsibility in relation to each.



## Champion Christian College

### **Institutional Objectives**

1. Champion Christian College shall promote a biblical worldview to foster spiritual growth in students.
2. Champion Christian College shall foster college level competencies in communication, critical thinking, and reading/ writing in all educational programs.
3. Champion Christian College shall promote academic scholarship through teaching and training of students for selected lay vocations.
4. Champion Christian College shall provide a caring atmosphere, a wholesome social environment and opportunities for local church ministry.

### **Vision Statement for Student Services**

The Student Services staff will engage students in a transformation that enhances their scholarly endeavors and inspires their spiritual journey through sustaining a safe, nurturing environment in which they can learn and grow.

### **Core Values for Student Services**

**Our Students** – Create a student life environment conducive to success; encourage them to believe in themselves; enrich their lives through a robust spiritual, family-friendly atmosphere.

**Learning Centered** – Challenge their intellectual growth and enrich their lives within a thriving student-centered learning community.

**Student Access and Engagement** – Guide learners in awareness of and utilization of campus and community resources.

**The Champion Tradition** – Engaging students in a dynamic, spirit-filled experience – Champions for Christ!

**Integrity**- Total commitment to fulfilling CCC's mission, vision, and core values



## Champion Christian College

### Accreditation

Champion Christian College is fully accredited by the Transnational Association of Christian Colleges and Schools on November 5, 2019. Contact Information for Transnational Association of Christian Colleges and Schools is as follows: Address: 15935 Forest Road, Forest, VA 24551; EMAIL: info@tracs.org; Phone: 434-525-9539

### NONDISCRIMINATION STATEMENT

Champion Christian College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. *As a religious institution, however, it reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with the school's statement of faith, code of conduct, or other policies of this organization.*

### SPIRITUAL LIFE

#### Personal Devotions

Students who attend CCC will gain many opportunities to grow spiritually. One of the best ways to mature as a Christian is ensure that each student daily take some time to commune with the Lord. Developing a habit of daily devotions is vital to growth as a Christian.

#### Chapel

Chapel is a vital aspect in the spiritual growth of each student attending Champion Christian College. Chapel is held on Wednesdays and Fridays at 10:00 a.m. Students are only allowed 2 absences.



## Champion Christian College

- Students must be on time to chapel.
- Students may not leave before the conclusion of chapel without administrative approval.
- Students must sign in **before** chapel to validate attendance. Signature by proxy will not be permitted.
- Students will be considered absent for failing to sign-in.
- Students more than ten minutes late will be considered absent.
- All students are allowed five unexcused absences per semester.
- Non-resident students are required to attend one chapel a week.
- Written excuses for chapel must be submitted within one week of the absence.
- Accepted excuses include illness, death in the family, or any other excuse deemed appropriate by the Student Services Office.
- Chapel exemption form may be filled out if student requests the need or reason they cannot attend chapel. Form will be accepted or denied by the student services office.
- Laptops, tablets, and cell phones should only be used as it pertains to the message. Refrain from being on social media during this time.
- Appropriate respect for speakers and others is expected.
- Headphones may not be used during chapel other than for as it pertains to the message.
- Exceeding five unexcused absences will result in:
  - Fewer allotted absences the following semester
  - Chapel Probation
    - The student has fewer allotted absences.
    - The student may not be allowed to participate in various extracurricular clubs and intramural athletics.
    - The student may be assigned various labor duties.

Students missing chapel more than twice will meet with the Vice President of Student Services. If absences continue to happen, student will then meet with the college President.

Students are to secure permission from the Vice President of Student Services prior to missing chapel. Students will be permitted up to five excused absences from chapel per semester.

### Church Attendance

- Students are strongly encouraged to attend and serve in a local church.
- Non-local students are strongly encouraged to attend and serve at Gospel Light.



## Champion Christian College

### Church/Small Group Responsibilities

All students are required to attend a church service during the week and are encouraged to participate in small group. Students found not complying with this policy will meet with the Vice President of Student Services. The VP of Student Service will counsel the student and make arrangements to ensure compliance of this policy. If necessary, a mentor will be assigned to the student

### Evangelism

Students should spend time each week in all facets of the Great Commission as outlined in Matthew 28:18-20, which would include presenting the Gospel to the lost, explaining the ordinance of baptism to the saved, and connecting the believer to the teaching of the Word through the local church. All students will need to be intentional as well as relational in their efforts to present the Gospel to as many people as possible. Students should set aside times to intentionally present the Gospel as well as be sensitive to speak to those they encounter in the course of daily life.

### Opportunities for Ministry and Social Outreach

The College offers students the opportunity to participate in various ministries and social outreach:

#### C4C

Here in the city of Hot Springs there are over 35,000 people. An estimated 25% of these people live in poverty. Our Compassion for Children ministry reaches specifically into the homes of these impoverished people. The unique mission of our Compassion for Children is to spread the Gospel Message into homes by providing a transportation service and activities for underprivileged youth of Hot Springs. Many of our students find this as a very rewarding ministry and have seen God change the hearts and lives of the people that He has let them be a part.

Our Compassion for Children (C4C) ministry is a great way for Champion students to impact the local community. C4C volunteers minister to inner-city children every Sunday morning, providing them with their own worship service as well as snacks and games. The dedicated students involved in C4C embrace this opportunity to show these children the love of God and to provide a positive influence in their lives.

### Teen Revolution





## Champion Christian College

Champion students always have the opportunity to volunteer as part of the annual Teen Revolution youth conference. Whether in advertising, singing, or simply helping with behind-the-scenes preparations, these students are able to contribute to the mission of Teen Revolution—creating a revival among young people across the nation. Students can even participate in our Teen Rev rallies, one-day events held around the country to further the goals of Teen Revolution.

### **Small groups—Ignite**

Champion Christian College is affiliated with Gospel Light Baptist Church; consequently, Champion students have the benefit of attending functions of the church, such as small groups. GLBC's young adult ministry, Ignite, focuses on uniting and equipping college-aged people to handle the tough issues of today and impact the world for Christ. Students will find that small groups such as Ignite are a powerful boost to their spiritual life and their sense of community at Champion.

### **Worship Team**

Students with a passion for music are always welcome to join the CCC chorale, lead chapel worship, and/or join the Gospel Light Baptist Church worship team! The chorale performs in various sites throughout the year. It is led by Dr. Tom Bolton who is known throughout the community and the county. Leading worship provides a hands-on experience for anyone interested in leading worship. The worship team at Gospel Light Baptist Church leads the musical portion of the service every Sunday morning, meeting on Saturday mornings for practice and encouragement. As part of the GLBC worship team, students may sing or play an instrument—or both.

### **Bus Ministry**

The bus ministry at GLBC is one of our oldest and most respected ministries. As part of this ministry, students will be able to assist in its incredible mission—picking up families and children from the Hot Springs area and bringing them to church. Students will be able not only to help with the procedural details but also to impact the lives of those riding the bus, forming long-lasting relationships that often lead to amazing changes.

### **Nursery**

Students who enjoy working with children will be excellent candidates to volunteer in the nursery. This ministry watches and lovingly cares for very young children on Sunday mornings, freeing their parents to benefit from the service without interruption or distraction. Those students who aspire to be elementary school teachers could certainly



## Champion Christian College

fill this role well, but any student may volunteer who has a heart for the Lord and a love for His little ones.

### **Community Outreach**

Students will have periodic opportunities for social outreach within the Hot Springs community. Instructors, pastors, and other authority figures will lead students in various service projects and acts of volunteerism. In this way, students are able to impact their own community for Christ.

### **Practicums/Internships**

Students at Champion are provided with real-world experience in each of the degree programs offered. Students can learn hands-on about the field they are majoring in. Students have opportunities to partake in leading worship, teaching in a classroom, mentoring youth, or take a mission's trip. These are a few of the cultural and educational opportunities offered at Champion.

### **Nursing Home**

Gospel Light and Champion have the privilege to go into ten different nursing homes and minister to the elderly. This is a ministry that is always in need of more workers. It gives the student opportunities to sing, play an instrument, preach, and just to be a blessing to the residents and workers there.

### **Youth Ministry**

This ministry involves working in our Wednesday Night Teen Gathering. The opportunities range from media, visual, small group aide, worship band, vocals and many more!

### **First Impression**

Did you know 95% of people visit the church web-site before they visit the campus? Did you know that if a guest is not greeted with a warm smile within five minutes of his/her arrival their chances of ever visiting again dramatically decrease? Here at Gospel Light and Champion, we hold our first impression ministry in high regard. Why? We want to remove every barrier for the unchurched and de-churched. For some of our upper-classmen, Gospel Light has our First Impressions ministry available.



## Champion Christian College

### **STUDENT COUNCIL**

The student council of Champion Christian College serves as a liaison between the student body and the administration.

The student council may consist of representatives from the freshmen, sophomore, junior and senior class. The council is student nominated and serves under the direction of an appointed faculty or staff member. The student council gives input into the administration of the school and provides insight into the academic and student life. Council meets once a month to pray and discuss academic and/or social aspects that impact the student body. Once a semester the council meets with the Dean of Student Life.

The student council is responsible for appointing sub-committees as needed and for organizing social events. The council also adopts one project each school year. This gives the students an opportunity to reach others, serve our community, and raise and invest money.

### **Qualifications for Student Council**

The student council is elected by their peers. Elected offices for the student council are as follows: President, Vice-President, Secretary, Treasurer, Male Representative, Female Representative.

### **Spiritual & Academic Qualifications**

Elected council members should be students who represent and express CCC spiritual core values and beliefs. Each member should demonstrate leadership abilities and the ability to develop strong relationships with their peers. Each member must have and maintain good academic and social standing. Violations of the code of conduct may result in suspension from their elected office. Each council member must maintain at least a 2.0 GPA. Dropping below this standard may result in temporary suspension of responsibilities until the member has met this academic requirement.



## Champion Christian College

### CODE OF CONDUCT

#### Student Code of Conduct

Students enrolled at Champion Christian College are expected to conduct themselves in a manner set by God in the Scriptures. Students are expected to assume responsibility for their actions, to respect and reflect on the welfare of others in the campus community, and to consider the reputation of the College. CCC reserves the right to counsel and if needed take disciplinary action against a student who violates Scriptural guidelines. The preferred goal is to counsel students on accountability, on a plan for behavior redirection, and on delineation of consequences associated with continuing the current non-working behaviors. CCC believes in the principles, set by the scriptures, on sexuality. The marriage union is between a man and a woman and intimate sexual relationships are reserved for this union. Therefore, students should not engage in such behavior outside the marriage covenant.

Men and women are not allowed to visit the personal living area or dormitory of the opposite sex unless special permission has been granted by CCC.

Students are further expected to act in a Christ-like manner; conforming to College rules as well as local, state, and federal laws.

Conduct which is not in harmony with the consecrated Christian life should be avoided. This includes but is not limited to the following:

- Drinking alcoholic beverages
- Using tobacco products
- Abuse of drugs
- Viewing or possessing pornography or other sexually explicit content
- Gambling
- Attending questionable venues

Students are not allowed to possess the following objects on campus or in a vehicle parked on campus without expressed written permission from the administration:

- Weapons
- Fireworks
- Pets or other animals



## Champion Christian College

### **Couples/Dating/Mixed Groups**

Any couple, defined as a pair of students, who at any time engages in what the college administration deems to be immoral physical contact may be subject to immediate expulsion. This rule applies to members of the same or opposite gender.

Couples should always consider appropriateness and propriety in every situation and should apply Biblical principles to their relationships.

The staff and faculty at CCC will be interacting in the lives of the students. Acting on Biblical principle, you can expect faculty and staff to lovingly confront members of the opposite gender if there is a probable issue regarding Biblical inappropriateness.

### **Student Expectation**

Students are expected to abide by the code of conduct during the school term, holidays, and breaks. CCC's code of conduct is based upon the principle of individual responsibility and behavior expectations lie within each student. If a student violates the code of conduct, he/she should report to the Dean of Student Life. If a student is aware that the another student has violated any of the principles in the code of conduct, he/she should confront the student. These principles can be seen in Matthew 18. As Christians we should not think negatively of confronting or giving accountability to others. CCC students are asked to consent to these guidelines: 1. Honor Christ above everything; 2. Honor others above themselves; 3. Honor the Christian life by living above reproach; 4. Strife to please God in every way.

### **Student Discipline Policy**

The primary aim of the student discipline procedures is to redirect student behavior toward the achievement of academic goals or the adjudication of possible sanctions. The purpose of these procedures is to balance redirection of individual student behavior with the safety and security of the campus community. To this end, if deemed necessary by the administration, sanctions may include fines, labor, probation, or dismissal from a course, from a program, or from the college. The student has the right to appeal any sanctions to the President of the College.

### **Language**

Obscene and abusive language, language considered offensive to public taste and campus moral standards, and language that is not characteristic of a follower of Christ is prohibited both on campus and off campus at College sponsored activities.



## Champion Christian College

### Appearance and Dress Code

Champion's appearance and dress guidelines exist to help our institution reach its goal of educating the whole person. Our dress guidelines are designed to model Biblical modesty in ways that are distinct from the world and that reflect the God-ordained differences between men and women. These guidelines are used to help students develop thinking that includes a desire for purity, self-control, neatness, and the ability to discern the appropriate clothing for any event. We also intend that dress guidelines teach students to consider the impact of their choices on others, thus living out Jesus' instruction about loving others as ourselves.

Champion students are to appear in public modestly dressed and neatly groomed, and will avoid wearing clothing that is provocative or calls undue attention to themselves. All messages and logos must be in good taste. In dress as well as behavior, a Champion student must be pure and modest as determined by the Vice President of Student Services. The Vice President of Student Services reserves the right to ask a student or guest to the College to change their attire, hairstyle, and accessories at any time if they deem it necessary or leave the campus.

Specific guidelines and instruction covering appropriate attire for every occasion including formal, business casual, causal, and athletic events:

- 8:00 a.m. - 1:00 p.m., Monday - Friday, On Campus
  - No shorts, tank tops, or flip flops for men or ladies
  - Leggings may not be worn as pants, unless partially covered by a long top or dress.
- After 1:00 p.m., Sunday - Friday, and all day Saturday
  - Shorts may not be any shorter than the tip of the fingers when a student is standing straight with arms by their side.
  - Tank tops must be modest; for ladies, no undergarments may be showing.
  - Shirts and shoes are required anytime a student leaves the dorm floor.
- Sunday Morning Dress (Until 1:00 p.m.) Business Casual
  - Men: collared shirt; pants may be khakis, dress pants, or nice denim; no flip flops or sandals
  - Ladies: a dress, dress slacks, or nice denim; t-shirt must abide by Champion standards, when wearing a dress, it should be fingertip length as described for shorts

### Faculty and Staff Respect

Faculty and staff members should always be shown respect and addressed by the title desired by each member. Use of terms Professor, Dean, Pastor, Brother, Doctor, Mr., Mrs., Ms. will assist in maintaining a respectful attitude.



## Champion Christian College

### **Suspension**

See Student Due Process

### **Readmission after Dismissal**

Students wishing to return to Champion Christian College after a suspension or a dismissal must complete the readmission requirements. Students can be readmitted back to CCC after a first suspension or dismissal. CCC's admission committee will reevaluate the student's application and decide on the student's readmission. Students who had an academic dismissal will be readmitted on probation and must meet the required GPA to avoid another dismissal.

## **STUDENT SERVICES & RESOURCES**

**Orientation:** For our new students at Champion Christian College, orientation activities commence their college experience. Students involved in orientation can learn higher education expectations and college culture, experience spiritual growth, accept personal responsibility and ownership, and seek out resources. The purpose of Champion's orientation program is fivefold: (1) to create a sense of ease for our students by familiarizing them with the physical campus; (2) to introduce the concept of interdependence in the context of meeting faculty, staff, and students; (3) to educate new students on college culture, policies, and procedures; (4) to train students in the location and usage of campus resources; and (5) to introduce new students to the student information system. All students, new and returning, attend the morning portion of orientation. It begins with a breakfast in which returning students, faculty, and staff informally meet and greet the new learners.

**College Success:** The subject of this class is SUCCESS! College Success focuses on developing behaviors that lead to college and degree completion and provides remedies for many of the issues students face. Students enrolled in this course learn many proven strategies for creating greater academic, professional, spiritual, and personal success. Topics covered are accepting personal responsibility, acquiring self-motivation, and gaining greater control over outcomes created both in college and in life. Understanding what is expected of college students



## Champion Christian College

and how to use this knowledge to enjoy success in relationships with peers, instructors, and college personnel is an important component of this course.

### **Student Academic Readiness: Course Placement Assessment**

Course placement assessments in the areas of reading, writing, and mathematics are required for enrollment in certain courses. The ACT, SAT, or an accepted placement test can be used for this purpose. Students who test below the prerequisite score for the course are enrolled into transitional courses to ensure academic success

### ***Remedial Course Placement***

The following chart indicates placement in English, Math and Reading

	ACT	ASSET	COMPAS S	SAT
<b>ENGLISH</b>				
ENG 1013- Comp. I	19	45	80	450
ENG0300- English Fundamentals	15-18	44-	79-49	449-
<b>MATH</b>				
MTH 1213- College Algebra	21	45	50-53	500-510
MTH 0113- Intermediate Algebra	15-19	43-39	49-40	490-460
<b>READING</b> (Critical Reading SAT)				
No Reading course required	19	43	83	470
ENG0210 College Reading	15-18	37-42	70-82	390-450





## Champion Christian College

### **Ability-to-Benefit Student Policy**

An ability-to-benefit student is one who may not meet all of CCC's regular admissions criteria but is admitted under conditional admittance. Students are given the opportunity and assistance to ensure success. Students are provided with remedial coursework, tutoring lab, and faculty assistance to prepare them for college level work. Students must earn a minimum of C in the remedial courses. Faculty members teaching remedial courses report to the VP of Academics if a student: 1. Has missed two or more classes; 2. Is falling below a C average; 3. Needs extra tutoring or assistance.

### **Academic Support Lab**

The Academic Student Support Lab, informally known as the A+ Lab, provides academic student support and tutoring. The lab staff will partner with students to ensure increased academic achievement. The A+ Lab will be available to students during the school year by appointment. The lab staff will work one-to-one or in small groups with students to enhance their reading comprehension and writing skills; to improve their study strategies; to increase their efficiency in taking clear and concise notes; to develop organizational skills; and to advance math concepts and computation abilities.

Academic tutoring is supplemental to instruction and regular class attendance is essential. Instructors can refer students to the lab due to low test scores or due to a specific academic need. Students whose grade point average is below 2.0 will be required to attend the lab. Students may also self-identify their need for tutoring. Contact the Vice President of Student Services for more information.

### **Advising, Registration, and Enrollment Services**

New, first-time students should register for courses by scheduling an appointment with the Registrar or an assigned advisor. During these sessions, the academic advisors will guide students toward the certificates and/or degree plans that are appropriate for the goals of each student. Prior to enrollment, new students must go online to [www.champion.edu](http://www.champion.edu) and complete a CCC Admission Application and follow all admission procedures. For new, first-time students, enrollment will be completed after all required admission credentials are received and approved.



## **Champion Christian College**

### **Campus Hours**

Campus is closed nightly at 10:30 PM for all non-students. Non-students are not permitted in a residence hall without being accompanied by a resident student.

### **Champion Email and Mailbox**

At the beginning of the school year, students will be assigned a Champion email and a mailbox. Students should check their email on a daily basis. The administration and instructors use the Champion email to send notifications and as a means of communication. It is the students' responsibility to check their email daily. Students are also responsible for checking their mailbox frequently for any information regarding the school.

### **Career Exploration, Guidance, and Placement**

Career services, in terms of resume writing and mock interviews, are embedded in course and program content. College staff members encourage learners to create a LinkedIn profile; to pursue volunteer and internship opportunities related to students' career interests; to attend on-campus Job Fairs; to generate and maintain a list of professional contacts and references; to schedule mock interviews; and to complete a graduate survey. Student support services both offer employment referral services for many local employers who are seeking qualified employees and partner with city and county offices. The Office of Vice President of Student Services serves as a clearinghouse for local employers and college alumni seeking workers.

### **Counseling Services**

CCC faculty and staff understand student success extends beyond addressing the academic needs of students. In many situations, the degree of stability in students' lives also impacts their college success. CCC is committed to addressing the affective and spiritual needs of students as well. Counseling can increase self-confidence, improve relationships, achieve educational goals, and aid students in making wise choices for their emotional, intellectual, physical, and spiritual well-being. The Vice President of Student Services offers short term crisis counseling. Students who have on-going, long-term, or therapeutic needs are referred to community agencies for assistance. The Vice President of Student Services maintains a list of available community providers for professional assistance, will initiate contact the mental health providers, and will transport when necessary students to these service providers.



## Champion Christian College

The Student Services staff at CCC offer awareness and educational seminars which recognize the signs and risk factors to prevent attempted suicides, present the distinct characteristics of drug and alcohol abuse, and to caution students and staff against the behaviors within a relationship that define violence against women and sexual abuse.

### **Mentoring**

Champion Christian College seeks to provide students with Christian role models who display not only the love of Christ but also the desire to help others improve academically, spiritually, and socially. Since Champion's enrollment is small, faculty and staff join in the mission with helping others as the need arises.

A mentor can be a staff member, faculty, or member of the administration that takes a particular interest in a student or whom a student seeks mentorship from. This informal operation of mentoring can include but is not limited to, counseling services, character development, and encouragement. CCC believes that mentoring will assist in accomplishing the mission of the institution as well as promoting the core values among staff, faculty, administration, and students.

### **Job Placement**

Student support services offer an employment referral service for many local employers who are seeking qualified employees as well as partnering with staff at city and county offices. The office of the Vice President of Student Services serves as a clearinghouse for local employers and College alumni seeking employees. Students should maintain a record of integrity and diligence at the workplace.

### **Orientation**

New students will be welcomed to campus during Orientation by students, faculty, staff, and administration who will introduce you to college policies and procedures covering academic life, academic tutoring, library usage, career counseling, financial aid, graduation/transfer, and student support services. Students will also have the opportunity to not only discover the location of the campus resources but also use these services.



## Champion Christian College

Principles of College Success is a one-credit-hour course designed to identify the eight habits of successful college students and to allow each individual student to discover how these habits can be incorporated into their daily life, thereby ensuring degree completion and student success. These courses are designed for first-time, degree-seeking students. See an advisor to schedule these freshman year experience courses.

### Francis Grubbs Library

The library contributes to the College Mission by providing students and faculty with access to resources, assistance to students with studying and research, support to faculty, and obtaining additional resources to facilitate student learning and aid faculty in the achievement of academic program objectives. The College has partnerships with external libraries and students are strongly encouraged to obtain an e-library card from Garland County Public Library. The library also is a member of ArkLinks, a partnership of higher educational institutional libraries for interlibrary loan. Students may access the library collection from the computer lab.

### Resources Available

- Reference Books: Reference books may be check-out from the library located on the first floor of the Champion Building.
- Books: The library houses thousands books which students can check-out at any time during the semester.
- On-line Databases: The online databases can be accessed by using the assigned log-in information given to each student.

### Library Hours

Hours of the Francis Grubbs library are posted in the library entry.

### Computer Lab

The computer lab is accessible to all CCC students. Students can log-in to their account by using assigned log-in information provided to them at registration.



## Champion Christian College

### **Internet**

Wireless internet is provided in the Champion building and in the dormitories. The passcode for accessing the internet is provided at the time of orientation.

### **Printing**

A printer is provided for the students for the use of academic purposes. The printer is located in the computer lab. There is a copy/scanner machine located in the lobby of the Champion building. Students are given a code and are allowed a certain amount of copies/prints each month.

## **MISCELLANEOUS**

### **Cellular Phones and Computer Usage**

Cell phones or other electronic devices should not be accessed for personal use during classes or chapel.

Students have access to use the computers in the computer lab through a personal log-in password assigned by the college. Students should be careful not to give out this information for others' use.

Students may access approved social networks through the college's Internet server. The administration retains the right to access every individual social network account.

The administration reserves the right to inspect/confiscate/remove cell phones or electronic devices for violation of usage policy.

### **Facility Usage**

Any flyer, sign, or advertisement distributed or posted on campus must be approved through the Office of the Vice President of Student Services.

Students are permitted to engage in solicitation or fundraising for personal business on campus with administrative approval.

Students may reserve the use of a certain facility with prior approval from the Dean of Student Life.



## Champion Christian College

### **Food outside the Cafeteria**

Food is not permitted in the church or classrooms except in specifically designated areas. Covered drinks are permitted except in specifically designated areas such as computer lab and piano labs, and auditorium.

### **Lost and Found**

If you wish to report lost or found items, please contact the Office of the Vice President of Student Services. Items left unattended on the college campus may be redeemed through our college lost and found during posted business hours.

### **Entertainment**

Students are expected to exercise careful judgment and to use Scriptural standards when making choices about movies, video games, computer games, television, music, reading material, social media, and off campus entertainment. Music played or performed on campus must be in keeping with the spirit and standards of CCC and must not disturb other students or guests.

### **Study Skills**

There are many, many GREAT study tips. Here are a few:

- Make a list of what you have to do
- Organize the material by writing outlines
- Space out your studying, doing a little each day, rather than cramming for an exam
- Communicate, communicate, communicate! It is vitally important for you to maintain contact with your instructors. When unusual circumstances arise or when you simply do not understand an assignment, let your instructor know!
- Also, it is a great idea to exchange contact information with a couple of your classmates.

### **Vehicles and Transportation Policies**

All automobiles operated on campus must be registered with the Vice President of Student Services.

Students:



## Champion Christian College

- should carefully follow the designated parking regulations.
- may not wash their vehicles in the Champion lot on campus.
- may not service or repair their vehicles in the Champion lot on campus.
- may not keep inoperable vehicles in the Champion lot on campus.
- vehicles are subject to inspection by the administration.

### College Days

During the year, CCC hosts prospective students on campus during College for a Weekend. These students will attend classes, chapel, and special events. On-campus students will be asked to host by sharing their dormitory and extend a “Tiger” welcome to our guests. Arrangements of the events and housing are done by the Dean of Student Life.

### P.O. Box System

1. When having something mailed to you, give your name and the school address. Do NOT put a box number to avoid causing confusion for postal workers. We have your name and box number in our database and will deliver your mail safely.
2. All mail that is too large to fit in your postal box, including packages, will be held in Office 205. A text message will notify you to retrieve them.
3. When exiting for summer break, withdrawing, or exiting a semester without planning to return, please return your mailbox key to Office 205 with your name and postal box number.

## ADMISSIONS DEPARTMENT

***Unconditional Admission:*** A student admitted unconditionally is a student admitted to the institution without requirements, conditions, or restrictions placed on initial enrollment status. These students must fall into one of the following categories:

1. Graduates from a high school who meet the college preparatory core curriculum
2. Applicants who present passing scores on the GED test in lieu of high school graduation, plus ACT composite scores of 19 or above or SAT scores of 990 or above



## Champion Christian College

3. Homeschooled applicants with a GED certificate and ACT score of 19 or above or SAT score of 990 or above
4. Students transferring from an institution of higher learning who have a cumulative grade point average of 2.0 or higher, on a 4.0 scale, and have not been suspended for academic reasons from the last institution attended

Official transcripts must be sent from each college or university attended.

**Conditional Admission:** Students not meeting the requirements for unconditional admission may be granted conditional admission. Students admitted in this category are in one of the following categories:

1. Applicants from accredited high schools who did not meet the college preparatory core curriculum
2. High school graduates, GED recipients, and/or homeschooled graduates with an ACT Reading subscore of 15 and/or ACT Mathematics and English subscores of 15-18

Applicants without a high school diploma or GED who have acceptable ACT scores may petition the committee for conditional admission. Champion Christian College believes that most students without high school diplomas should complete high school or obtain a GED prior to enrolling at the college. All students enrolled under conditional admission must complete any required developmental courses during their first 30 hours.

## ACADEMIC POLICIES AND PROCEDURES

**Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the Word of truth.**

**—2 Timothy 2:15**

Champion Christian College professors teach classes from a Biblical worldview and to the highest academic standards. Students must attend each class for which they are registered and





## Champion Christian College

must apply the appropriate time and energy necessary to earn the best possible grade in each class. In addition, students are expected to respect both professors and fellow students and to exhibit deportment that helps create a positive learning environment in each classroom.

### Course Registration Procedure

The schedule for course registration is listed at the top of the handbook under *Main Dates* and in the catalog under *Main Dates*. It is the responsibility of the student to ensure registration of courses during the set times. Failure to complete registration by the due dates may result in not being registered for classes and therefore not being admitted to classes.

### Changes in Registration

Once a student registers for classes, any and all changes involve specific processes. See the below for adding a course, dropping a course, change of program, and change of status.

#### Adding a Course

There are certain dates within a semester in which you may add classes to your schedule. Official forms must be completed in order to drop and add a class from your transcript. For further information, refer to the Main Dates in the student handbook and the catalog or call or visit the Office of the Vice President of Academic Affairs or the Registrar.

#### Dropping a Course

Students are expected to successfully complete the courses for which they register. If a class change becomes necessary, the student should schedule an appointment with the Vice President of Academic Affairs. A class may be dropped up to the deadline specified in the official college calendar each semester. Whenever a student stops attending class or is absent excessively and does not complete the necessary forms to drop the class during the drop time frame, a “F “ (failing grade) may be recorded by the instructor.

Students may add or drop a course within one week after the college classes have begun without academic penalty. Any such change must be approved by the Vice President of Academic Affairs.

#### Change of Program

A student may choose a different academic program by arranging to meet with the Vice President of Academic Affairs.



## Champion Christian College

### **Change of Status**

A student may choose to change their status from full-time to part-time or vice-versa during the drop/add period. No changes will be made after the drop/add period. Fees may apply if applicable.

### **Withdrawing from a Course**

Students who drop a course after the official add/drop period will be considered either WP (withdrawn passing) or WF (withdrawn failed), depending on their grade at the time of withdrawal.

### **Withdrawal from College**

Prior to making a decision to withdraw from classes, talk to your instructors and/or a counselor to explore other options. We do understand that there are times you may see class withdrawal as your best or only option. In those cases, you must see the Vice President of Academic Affairs.

### **Early Intervention**

Early alert intervention is designed to identify students who exhibit behaviors that could possibly lead to academic difficulty, course/program failure, and attrition. A student identified by a faculty or staff member is referred to the Vice President of Academic Affairs who compiles the appropriate documentation and contacts the student to set up a meeting. The Vice President of Academic Affairs assesses need, takes action, or refers the student to a specific resource.

At Champion Christian College, the Student Services staff guides students to use college resources, encourages them to believe in themselves, and challenges them to meet and exceed their career and spiritual expectations. They guide students toward success by implementing strategies that engage them in classroom discussions, by supporting them in using campus resources, and by allowing them to step out of their comfort zone and to reach higher than they thought possible. The work of the Student Services staff provides a safe, nurturing environment in which CCC students can learn and grow.

### **Credits**

#### **Definition of a Credit Hour:**

Federal Definition of the Credit Hour: For the purpose of the catalog and in accordance with federal regulations, a credit hour is an amount of work represented in intended learning outcomes

Last annually assessed May 5, 2020



## Champion Christian College

and verified by evidence of student achievement that is an institutionally established equivalency that reasonably appropriate:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

### **Full-Time Student**

A student who registers for more than 12 credit hours per semester will be considered a full-time student.

### **Part-Time Student**

A part-time student registers for less than 12 credit hours.

### **Special Permission**

No student may register for more than 18 credit hours per semester without permission from the Vice President of Academics.

### **Attendance**

Students are expected to attend every scheduled class session of the course in which they are enrolled. Attendance and class participation are extremely important components in course and program success. CCC has adopted a rigorous attendance policy. Per policy, students are expected to attend 85% of the course or risk being administratively withdrawn. You are encouraged to arrange doctor, dentist, legal, and other appointments during your free time, not during class time. If you must be absent from class, it is your responsibility to contact your instructor and to make up missed course assignments.

Students are solely responsible to complete any coursework missed due to an absence.

Excluding administrative absences, students whose total number of absences exceeds twice the amount of days in class per week will lose credit and may receive a “F” grade for the class.



## Champion Christian College

In order for an absence to be considered administrative, it must meet one of the following criteria:

- The VP of Academic Affairs approved an absence that was requested by the college administration.
- A funeral in the immediate family
- Personal hospitalization (documentation needed)

It will be the student's sole responsibility to adequately document administrative absences and to secure approval from the Vice President of Academic Affairs.

A student will be considered absent if he has entered the classroom fifteen minutes after the class has begun. A student is considered tardy if he has entered the classroom after the class has begun. Four tardies will equal one absence. Academic penalties will not be assessed for absences or tardies. Absences may not be taken during the week of final exams.

### Classification of Students

A student who registers for 12 credit hours per semester will be considered a full-time student. Student athletes must be registered for a minimum of twelve credit hours to be eligible to be involved in the athletic program. No student may register for more than 18 credit hours per semester without permission from the Vice President of Academic Affairs.

Students transferring to Champion from other colleges are required to earn a minimum of forty-five CCC credit hours in order to qualify for graduation from CCC. All other graduation requirements will be also in effect. This policy may be waived only after consultation with and approval from the Vice President of Academic Affairs.

Students may be allowed to obtain up to twelve correspondence credits toward a Champion degree. The school offering the correspondence courses and the courses themselves will need to be approved by the Vice President of Academic Affairs.

### Academic Honesty

Academic integrity is a vital element of any learning community. The College's faculty are held to the highest standards in this regard and expect their students to do the same. Students who compromise the integrity of academic inquiry are subject to disciplinary action on the part of the college. A violation of academic honesty may include, but is not limited to, the following:

- Cheating on written examinations, quizzes, or other written work
- Plagiarizing—using another's intellectual property (thought, writing, etc.) without proper reference/citation, whether directly quoted or paraphrased
- Giving or receiving unauthorized assistance during a test



## Champion Christian College

- Falsifying, forging, or altering academic records
- Obtaining or attempting to obtain copies of a non-circulating examination

Penalties for breaches of academic integrity may include receiving an F for the assignment in question, receiving an F for the course, and/or dismissal from the course. In extreme cases, the administration reserves the right to suspend the student from all studies at the college.

### GRADES

Grades are used to inform the student of progress in the course and is related to mastery of content. Students with an unpaid account balance will not receive their diploma or official transcripts until the bill has been satisfied.

### Grading Scale and Grade Point Average (GPA)

#### Grading System

Academic achievement will be summarized by the cumulative grade point average (GPA). The GPA is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Grade point average may range from 0.0-4.0. Grades and credits for transfer courses are not used in computing the GPA

Each letter grade awarded to a student for a course is assigned a point value as noted below. A student may determine the grade points for each course by multiplying the number of points the grade is worth times the number of credit hours the course carries. Thus, a B letter grade (worth three points) in a three-credit-hour course is worth nine points, and an A (worth four points) in the same three-credit-hour course is worth twelve points.

Grades and credits for transfer courses are not used in computing the GPA.

#### Grading Scale

Champion has a four-point grading scale with the following symbols and values:

Grade	Definition	Percentage	Grade Points
A	Excellent	90-100%	4.00
B	Good	80-89%	3.00



## Champion Christian College

C	Average	70-79%	2.00
D	Below Average	60-69%	1.00
F	Failure	0.0-59%	0.00
I*	Incomplete		0.00
P	Pass		1.00
AU	Audit		0.00
W	Withdrawal		0.00

Grade point average is computed by dividing the total number of grade points by the total number of hours attempted. The cumulative grade point average includes only those courses taken at CCC.

### Academic Standing

A student is required to earn a grade of a C or higher in order to receive credit for a class directly tied to their major or other chosen area of emphasis. Students are required to attain a final GPA of 2.0 or higher in order to satisfy the grade point requirement for graduation.

### Academic Probation

If a student fails to maintain a GPA of at least 2.0, at the end of the semester they will be placed on academic probation by the Registrar for the next semester. In order to be removed from Academic Probation, a total GPA of at least 2.00 must be attained. At the end of the semester, if improvement has not been shown, students will be restricted to a limited number of classes for the next semester after a conference with an academic advisor. Therefore, a student who does not show progress after two semesters and remains in Academic Probation will be suspended for the following semester.

For example, if a student finishes his/her fall semester below a 2.0 GPA, he/she is placed on academic probation for the spring semester hence, academic probation begins that spring semester. If the following fall semester a student does not bring his/her GPA to a 2.0 by the end of that fall semester, conclusively the student did not satisfy the requirement for academic probation and will thus be suspended from enrolling in courses the following spring semester.

### Dean's List/President's List

The Dean's List is indicative of a student's high academic achievement. Students who have a grade point average of 3.50-3.7 and are enrolled in a minimum of 12 semester credit hours are honored and named to the Dean's list.



## Champion Christian College

The President's List is indicative of a student's high academic achievement. Students who have a grade point average of 3.8-4.0 and are enrolled in a minimum of 12 semester credit hours are honored and named to the President's list.

### Grade Changes

Grade changes are initiated by the student with consultation of the instructor, and must be approved by the Registrar. Grade changes will be permitted within a year of when the original grade was awarded.

### Incomplete Grades

The following information applies to incomplete grades:

- Instructors submit grades at midterms and finals. CCC does not accept incomplete grades as a grade assign to a student, unless prior approval has been made by the instructor and student and has been approved by the VP of Academic Affairs.
- If a student fails to submit all the required work at the assigned time and date set by the instructor, the instructor has the right to accept or decline the work.

### Academic Appeal

The scope of Champion Christian College's Academic Appeals Policy includes issues of improper grade assignment, charges of plagiarism, charges of cheating, discriminatory treatment of students, and instructor inconsistency with the written grading criteria. Champion students have the right to appeal the above mentioned academic issues within nine weeks after the official termination of the course. Students are encouraged to initiate contact with the instructor and try to resolve the academic issue. If the issue cannot be resolved informally, then a student can initiate an appeal.

To appeal: 1. A student meets with the Vice President of Academic Affairs, located on the 2nd floor of Champion Hall, to discuss the issue. This meeting also ensures that the student has thought out the complaint and has exhausted any hope of resolving the matter informally with his/her instructor. 2. The student files a complaint. 3. The VP of Academic Affairs will investigate the matter. 3. Once the matter has been investigated and all parties involved contacted to discuss the issue, the VP of Academic Affairs will write a letter stating the outcome of the issue. All records are kept in the student's file in the office of the Registrar.



## Champion Christian College

### **Audit a Class**

You may change from a credit to an audit status at the time indicated on the published schedule of classes each semester. An audit status, though not accepted by universities, gives you the right to benefit from all instructional privileges associated with a course; however, it does not impose any attendance, homework, or testing responsibilities. An audited course will not be included on the student's official transcript.

### **Make-Up Homework**

It is your responsibility to contact your instructor at his or her office. Each instructor provides information on the syllabus, given at the beginning of the course, on how and when to contact them. Faculty hours are also posted outside their office doors.

### **Repeating a Course**

If a student chooses to repeat a course, both grades earned for the course will be reported on the student's transcript. However, only the latter grade shall be used in determining the GPA. Students who fail and/or drop a course may repeat the course twice. If a third attempt is necessary, the student must seek permission from the Vice President of Academic Affairs prior to re-enrolling in the course.

### **Transcripts and Records**

Students can request official transcripts at the Registrar's office by completing the Transcript Request Form or by requesting it through Populi. Official transcripts have a fee. Students can access unofficial copies through Populi at no cost.

### **Transfer Credits for Prospective Students**

It is the practice of most colleges and universities to accept or reject credits based on their own criteria. CCC will consider for transfer, courses earned at another college. CCC's evaluation for credit include: 1. The institution where the coursework was completed. CCC will consider the accreditation status of the college or university, but not have this be the sole determination for accepting credits; 2. The coursework similarities to Champion's courses; 3. The courses transferring for a specific major are C or higher.; 4. Courses transferring are not more than 10 years old from the time of enrollment. The registrar's office is responsible for evaluating transfer credits.

CCC reserves the right to refuse credits received at any college or university for the





## Champion Christian College

following reasons: 1. Credits do not meet reasonable academic standards; 2. Credits are below grade level standard; 3. The level of coursework does not meet college-level work; 4. The institution is not credible.

Transfer students must: 1) Submit official transcripts to the Registrar's office; 2) Earn a minimum of thirty-three junior or senior CCC credit hours in order to qualify for a bachelor's degree; 3) Earn a minimum of fifteen hours in order to qualify for an associate's degree.

All other graduation requirements will be also in effect. This policy may be waived after consultation and approval from the vice President of Academics.

### Appeal

A student may appeal transfer credit which was refused by submitting in writing a request for review to the office of the Vice President of Academic Affairs. Students will have 30 calendar days from receipt of credit transfer evaluation to file an appeal. The request must include: Student's Name; Mailing address/Phone; Email address; Detailed narrative and reason for appeal; Documentation which support the request.

The office of Vice President of Academic Affairs will conduct a review of the credit evaluation and respond with a decision to the student in writing.

### Transfer of Credits for Champion Students

Students seeking to transfer should seek advice from an academic counselor. Credit hours for courses offered by CCC may or may not transfer to other post-secondary institutions. Acceptance of course credits for transfer is at the discretion of the receiving institution. Students can request official transcripts by completing the Transcript Request Form found on the Champion website or by stopping by at the Registrar's office.

### Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. For more information, visit <https://www.adhe.edu/students-parents/colleges-universities/transfer-info.-for-students/>

### Graduation Policy

The following requirements apply to all degrees granted by Champion Christian College:

---

Last annually assessed May 5, 2020

49 | Page



## Champion Christian College

- The student must file a formal application for graduation in the Registrar's office by February 1.
- A minimum cumulative grade point average of 2.00. Remedial courses do not count toward degree credit and will not be calculated in degree gpa.
- Completion of 15 hours for an Associate's and 33 hours for a Bachelor's degree must be earned at Champion Christian College.
- Bachelor candidates must earn 36 upper division credit hours.
- Completion of all institutional assessment measures. Candidates will be notified by email concerning test and dates.
- All financial obligations to CCC must be met.
- All library books and athletic equipment must be returned.
- Students who wish to transfer credit hours to CBC to complete their degree must do so within three years of their last semester of attendance to remain under the same catalog; otherwise, they will be required to meet the degree requirements of the current catalog.

### Degree Audit

Students are responsible for monitoring their progress toward a degree. The Registrar's Office can assist students by providing a degree audit.

### Graduation Honors

Academic honors will be conferred upon candidates who have earned the following cumulative grade point average:

Cum Laude	3.00-3.49
Magna Cum Laude	3.50-3.85
Summa Cum Laude	3.86- 4.00

### Commencement Exercises

Undergraduates are required to attend the college commencement exercises unless prevented by their regular employment. Any other (rare) exceptions will need to be approved in advance by the Vice President of Academic Affairs.



## Champion Christian College

### General Education Objectives

The college recognizes the importance of general education and related studies as integral components of technical education. In addition to acquiring discipline-specific skills, the college will strive through general education to lead the student in attaining the following general education objectives:

- Develop critical thinking skills
- Enhance written and oral communication techniques
- Demonstrate problem-solving abilities
- Exhibit college-level demeanor and sensitivity in everyday relationships

### COPYRIGHT INFRINGEMENT POLICIES

As an institution of higher education, Champion Christian College strongly believes in intellectual property. As such, Champion Christian College respects intellectual property and has made it a priority to ensure all employees and students respect the copyrights of others. Every employee and student of Champion Christian College is required to comply with copyright law. Copyright infringement through inappropriate copying or distribution of copyrighted content is a personal as well as a company liability and will result in disciplinary action including dismissal from the school. Champion Christian College's copyright policy does not allow for the application of "fair use." Please make sure you have permission from the author before using ANY copyrighted material.

The following information regarding copyrights was obtained by Copyright Clearance Center. For more information, please visit [www.copyright.com](http://www.copyright.com).

### What is Copyright?

The purpose of copyright law is to provide authors and other creators (and those who obtain rights through such persons) with an incentive to create and share creative works by granting them exclusive rights to control how their works may be used. Among the exclusive rights granted to those authors are the rights to reproduce, distribute, publicly perform and publicly display a work. These rights provide copyright holders control over the use of their creations, and an ability to benefit, monetarily and otherwise, from the exploitation of their works. Copyright also protects the right to "make a derivative work," such as a movie from a book; the right to include a piece in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for "authors" of certain works of visual art. If you are

---

Last annually assessed May 5, 2020

51 | Page



## Champion Christian College

not the copyright holder, you must ordinarily obtain permission prior to re-using or reproducing someone else's copyrighted work. Acknowledging the source of a work, for instance, is not a substitute for obtaining permission. However, permission generally is not necessary for actions that do not implicate the exclusive rights of the copyright holder, such as reviewing, reading or borrowing a book or photograph.

### What is Protected by Copyright?

The rights granted under the U.S. Copyright Act (embodied in Title 17 of the U.S. Code) are intended to benefit "authors" of "original works of authorship," including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural and audiovisual creations. This means that virtually any creative work that you may come across in readable or viewable format, including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials; unpublished materials, such as analysts' reports and consultants' advice; and non-print materials, including websites, computer programs and other software, databases, sound recordings, motion pictures, video files, sculptures and other artistic works are almost certainly protected by copyright.

### What is NOT Protected by Copyright?

Not everything is protected by copyright. This includes: works that are not fixed; titles, names, slogans; ideas, facts and data; listings of ingredients or contents; natural or self-evident facts; and public domain works (more on this below). Some of these things may, however, be protected under other areas of law, such as patent or trademark law, or by contract. It is important to be sure that no other form of protection restricts the use of such materials before using them.

### How Long Does Copyright Protection Last?

In the U.S., a work created on or after January 1, 1978 is ordinarily protected for a term equal to the author's life plus 70 years after the author's death. This is called the "life-plus-70" rule. Works created by companies or other types of organizations have a copyright term of 95 years. For works created before 1978, the duration of protection depends on a number of factors. For comprehensive information on duration, see: <http://www.copyright.gov/circs/circ1.html#hlc>.



## Champion Christian College

### Fair Use

Fair use is a defense under U.S. law that may be raised by the defendant in a copyright infringement case. Fair use recognizes that certain types of use of other people's copyright protected works do not require the copyright holder's authorization. The fair use doctrine is codified in Section 107 of the U.S. Copyright Act. See: [www.copyright.gov/title17/](http://www.copyright.gov/title17/). Although there are no absolute rules around fair use, generally the reproduction (photocopy or digital) or use of someone else's copyright-protected work is more likely to be found to be a fair use if it is for one of the following purposes: criticism, comment, news reporting, teaching, scholarship or academic research.

To determine whether a particular use qualifies as fair use, the statute requires a fact-specific analysis of the use, based upon four factors:

1. The purpose and character of the use (for example, whether for commercial or nonprofit educational use).
2. The nature of the copyright-protected work (is it primarily factual or highly creative?).
3. The amount and substantiality of the portion used.
4. The effect of the use upon the potential market for or value of the copyright-protected work.

All four factors must be considered and balanced against the other factors as part of each fair use analysis. Although some see fair use as a solution to many of their reproduction activities, the scope of the fair use doctrine is much narrower than most people assume. Further, fair use is an ambiguous notion and the law does not state exactly how, or how much of, a work may be used without obtaining permission. As a consequence, even copyright law experts often have a difficult time predicting the outcome in cases involving fair use.

The bottom line is that fair use requires an appropriate risk assessment as to whether re-use under certain circumstances may be considered fair use. In order to avoid any copyright risk, [Company] permits uses of short quotes from works. Otherwise, permission procedures as set out in this policy should be followed and the advice of [Company's] Copyright Officer should be sought in instances where a fair use determination may be necessary.



## Champion Christian College

### **Copyright and Foreign Works**

The U.S. is a member of two major copyright treaties, the Berne Convention and the Universal Copyright Convention. As such, when [Company] uses a copyright-protected work from almost any other country, U.S. copyright law applies to the use of that work, assuming the use takes place in the United States. Similarly, the copyright laws of other participating countries apply to the use of U.S. works in those countries. While these treaties establish certain conventions that render the laws of participating countries consistent to some degree, there are differences in each country's law and [Company's] Copyright Officer should be consulted if there are questions regarding the use of materials by employees or others outside the U.S. Licensing intermediaries such as Copyright Clearance Center offer agreements that allow the use of materials from other countries as well as the use of materials across borders, which can simplify the permission process a great deal.

### **Copyright and Digital Works**

Any non-digital content that is protected by copyright is also protected in a digital form. For example, print books are protected by copyright law, as are electronic books. A print letter is protected by copyright law, as is an e-mail letter. In both cases, the copyright is generally owned by the author, regardless of who has received the letter. Whenever you wish to use material found on a website, it is always important to review and understand the terms of use for that site because those terms will tell you what use, if any, you can make of the materials you find there. When obtaining permission to use works on the Web (such as posting them on [Company's] public-facing corporate website), always attempt to obtain worldwide rights, as most Web uses of content are on a global basis.

### **Peer-to-Peer**

The reproduction and distribution of copyrighted music, movies, television shows, pictures, and software through the use of peer-to-peer (P2P) networks is illegal. The Digital Millennium Copyright Act (DMCA) presents a clear set of procedures that Champion Christian College must follow when we receive notice that an individual using the College network may be violating copyright laws. When the College receives official notice of a violation from a copyright holder or their official designee, the Director (in cooperation with IT manager) notifies the individual of that complaint. We do this by forwarding the notice of infringement to the individual via email and asking that the infringing material be removed within 48 hours. If we do not hear back from the individual within 48 hours we terminate network access for the computer in question. This is done both to protect the individual from continuing to violate the law and to protect the College.



## Champion Christian College

The DMCA also requires the College to establish procedures for repeat offenders. In such a case, the Director, in conjunction with IT Manager will immediately terminate network access and refer the matter to the President for further action.

HJC does not monitor the specific content of the information that travels across the College network or through the College's connection to the Internet. However, the College does monitor the type of information that travels across the College network and through our connection to the Internet.

In response to normal notices of infringement, Champion Christian College will not release to the copyright holder the names of any individuals, or any other personally identifiable information. Recently, however, copyright holders have been seeking subpoenas to obtain the names of individuals sharing copyrighted information. If the College does receive such a subpoena, we are required to release the name of the individual violator(s).

The sharing of materials protected by copyright is a serious matter. People caught sharing music files illegally have been subpoenaed and subjected to substantial fines. If you share copyrighted materials illegally you put yourself at risk of losing computer access, of facing College action including dismissal, and of facing prosecution under civil and criminal laws.

You should be aware that the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject community members to civil and criminal penalties as follows:

- In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
- Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).



## Champion Christian College

### RESIDENCE HALL POLICIES

**Behold, how good and how pleasant it is for brethren to dwell together in unity!**

**—Psalm 133:1**

Living in Hancock Hall offers Champion students many benefits: opportunities to grow spiritually with students from culturally diverse backgrounds, to build solid friendships, to grow and live in consideration of others, to develop conflict resolution skills, to exercise leadership skills, and to live together harmoniously in close proximity in a way that exhibits real Christian community. Students may choose to live on campus and those that do discover that residence life at Champion is truly a *home away from home* for our students. The room and board package includes fifteen meals per week. These meals are served in a full-service commercial cafeteria. .

Living in a residence hall offers Champion students many benefits:

- Opportunities to grow spiritually
- To build solid friendships
- To grow in love and consideration of diversity
- To develop and exercise leadership skills

The following guidelines for residence hall living are intended to help each student feel at home at Champion and to enable students to live together harmoniously in proximity in a way that exhibits real Christian community.

### Hours and Schedule

Curfew:

- Curfew is at 12:00 midnight Sunday-Monday.
- Students are to be in their residence halls each night by curfew.
- Everyone is asked to be courteous at all times concerning noise.
- Commuter students must be off campus by midnight unless on campus for work or approved special events.
- Any resident hall student may remain off campus past curfew but must sign-out using the After Hours Sign Out Sheet prior to curfew (12 a.m.). The Office of Student Services and





## Champion Christian College

the administration reserves the right to revoke this privilege on a case-by-case basis at any time.

### Leaving Campus

Away Overnight:

Residents staying off-campus overnight must sign out with Student Services Office.

Any abuse of this (not signing in/out, going places other than stated, etc.) may result in the requirement of administrative approval to leave campus.

### Residence Halls Exiting Procedures:

- An Exiting Checklist is available from the Vice President of Student Services' Office.
- Residents should remove all personal items from their room for a final inspection.
- Residents who fail final inspection may be fined a fee.
- Any personal items left in the residence hall will belong to the college.
- Items may not be left on campus with another student.
- Residents may place items in campus storage for a nominal fee.
- The student must submit his/her mailbox key.
- The student must submit his/her room key.
- The student must report to the financial office for a final meeting.
- If the student does not plan to return to school, he/she must have completely vacated the dorms by the date and time specified by the Office of Student Services. Failure to do so may result in a fine.

### Occupation of Residence Halls

Single students must live in the residence hall unless approved by the Vice President of Student Services.

First-semester students may not move into the residence hall before the official residence hall move-in date. New students wishing to arrive early to secure employment should plan to reside off campus until the official move-in date. Returning students may move into the residence hall before the official date but will be charged a daily fee until the residence halls officially open.



## Champion Christian College

Students should determine living arrangements upon registration and when establishing a billing/payment plan. Should the student commit to living in the Champion dormitory, the student may not choose to move off campus after two weeks have passed from the semester move-in date. Should the student choose to live off campus within two weeks from the semester move-in date, he/she will be charged a prorated amount based on the semester move-in date and the date the student officially moved off campus. If a student fails to completely vacate the dorm room by the two-week mark from the semester move-in date, he/she will continue to be charged a prorated amount until the student has completely vacated the dorm room.

If students have lived on campus in the Champion dormitory for at least two consecutive semesters (e.g., spring semester and fall semester), students may move from the Champion dormitory to an off-campus residence during the time between fall finals and the spring semester move-in date (should the student meet certain criteria as stated under “Occupation of Residence Halls”).

If a student determines living arrangements contrary to the initial decision made at registration, the student should immediately adjust his/her payment/billing plan through the Financial Office.

All first-year Champion students are required to reside in the Champion dormitory for their first full school year. A full school year is defined as two consecutive semesters (e.g., fall semester and spring semester, or spring semester and fall semester).

*Special note:* Both the student’s \$100 dorm deposit fee and \$25 application fee are nonrefundable.

### **Roommate Policies**

Room assignments are determined by the administration and are made without discrimination on the basis of likeness; thus, the administration attempts to pair students with similar interests and common goals. Any student with questions or concerns about the roommate selection process should contact the Office of the Vice President of Student Services.

### **Roommates Rights**

The residential experience of a college student largely depends on the thoughtful consideration of his/her roommate(s). The following is a list of understood rights that each roommate has as a resident college student.

Basic rights of a roommate include but are not limited to:



## Champion Christian College

- The right to read and study without interference in one's room. Unreasonable noise and other distractions inhibit this right.
- The right to sleep free from disturbances such as noise, guests of a roommate, etc.
- The right to one's personal belongings being respected by roommate(s).
- The right to a clean-living space in which to live.
- The right to a hygienically clean-living environment. This includes personal hygiene as well as the hygiene of the living space.
- The right to privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other hall residents.
- The right to be free from fear of intimidation, physical and/or emotional harm.

### Roommate Conflicts and Room Changes

Although we hope that all living situations are successful ones, we realize that at times a change of room may be necessary. Life on campus can be an exciting and rewarding experience, but it can also be trying at times. For many students, living in the residence halls is the first time they have shared their personal space. Learning to live with someone else especially someone who may have different habits, likes, and dislikes-can be challenging.

The experience of having a roommate and making new friends can be a fundamental part of each student's college education. College is a learning experience that will allow them to grow as they build friendships in their campus community. The roommate experience can be successful and enjoyable, but it will take effort, compromise, and understanding on the part of both roommates. Each floor has a Resident Assistant (RA) that provides support, acts as a resource for residents, coordinates social programs, and works as a liaison between the staff and residents to enforce policy within the hall.

When experiencing a roommate conflict, roommates must follow these guidelines before a room change request is granted by the Student Services Office.

- Roommate will address his/her roommate about problem or concern by himself/herself
  - It is very important to approach it with gentleness and kindness
  - Do not make it personal
  - Address the problem or concern and offer a potential solution
  - Listen to the other roommate's side of the story
- Roommate will go to his/her RA with the issue
  - The RA and roommate will go to the other roommate with the matter at hand



## Champion Christian College

- The RA and roommate will attempt to get roommates to reach restorative language
- The RA and roommates will discuss possible solution to the problem or concern
- The RA will see the Dean of Student Life
  - Dean of Student Life will offer possible solutions for RA to bring back to roommates
- The RA and both roommates will meet with Dean of Student Life
  - All parties will attempt in reaching an agreement and resolving the problem or concern
  - Dean of Student Life will attempt to bring roommates to restorative language

If an agreement cannot be reached between roommates, the room change request form will be granted. Upon which the student requesting to change rooms will fill out the form. The student is not guaranteed an approved room change when room change request is filled out. If the room change is approved by administration, the moving process will follow the next week. The RA will oversee the moving process and make sure it is complete by the end of the designated week.

- Unauthorized room changes will result in penalties and fines along with student moving back in to original room
- You cannot occupy a space to which you are not assigned, even if the space appears to be vacant
- While we can assist in facilitating moves or connect you with students who are looking for new roommates, it is your responsibility to make the appropriate introductions to potential roommates and facilitate potential moves

### Parking

- There are four main parking lots on Champion's main campus: one beside the sand volleyball court, the main lot that is in front of the dormitory and lobby area, across the street behind the main lot that is next to the Gospel Light Gym, and across the street beside the main lot.
- Students are not to park in restricted areas such as handicap parking areas or fire lanes. Failure to adhere to these regulations will result in a \$25 fine
- On Sunday morning from 8:00 a.m. to 1:00 p.m. the main parking lot becomes a restricted area and is only for Gospel Light Church member usage. Students failing to adhere to this will also receive a \$25 fine.



## Champion Christian College

### Checklist of Items

#### What to Bring:

- Small refrigerator (must not exceed 3.7 cubic feet)
- Coffee maker
- Electronics (laptop, tablet, game console, etc.)
- Personal mementos
- Removable adhesive strips/sticky tacks for rooms
- Linens and towels (standard twin-size beds)\*
- Cleaning supplies\*
- Medicine, toiletries, and first aid supplies (don't forget toilet paper)!

#### Prohibited Items:

- Open element appliances (toasters, hot plates, broilers, open coil space heaters, grills)
- Halogen lights
- Candles
- Dart boards or anything else that could puncture the walls
- Air Conditioners
- Any items prohibited by law or by CCC policy
- Firearms, alcohol, or tobacco
- Materials not in accordance with the Christian atmosphere of CCC
- Pets or other animals

#### Provided Items:

- Bunk beds (standard twin-size)
- Armoire
- Washer/dryer (may be operated free of charge)
- TVs and microwaves (in the lounge area on each floor)

### Personal Items, Cleaning, and Inspections

- Video games which contain inappropriate themes, behavior, language, or music are not permitted. The privilege of possessing/playing video games may be forfeited by any student who abuses those privileges.



## Champion Christian College

- Lit candles/open flames may not be inside the residence rooms.
- Coffee makers and mini refrigerators are the only appliances allowed in the residence rooms.
- All decorations will be subject to administrative approval.
- Residents are expected to have their rooms ready for inspection by 8:00 a.m. each morning.
- Residents are responsible for their own area (bed, wardrobe, etc.).
- On a rotating basis, residents will be assigned other various room and hall duties.
- Inspections may take place on a daily basis without prior notification.
- Floor duties are assigned on a weekly basis and are expected to be done throughout the week. Failure to do so may result in fines.
- Residents will be notified of a “white glove” inspection.
- No animals of any kind are allowed inside residence halls.

### Security and Privacy Policies

Non-resident students are permitted in the residence halls only when accompanied by a resident student to their specific area/room and must leave no later than 10:30 p.m.

Students are not permitted to be in another student’s room if that person is not present.

Students should not lend/give their room key to another individual.

Students should refrain from leaving their residence room unsecured.

Men and women are not allowed to visit the dormitory of the opposite sex unless special permission has been granted by the administration or VP of Student Services.

All residence rooms (and any content therein) are subject to inspection at any time by administration and in accordance with college policies. Any item in violation of college rules may be confiscated until arrangements have been made to take it home or have it properly disposed of. Confiscated items will be disposed of if not taken care of by the end of the term.



## **Champion Christian College**

### **ATHLETICS – HOME OF THE CHAMPIONS**

**Know ye not that they which run in a race run all, but one receiveth the prize? So run, that ye may obtain. And every man that striveth for the mastery is temperate in all things. Now they do it to obtain a corruptible crown; but we an incorruptible. I therefore so run, not as uncertainly; so fight I, not as one that beateth the air: But I keep under my body, and bring it into subjection: lest that by any means, when I have preached to others, I myself should be a castaway.**

**—1 Corinthians 9:24-27**

At Champion Christian College, we are proud of our student athletes. These individuals represent Champion Christian College by displaying high moral standards and excellent sportsmanship both on and off the playing field. Victory is a way of life for those who have the heart, passion, and integrity to be a Champion Tiger.

### **Ministry and Chapel Attendance**

The Christian student athlete should consistently meet the weekly requirements of church ministry and chapel. Any student that is repeatedly penalized for not meeting ministry requirements or chapel attendance may also be suspended from sports involvement indefinitely or until the administration determines that the problem is corrected.

### **Insurance**

Each student will be responsible for any injuries incurred while participating in any CCC-sponsored practice, game, or any other activity associated with the sports program.

### **Uniforms**

Uniforms are “on loan” to each athlete during the season. Alterations made without prior approval from the coach/athletic director will result in consequences. Uniforms are to be worn only at CCC-sponsored athletic events.



## **Champion Christian College**

### **Grounds for Suspension and Termination from Athletic Program**

Champion works under a disciplinary system. Any athlete who does not complete disciplinary requirements within the time given may be suspended from practice and play until all obligations are fulfilled.

Students must maintain a GPA over 2.0 throughout the athletic season. The coach may decide to have a higher academic standard for upperclassmen according to team or conference rules. Student athletes are obligated to maintain a good testimony on and off the court or field of play. If at any time the administration determines that a student does not represent Christ and the college with the right spirit, that student will become ineligible to participate in the athletic program.

## **FINANCIAL INFORMATION**

**Not that I speak in respect of want: for I have learned, in whatsoever state I am, therewith to be content. I know both how to be abased, and I know how to abound: every where and in all things I am instructed both to be full and to be hungry, both to abound and to suffer need. I can do all things through Christ which strengtheneth me.**

**—Philippians 4:11-13**

### **Financial Assistance**

The College will make every effort to meet the college-related costs of each qualified student based on eligibility criteria, satisfactory academic progress, and availability of funds. For more information about the various types of financial aid available, contact the Director of Financial Aid.

### **Affordable Costs**

#### **Commitment to Affordable Costs**

#### **On-Campus Student Cost of Attendance (one academic year)**





## Champion Christian College

Tuition (30 credit hours at \$310/hour).....	\$9,300/semester x 2 = \$18,600
Housing and Meals.....	\$6,800
Other Fees <sup>[1]</sup> .....	\$814
Supplies <sup>[2]</sup> .....	\$400
Misc. Personal Expenses <sup>[3]</sup> .....	\$1500
Graduation Fee <sup>[4]</sup> .....	\$180
<b>Total Estimated Cost of Attendance.....</b>	<b>\$28,294</b>

<sup>[1]</sup>Includes computer lab, post office, liability protection, etc.

<sup>[2]</sup>This is an estimate per semester.

<sup>[3]</sup>This is an estimate per semester.

<sup>[4]</sup>This fee is only applicable during graduation semester.

### Off-Campus Student Cost of Attendance (one academic year)

Tuition (30 credit hours at \$310/hour).....	\$9,300/semester x 2 = \$18,600
Housing and Meals.....	\$9,600
Other Fees <sup>[1]</sup> .....	\$814
Supplies <sup>[2]</sup> .....	\$400
Misc. Personal Expenses <sup>[3]</sup> .....	\$1500
Travel Expenses.....	\$950
Graduation Fee <sup>[4]</sup> .....	\$180
<b>Total Estimated Cost of Attendance.....</b>	<b>\$32,044</b>



## Champion Christian College

<sup>[1]</sup>Includes computer lab, post office, liability protection, etc.

<sup>[2]</sup>This is an estimate per semester.

<sup>[3]</sup>This is an estimate per semester.

<sup>[4]</sup>This fee is only applicable during graduation semester.

### Payment Options

Payment options are available to all students upon registration. Students must visit the financial office to make arrangements.

### Graduation Rates

A graduation fee of \$180.00 will be added to the school bill.

### Discounts and Aid

**Special Note** about discounts: All discounts are deducted from **tuition** only. The administration reserves the right to deny or remove any participant for any reason not noted in this catalog. If any student loses their discount, they are eligible to be reinstated at the start of the following academic year.

#### *Academic*

**Application Deadline:** To ensure receipt of this discount, students should apply by August 31<sup>st</sup> of each calendar year. This discount is automatically applied to students' accounts with proof of eligibility.

**Eligibility:** Entering freshmen must have an ACT score of 19 and SAT of 990, have a minimum GPA of 3.0 on the high school transcripts, and enroll in 15 credit hours in order to qualify for this discount. Returning students must have a GPA of at least 3.0 and have passed a minimum of 12 credit hours in the previous semester and be enrolled in 15 credit hours in the current semester in order to qualify for this discount.



## Champion Christian College

Scope: This will be awarded to qualifying students for the 2020/21 school year and will be applied to their school bill.

Renewability: A student must maintain a 3.0 GPA each semester. Amount of award is subject to change depending on performance. Discounts awarded in the Fall semester are only awarded again in the Spring semester if the GPA criteria is satisfied yet there will be no promotions to higher-award within an Academic Year. By example, if a student qualified for a Cum Laude scholarship in the Fall semester with a 3.4 GPA at \$500 and finished the semester with a cumulative GPA of 3.55, he or she would not receive award for the Magna Cum Laude scholarship at \$750. Therefore, the discount amount a student starts with per Academic Year (Fall & Spring Semesters) is the amount the student ends with as well within the Academic Year.

Award Range:

Cum Laude Discount: GPA range is 3.0 – 3.49; the award is \$1,000 each academic year (\$500 each semester)

Magna Cum Laude Discount: GPA range is 3.5 – 3.85; the award is \$1,500 each academic year (\$750 each semester)

Summa Cum Laude Discount: GPA range is 3.86 – 4.0; the award is \$2,500 each academic year (\$1,250 each semester)

### ***Full-Time Christian Service***

Application Deadline: This is applied to the account of any eligible students. The deadline to apply for the fall semester is August 31 of each calendar year.

Eligibility: Students qualify for a discount of up to \$500.00 each semester if their parent who is considered the head of household receives their primary income from serving in the ministry full-time.

Criteria: Parent or legal guardian must be employed full-time in church ministry.



## Champion Christian College

**Purpose:** This is designed to pay for \$500 for each semester at Champion Christian College.

**Scope:** This discount will be awarded to qualifying students for the 2020-21 school year and will be applied to their school bill.

**Renewability:** A student may apply once upon entrance to Champion Christian College.

### ***Presidential***

**Application Deadline:** To ensure receipt of this discount, students should apply by August 31st of each calendar year. This discount is automatically applied to students' accounts with proof of eligibility.

**Eligibility:** Students who are members of a church that financially supports Champion Christian College qualify for a discount of up to \$500 for the fall semester only.

**Scope:** This discount will be awarded to qualifying students for the 2020-21 school year and will be applied to their school bill.

**Criteria:** For students to receive this benefit, their church must have supported Champion Christian College for a minimum of six months prior to the student's enrollment. (Pastors interested in making this discount available to their students should contact the business office at Champion Christian College for complete details.)

**Renewability:** Students can apply each academic year as long as the participating church continues to financially support Champion Christian College.

**Range:** This provides a \$250 discount to student's tuition for a church's \$50 monthly support amount and a \$500 per semester discount for a \$100 monthly support amount.



## Champion Christian College

### ***Retention***

**Application Deadline:** To ensure receipt of this discount, students should apply by August 31<sup>st</sup> of each calendar year. This is automatically applied to students' accounts with proof of eligibility.

**Eligibility:** This discount is available to returning students.

**Scope:** This scholarship will be awarded to qualifying students for the consecutive school year and will be applied to tuition.

**Renewability:** Students can apply for this each academic year.

**Scholarship Award Range:**

**Breakdown of discount per year:**

- Year Two (10% tuition discount);
- Year Three (15% tuition discount);
- Year Four (20% tuition discount).

### ***Athletic Participation***

**Application Deadline:** To ensure receipt of this award, students should apply by August 31<sup>st</sup> of each calendar year. This is automatically applied to students' accounts with proof of eligibility.

**Eligibility:** All students involved in athletics are available to receive this discount.

**Scope:** Students accepted as a member of a leadership role and/or a function that contributes to the services of Champion Christian College and meet the following criteria are eligible for a 15% discount on tuition only, fees are not included. Additionally, the 15% discount is ONLY awarded in conjunction with the Fall semester each Academic Year

**Criteria:** Each Spring the semester, the 15% discount will be awarded to (1) students who met the August 31<sup>st</sup> deadline in the Fall semester and (2) have a cumulative GPA of 2.5 or higher. Although Spring semester transfer students may be eligible to



## Champion Christian College

participate in Champion Christian College athletics, such students will not be eligible to apply for the 15% discount until the next Fall semester

### ***Leadership Participation***

Application Deadline: To ensure receipt of this award, students should apply by August 31<sup>st</sup> of each calendar year. This is automatically applied to students' accounts with proof of eligibility.

Eligibility: All students involved in a role of leadership as assigned by the administration are able to receive this discount.

Scope: Students who are accepted as holding a leadership role and/or fulfilling a function that contributes to the services of Champion Christian College and who are acknowledged to meet the following criteria are eligible for a 15% discount on tuition only (fees are not included).

Criteria:

The requirements are as follows:

- Graduation from high school, graduation from homeschool, or achievement of GED certificate at time of initial enrollment
- Maintenance of a 2.5 GPA
- Limited number of class absences
- Current on school bill (for continuing recipients)
- Maintenance of the position throughout the entire semester.

### **Veterans Benefits**

Champion accepts VA tuition assistance programs.

- Champion has been approved by the State Approving Agency for Veterans Training for V.A. recipient status.
- Qualifying veterans should complete the application for V.A. education benefits by filing V.A. form 22-1990 with the V.A. Regional Office: P.O. Box 8888; Muskogee, OK 74402-8888



## Champion Christian College

### Financial Aid

Champion Christian College accepts Federal Student Aid. Visit [fafsa.ed.gov](https://fafsa.ed.gov) to apply for Federal Student Aid and get more information on eligibility.

If you have already filed a FAFSA, do not complete another application. If you did not include the Federal School Code for Champion Christian College on the FAFSA you submitted, access the FAFSA already completed and add school code 042761 for Champion Christian College.

In order to complete a FAFSA, the student and a parent must use a unique Federal Student Aid ID (FSAID). To create your own unique FSAID, please go to <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid#parents>.

You will need prior tax and other financial information for you (and your parents) to complete the FAFSA. We highly recommend using the IRS Data Retrieval function in the FAFSA to retrieve unaltered student and parent tax data from the IRS to populate the appropriate FAFSA fields. Doing so provides a more accurate result and reduces the additional documents required to process the file when it arrives at the college.

Following completion and submission of your FAFSA, the financial aid office should receive your results in approximately 7-10 business days.

### Special Fees

Some courses have special fees; these must be paid during registration. Fees, supplies, and materials may be an additional cost for courses such as computer labs and science laboratories. Other courses which require individual instruction, such as music classes, also have fees. Any special fees are indicated on the official class schedule of courses.

### Billing and Methods of Payment

Students should pay their school bill in accordance with the payment schedule set by the college.

Payments may be made by cash, check, money order, debit card, credit card, or automatic bank draft.



## Champion Christian College

Students may pay in person during the designated business hours. For the convenience of students, a payment box located at the college financial office is available for after-hours payments.

Payments may be made by mail, but care should be taken to ensure that they will arrive on time. Only checks or money orders will be accepted through the mail.

A \$35 Non-Sufficient Funds (NSF) fee will be assessed in the event that a check or automatic draft is not honored by a student's bank.

If a check or draft is refused, the student will be required to pay by cash, cashier's check, or money order.

If an automatic bank draft is refused or voluntarily opted out three times in a twelve-month period, the student will forfeit the convenience of being on the draft and will need to make all future payments at the financial office.

Students with school bills that are more than ten days past due will incur a \$20 late fee.

Students with school bills that are more than one month past due may be financially withdrawn from classes and may be asked to leave the residence halls/college.

A student's transcript/diploma will not be released until all school bills have been paid in full. Students may not enroll in a new semester (including summer sessions) unless their school bills are completely current or proper arrangements have been made with the administrative office. Refunds on residence hall deposit is subject to passing room inspection and school bill paid in full.

### Refunds

No refunds of student tuition/fees will be made unless a student OFFICIALLY withdraws from classes. Stopping class attendance or failure to attend classes does not constitute an official drop/withdrawal. ALL refunds are calculated from the start date of the semester, not the start date of the class, and are based on weekdays excluding holidays – not class days.

### Charges/Refunds

A current schedule of all college tuition, room and board, and other miscellaneous fees can be obtained from the admissions office or in this catalog under Financial Information. Students are expected to make payments in a timely manner. The college reserves the right to adjust or to revise charges at any time during the year.





# Champion Christian College

## Refund Schedule

### Fall and Spring Semester

- The refund rate is 100% for tuition and the student services fee, excluding the registration fee before day one of class.
- The refund rate is 100% of tuition and the student services fee for days one to five. No refunds on the registration fee after classes have started.
- The refund rate is 50% of tuition charges and the student services fee for days six to ten. No refunds on the registration fee.
- No refunds after day ten of the semester.

### Room and Board Refunds

Room and Board is refunded to students based on the following schedule:

Prorated based on the number of weeks a student has attended classes, lived in the dormitory, and eaten meals in the cafeteria. The remaining weeks left in the semester will be refunded based on the weekly charge. No partial week refunds, which means one day, or five days will both equal to one week's charge.

### Summer

Summer session is considered one term; Summer I and II sessions are joined together into one term. The refund periods begin on the first day of Summer I session.

- Refunds for summer school will be 100% for tuition charges and student services fee for days one to five. No refunds on the registration fee.
- Refunds for summer school will be 50% for tuition charges and student services fee for days six to ten. No refunds on the registration fee.
- No refunds after day ten of summer session.

Exceptional circumstances by which a refund may be calculated after the refund period are limited to the following:

- Death of a student
- Death of an immediate family member (with documentation)
- Unanticipated serious illness of the student (with documentation)
- Institutional error



## Champion Christian College

Students:

- Refunds will only be given to those with current accounts.
- All fees are non-refundable.
- If the student has paid for the entire academic year and then withdraws during the first semester, a refund for the second semester will be mailed to the student in January of the ensuing spring semester.
- The college administration may approve a student to move off-campus during a semester without further liability for room and board; however, any partial month remaining will not be prorated.

### Penalties

It is very important that Champion teach students wise principles for personal money management. We encourage our students to keep their lives as free as possible from the burden of debt. We are concerned with the success of our students, and to that end, we try to be flexible in working with the student who has special needs in their finances. It is also important and right that the college not waste its resources by a policy of carelessness in collecting the tuition and fee assessments. Therefore, fees and tuition charges are due and payable on the day of enrollment, but payment schedules are permitted.

Unpaid debts violate the injunction of Proverbs 22:7. Debt can cripple hardworking students and create undue stress in debtors' personal lives. Moreover, it is inconsistent with Christian values of honesty, integrity, and responsibility. For all of these reasons, Champion reserves the right to place the following penalties upon students who are not current on their school bills:

- The placing of holds on academic records
- The enforcing of student discipline action
- The withholding of approval for graduation and/or granting of diplomas

### Benefits/Discounts

Students should submit applications on or before registration day to qualify for any discounts.

- All discounts are applicable to tuition only.
- Applicants must reapply every academic year for discounts.
- The final approval for discounts will rest with the college administration.



## Champion Christian College

### Financial Commitment

All students at Champion Christian College will be required to sign a Financial Commitment Sheet. This form outlines policies relating to the following:

- Notification of a student's balance
- Repayment
- Failure to pay

A copy of this document may be found on Champion's website at [championchristiancollege.edu](http://championchristiancollege.edu).

## TITLE IV

### Satisfactory Academic Progress (SAP) for Title IV Students

Federal regulations require all recipients of student financial aid make Satisfactory Academic Progress (SAP) towards an eligible degree. Students applying for assistance through the Federal Pell Grant, Federal Work Study, Direct Subsidized Loan, Direct Unsubsidized Loan, and other programs as determined by the Financial Aid Office must meet the requirements listed below to determine initial or continued financial aid eligibility at Champion Christian College. SAP is calculated at the end of each term and applies whether or not the student received financial aid each term of enrollment. If a student does not meet the SAP policy, they are issued a warning for one term and given a chance to reestablish eligibility. Students are considered to be making SAP if they meet the following criteria:

### Degree Seeking

Students must be admitted and enrolled in an approved degree program. Financial aid will only pay for courses outlined in the student's current degree plan.

### Maximum Credit Hours

Students may receive financial aid up to 150 percent of the published credit hour length of their declared program. For example, 150 percent of a 60-credit hour AA degree is 90 credit hours (150% x 60 hours = 90 credit hours).

Maximum hours apply whether or not the student was receiving financial aid at the time credits



## Champion Christian College

were being attempted. For satisfactory academic progress purposes, the student's CCC transcript (including transferable credit hours) will be the official record used to evaluate all attempts, completion of attempted hours and cumulative grade point average. For financial aid purposes, grades of A, B, C, D, F, and W along with any repeated courses are all considered attempted hours and will be counted towards the maximum time frame. Any student who transfers or changes majors must adhere to the maximum hour standards.

### Quantitative Requirements

#### Pace of Completion

Students must successfully complete and pass 66.67% of all courses attempted; however, the student will be in a warning period if it is still possible to complete their degree program within the 150% length of the degree being sought. Students that cannot successfully complete their program within the 150% timeframe must file an appeal.

#### Withdrawal from a Course

If a student wishes to withdraw from a course, they must begin the process by obtaining a withdrawal slip from the Registrar's Office and complete the entire course withdrawal process. Ceasing to attend class does not constitute a withdrawal from the course. Students who do not complete the proper withdrawal procedures will receive an "F" for the course. In addition, a final grade of "W" (withdrawn) will not count as a completed class when evaluating SAP.

#### Withdrawal from All Courses

If a student wishes to withdraw from all courses, they must request a permit to withdraw from the Registrar's Office. Properly following this procedure will result in a grade of "WP" for each class. A grade of "WP" will not affect the qualitative standard (GPA) of SAP, but will affect the quantitative standard. It will also count towards the 150% maximum allowable time frame. The registrar's office will note the final grades on the student's transcript. Students who do not officially withdraw will be administratively withdrawn and given a grade of "F" for all courses registered for that semester. The Registrar's Office will also notify the Financial Aid office of the student's last day of attendance. The date of a student's last day of attendance will be used in determining how much, if any, of the student's federal aid must be returned (see the CCC Return of Title IV Funds Policy). If a student withdraws before 60% of the semester is completed, part or all of the student's federal aid must be sent back and institutional aid will be prorated.



# Champion Christian College

## Incomplete Classes

Incomplete classes will result in a grade of “I”, and will be considered the same as an “F” when evaluating SAP. A student MUST do the work to complete the class in order for the “I” to be changed to an actual letter grade (A, B, C, D, or F) by the last day to enroll in the following term. Grades left as an “I” will not count toward the quantitative or qualitative requirements. Classes taken and left with an “I” grade will count towards the 150% maximum allowable time frame.

## Qualitative Requirements

### *Cumulative Grade Point Average*

Credit Hours Attempted Required Minimum GPA

1-30 1.75

31 hours or above 2.0

A Grade Point Average of 2.0 is equivalent to a C average.

### Grading Scale used at CCC

90 – 100 =	A
80 – 89 =	B
70 – 79 =	C
60 – 69 =	D
59 or below =	F

Remedial classes will be counted towards the 150% maximum allowable timeframe and will be considered in the review of SAP.

## Repeated Course Work

Federal student aid may only pay for one repeat of a previously passed course. A “D” or better is considered passing.



## Champion Christian College

### **Attendance**

Students must attend all classes as required in each instructor's syllabus. Students who are reported as non-attending may be administratively withdrawn from classes.

### **Transfer Students**

The admissions office at CCC will notify the Financial Aid office of any students transferring from another institution. All transcripts from previous institutions attended will be reviewed by our Registrar's Office. Only those hours that transfer are counted when determining student's grade level. (i.e. A student takes 30 hours at College #1, but after review, only 25 of those transfer to CCC. The student will be considered at a freshman level when determining aid amounts.) However, the full transcript will be reviewed in order to determine SAP and aid eligibility for CCC. Also, Champion Christian College will also count all credits from previous schools toward the maximum allowable time frame for degree completion. (150% of the published length of the educational program)

### **Financial Aid Warning**

If a student fails to meet satisfactory academic progress standards, the student will be placed on financial aid warning status and be permitted to receive federal financial aid for one additional semester. Students are strongly encouraged to take advantage of all academic services available to improve their academic progress during this semester. If satisfactory progress standards are not met at the end of the warning semester, the student will not be eligible to receive federal financial aid for the next semester.

### **Financial Aid Termination**

If a student fails to meet satisfactory academic progress standards after the warning semester, federal financial aid eligibility will be terminated. Students will be responsible for all charges during semesters for which he/she registers for classes and does not receive federal financial aid.

### **Financial Aid Appeal**

Students who have extenuating circumstances may appeal the termination of federal financial aid. Examples of extenuating or mitigating circumstances include illness under a doctor's care,

Last annually assessed May 5, 2020



## Champion Christian College

illness or accidents requiring hospitalization or the prolonged illness of a dependent, death of an immediate family member, or other life altering events. The appeal may not be based on the need for assistance or lack of knowledge of the academic requirements. The appeal must be submitted in writing to the Financial Aid Office. The appeal must include why the student failed to meet the standards with an explanation of what has changed that will now allow the standards to be met. Supporting documentation of the extenuating circumstance is required.

The deadline for submitting an appeal is no later than the fifth (5th) day of class of the term for which the appeal is requested. The decision of the Financial Aid Appeals Committee is final; there is no further avenue of appeal. An appeal will either be:

- Denied: Students who are denied will not be eligible to receive federal financial aid.
- Probation: The appeal is approved, and the student is eligible to receive federal financial aid for one additional semester. The student must meet the satisfactory academic progress standards at the end of the semester or financial aid eligibility will be terminated.
- Academic Plan: The appeal is approved, and the student will be given an academic plan with performance standards that must be adhered to for the student to remain eligible for federal financial aid.

The Financial Aid Appeals Committee cannot guarantee a favorable decision; therefore, students will be responsible for payment of any outstanding student account charges by the due date even if an appeal decision is pending.

### **Reinstatement of Financial Aid**

After federal financial aid termination, students may be eligible for reinstatement of financial aid after the student enrolls in courses at his/her own expense and meets the terms of the satisfactory academic progress policy.

### **Notifications**

Students who fail to meet minimum satisfactory academic progress standards will be notified of their status through an email sent to their Champion Christian College email. Students who do not regain eligibility for financial aid through the appeal process will be notified of the decision and reason(s) for the decision through a letter sent to their Champion Christian College email. It is the student's responsibility to check their email on a weekly basis.



## Champion Christian College

### Return to Title IV

This requirement applies to students who receive federal student aid and withdraw from Champion Christian College. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. In this circumstance, the amount of Federal funds earned must be determined. If the amount is greater than the amount earned, unearned funds must be returned.

### Process Overview & Applicability

1. Termination of enrollment can be the result of the following actions:
  - A. Student initiates an official withdrawal.
  - B. Student is administratively dropped by instructors from all courses due to non-attendance.
  - C. Student is administratively withdrawn from all courses as a result of disciplinary action.
2. Determine the date of withdrawal. If the student officially withdraws, the withdrawal date is the date provided by the registrar's office and is utilized to document the last date of enrollment. A student's official withdrawal notification can be in writing or verbally. If the student does not provide official notification of his or her intent to withdraw, the withdrawal date will be determined as the date Champion Christian College became aware the student was not attending class. The instructor must provide a last date of attendance for the course. This date is used in the return of Title IV funds calculation. If a date cannot be determined for an unofficial withdrawal, the mid-point of the semester is utilized.
3. Calculate the percentage of enrollment period completed. The percentage of enrollment period completed is determined by dividing the total number of calendar days in the enrollment period into the number of calendar days completed in that period as of the withdrawal date.

$$\frac{\text{Number of calendar days completed in the period}}{\text{Total number of calendar days in the period}}$$

The total number of calendar days in a payment period includes all days (including weekends) within the period. Scheduled breaks of at least five days are excluded from the total number of calendar days in the enrollment period and the number of calendar days completed in that period.





## Champion Christian College

4. Calculate the amount of Title IV aid earned. If the withdrawal date is equal to or greater than 60 percent of the enrollment period (semester) the student has earned 100% of the Title IV funding disbursed for that semester. If the withdrawal date is less than 60% of the semester, the amount of Title IV funding the student has earned is calculated by using federally mandated calculation to determine the percentage of Title IV funds that have been earned by the student for that semester. This percentage is then applied to the total amount of Title IV funding that was disburseable for the semester of the withdrawal date.

5. Determine the amount of Title IV aid unearned. The amount of Title IV funding the student has not earned is calculated by subtracting the amount of Title IV funding the student earned from the total Title IV funding disbursed/ or was disburseable.

6. Allocate unearned aid. Champion Christian College is required to return the lesser of the total amount of Title IV funds the student has not earned or an amount equal to the charges if the total amount to be returned exceeds the charges incurred by the student. Charges include tuition, room and board, and fees, and can include other education-related expenses.

7. Unearned Title IV funds must be returned within 45 days from the date withdrawal was determined. Champion Christian College will return the student's unearned Title IV funding on his or her behalf and consider the returned funds as the student's debt to the College. Students must make arrangements with the Financial Office for repayment of the debt. A letter detailing the amount due to Champion Christian College is given and/or sent to the students who withdraw. Consequences of non-payment include blocks on re-enrollment, transcripts, and diploma holds, and student account placement with collections. Title IV loan amounts to be returned by Champion Christian College will be credited to the appropriate programs in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants
- Federal SEOG

If, after Champion Christian College has returned Title IV funding, calculations show that the student is responsible for return of more funds, the students must return any Title IV overpayment in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Direct PLUS Loans



## Champion Christian College

- Federal Pell Grants
- Federal SEOG

Students can resolve overpayments by: full and immediate repayment to the Champion Christian College; repayment arrangements satisfactory to both the school and the student.

### Withdrawal Date

The withdrawal date is determined by the date Champion Christian College determined that a student has withdrawn. The college can determine the date of determination as follows:

1. The date he/she officially withdrew with the Office of the Registrar.
2. The date the student was expelled/dismissed from the college.
3. The last date that the student attended class or checked out of their room, whichever is later.

### Procedures

Instructors provide the last date that the student attended class to the Registrar; the Registrar will then notify the Financial Aid office.

### Formula Calculation

#### *Policies*

Upon receipt of an attrition notice from the Registrar's Office, the Financial Aid Office performs a return of Title IV funds calculation using the web based application provided by CPS Online: <https://faaaccess.ed.gov/FOTWWebApp/faa/faa.jsp>.

The School calendar is determined by:

1. Calculating the days in the particular term from the first day of classes to the last day of finals.
2. Weekend days are included in the total number of days.
3. Breaks of five or more days are excluded.
4. When counting the number of days attended the date of withdrawal is counted as a day attended.

Institutional costs are used to determine the amount of refund due from the School versus the student, but do not change the amount of aid earned by the student. These costs refer to the original amounts charged to the student for educational expenses for the term of withdrawal and not pro-rated amounts used by the School based on the date of withdrawal. Required fees



## Champion Christian College

are included. Non-academic expenses are not included. Aid disbursed or aid that could have been disbursed is determined by:

1. Counting the aid accepted for the term in question only.
2. Aid that could have been disbursed refers to aid accepted by the student and for which all paperwork/application materials and federal verification have been completed by students, but not yet disbursed to the students or student's account.
3. If loan fees are taken out, the net amount disbursed or that could have been disbursed is used.

### Procedures

The withdrawal notice is received by the Financial Aid Office. The Financial Aid office performs the return to Title IV calculation on the web. The office saves a copy of the withdrawal notice in the student's file. The calculation is then sent to the financial office. The financial office adjusts and returns any federal financial aid within 45 days of the date of determination of the student's withdrawal.

### Post-Withdrawal Disbursements

#### Policies

If an amount of Title IV aid a student has earned is greater than the amount of Title IV aid that has been disbursed, the difference is treated as a post-withdrawal disbursement to the student. Any post withdrawal disbursement must be made within 180 days of the date the college determines that the student withdrew. Aid for which all requirements (paperwork/application materials and federal verification) have been satisfied is disbursed to the student account 10 days prior to the start of classes.

#### Procedures

If a student has undisbursed aid for which all requirements have been satisfied, a Return to Title IV calculation must be performed to ensure that funds for which a student was eligible and had earned at the time of withdrawal but had not been disbursed are offered as a post-withdrawal disbursement. The School must disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account as soon as possible but no later than 180 days after the date it is determined the student withdrew. A post-withdrawal disbursement of Title IV grant funds does not require permission from the student. Written notification will be sent to the student within 30 days of the date it is determined that the student withdrew and confirmation



## Champion Christian College

received before making any post withdrawal disbursement of loan funds. The notification will include:

A request for confirmation.

1. A confirmation deadline of fourteen (14) days or more.
2. The type and amount of the loan funds it wishes to credit to the student's account or disburse directly.
3. An option to accept or decline the post-withdrawal disbursement.
4. A notice of obligation to repay loan funds.
5. A notice the student may not receive, as a direct disbursement, loan funds that the institution wishes to credit to the student's account unless the institution agrees to do so.
6. A post-withdrawal disbursement must be made from available grant funds before available loan funds.

### Returning Unearned Funds

#### Policies

The amount of Title IV funds the student has not earned is calculated by subtracting the amount of the Title IV funds the student earned from the total Title IV funding disbursed/or was disburseable. Unearned Title IV funds must be returned to the applicable Title IV program within 45 days from date of determination. If the amount earned is greater than the amount that has been disbursed, the difference is treated as a post-withdrawal disbursement to the student by the financial office on behalf of the student and consider the returned funds as the student's debt to Champion Christian College.

#### Procedures

Students are notified via their email account that, as a result of withdrawal and pursuant to the Return to Title IV calculation, adjustments have been made to their aid package which may create a balance on the student account. Students must make arrangements with financial office for repayment of the debt if returned funds create an account balance. Unearned Title IV funds are returned to the Title IV programs in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans



## Champion Christian College

4. Federal Pell Grants
5. Federal SEOG

Institutional Refunds (\*\*this policy is an updated one and will be in our 2018/19 catalog)

No refunds of student tuition/fees will be made unless a student officially withdraws from classes. Stopping class attendance or failure to attend classes does not constitute an official drop/withdrawal. ALL refunds are calculated from the start date of the semester, not the start date of the class, and are based on week days excluding holidays- not class days.

## HEALTH AND SAFETY

**The name of the Lord is a strong tower: the righteous runneth into it, and is safe.**

**—Proverbs 18:1**

### Health Care

Champion Christian College is committed to properly care for each student by properly training the Resident Advisors on how to respond to medical emergencies. Training of Resident Advisors consists of training the RAs to use the first aid kits, respond to emergencies, and communicate with the administration during an emergency. Students who experience a non-emergency medical need will be referred to an appropriate health care center in the Hot Springs area, this includes Chi St. Vincent walk-in clinic or any of the surrounding hospitals. All emergencies will be handled by calling 911. This information will be posted in each of dormitory hall.

### Insurance

Student Insurance is the responsibility of each student. All students must have proper documentation at the time of registration of his/her insurance.



## Champion Christian College

### **Accidents and Incidents**

When an accident or incident involving students or visitors occurs, immediately contact the Vice President of Student Services for non-emergencies. For emergencies, dial 911 and contact the VP of Student Services or a member of the administration.

### **Crisis Communication Plan**

CCC's Crisis Communication Plan provides policies and procedures for the coordination of communication between CCC's students, faculty, staff, and administration as well as communication between the college, the media, and the general public in the event of an emergency. The safety and security of CCC's students and staff are the top priority in establishing this plan. A major piece of the crisis plan is to enact prevention measures in an effort to squelch or diminish a crisis event. One method of prevention is through community watch. As a student here at CCC, you are the "eyes and ears" of the institution. If something looks strange, suspicious, or out-of-place, immediately report it to the Campus Security Office.

### **Bomb Threat**

Making a bomb threat by word of mouth, e-mail, text, phone call or by any other means is prohibited and as such violations of this policy will result in immediate suspension.

### **Criminal Violations Reporting**

Upon receiving a signed allegation of a criminal violation, the president or a designee will notify the proper law enforcement officials. Students, faculty, or staff members wishing to report a criminal violation that has occurred or that they suspect has occurred on the CCC campus or at a CCC sponsored activity shall put the allegation in writing, sign the statement, and present this statement to the Office of the Vice President of Student Services. In case of an emergency, verbal notification to one of these two parties is requested.

### **Drug-Free Campus**

CCC is committed to maintaining a drug-free campus environment for students and employees. Under the mandate of the Board of Directors, the college opposes the unlawful manufacture, distribution, possession, or use of a controlled substance by any employee or student. The Vice President of Student Services is in charge of drug-free awareness programs to



## Champion Christian College

inform students and employees of the dangers of drug abuse, the availability of drug counseling, rehabilitation, and penalties for drug abuse violations. For more information on the college's Drug-Free Campus Policy, please contact the Vice President of Student Services.

### **Immunizations**

To attend a public or private college or university in this state, a part-time student housed in on-campus premises and a full-time student must show proof of immunization, immunity, a medical or non-medical exemption or birth before 1957 for the following requirements: a) For incoming freshmen and foreign-born students, two doses of MMR (measles, mumps, and rubella) vaccine b) For all other students, one dose of MMR (measles, mumps, and rubella) vaccine.

Exception: If a student has previously received two doses of measles, one dose of mumps and one dose of rubella before January 1, 2010, the doses will be accepted as compliant to immunization requirements and 2 MMRs are not required. (taken from <http://www.healthy.arkansas.gov/aboutADH/RulesRegs/ImmunizationRequirements.pdf>).

### **Tobacco-Free Campus**

CCC is entirely smoke-free and tobacco-free. The Smoke-Free, Tobacco-Free Policy applies to all CCC facilities and vehicles, owned or leased, regardless of location. Smoking, dipping, or any other form of tobacco use shall not be permitted on the CCC campus or any off-campus sites. Vaping or related activities, such as the use of electronic cigarettes, will not be tolerated. The policy applies to all students, faculty, staff, and visitors. As with any CCC policy, violation can result in dismissal.

### **Fire**

In the event of fire, any person may sound the fire alarm. Everyone should evacuate the building and move to safety. Fire escape routes are posted in each of the dormitories, cafeteria, offices, and classrooms. The person reporting the fire should be available to give the location to the proper authority and explain any necessary details.

### **Lab Safety**

The health and safety of CCC students is of primary concern whether on campus or attending high school-sponsored activities. Policies, procedures, and guidelines pertaining to health and safety must be followed for the protection of all. Students are required to adhere to all safety procedures and utilize safety and protective equipment in all lab settings. Eye protection will be worn while operating machinery. Appropriate attire is required in shop areas.



## Champion Christian College

### **Severe Weather**

CCC will continue to address inclement weather situations in a manner similar to past practices and the CCC Board policy. The general policy is that CCC does not close due to inclement weather if at all avoidable. However, the obligation to provide services to the citizens of the area must be balanced with the risk of danger to students and employees.

The President or the Executive Vice President will determine when the inclement weather policy is implemented based on area weather conditions. Local media, listed below, will be used to notify students and employees of policy implementation. The state policy provisions regarding late arrival and leave time will apply to CCC employees.

In the event of early morning severe inclement weather conditions in the CCC area, the President or Executive Vice President will determine whether to place the inclement weather policy in effect and will publicly announce its implementation between 6:00 a.m. and 6:30 a.m., if possible. The decision to implement the inclement weather policy for evening classes will be made by mid-afternoon and announced between 3:00 p.m. and 3:30 p.m., if possible. In an effort to inform students, staff, and faculty of any college closing due to inclement weather, KATV (Channel 7) will be notified.

### **Tornado Alert**

In case of a tornado alert, students and staff should take cover in a lower-level corridor/basement area free of glass exposure to the outside or in space on the southwest side of a building below ground level. All personnel should keep away from windows and, if possible, seek the protection of a table or desk. The greatest hazard of a tornado is flying glass and debris. If a person is unable to secure the protection of a building and is caught outdoors, a depression in the ground such as a gully, culvert, or deep ditch is better protection than nothing at all. In the event that you are caught outside during a storm without any of the above means of protection, lie flat on the ground and cover your head with your arms to reduce the hazard of being hit by flying objects.





## Champion Christian College

### UNDERSTANDING YOUR RIGHTS AND RESPONSIBILITIES

**[F]or we shall all stand before the judgment seat of Christ. For it is written, As I live, saith the Lord, every knee shall bow to Me, and every tongue shall confess to God. So then every one of us shall give account of himself to God.**

**—Romans 14:10-12**

#### Academic Appeals

The scope of Champion Christian College's Academic Appeals Policy includes issues of improper grade assignment, charges of plagiarism, charges of cheating, discriminatory treatment of students, and instructor inconsistency with the written grading criteria. Champion students have the right to appeal the above mentioned academic issues within nine weeks after the official termination of the course. Students are encouraged to initiate contact with the instructor and try to resolve the academic issue. If the issue cannot be resolved informally, then a student can initiate an appeal.

To appeal: 1. A student meets with the Vice President of Academic Affairs, located on the 2nd floor of Champion Hall, to discuss the issue. This meeting also ensures that the student has thought out the complaint and has exhausted any hope of resolving the matter informally with his/her instructor. 2. The student files a complaint. 3. The VP of Academic Affairs will investigate the matter. 3. Once the matter has been investigated and all parties involved contacted to discuss the issue, the VP of Academic Affairs will write a letter stating the outcome of the issue. All records are kept in the student's file in the office of the Registrar.

#### Disciplinary Appeals

Students at CCC can appeal student conduct violations. Students may submit in writing an appeal to the VP of Student Services within a week of the violation. The appeal will be reviewed by a committee consisting of the VP of Student Services, a student and a faculty member. Outcome of the appeal will be communicated to the student by the VP of Student Services. Records will be kept in the student's file in the office of the Registrar.



## Champion Christian College

### Student Due Process

Violation of the Code of Conduct, which is expected at Champion Christian College, will result in disciplinary action or suspension. Students may receive a suspension from CCC after the following measures have been taken:

- Student meets with the VP of Student Services, followed by written documentation of the incident. This documentation is kept in the student's file in the Registrar's office.
- If the behavior continues, an official written warning will be given. The student will be asked to meet with the Executive Vice President.
- If the violation persists, the student may be suspended. If a student violates the College's statement of Faith or core values, he/she may be suspended immediately without prior written warning. The student will meet with the Executive Vice President who will review the student's behavior and file.
- The Administrative Committee will meet and decide based on all the facts presented.
- A written letter notifying the student of the outcome will be given to the student by the VP of Student Services.
- Any appeal will need to be made to the President, who has the final decision.

### Student Complaint Procedures

A complaint may be initiated by a student, when he/she feels that they have been treated unjustly. To file a complaint regarding CCC or any of its staff and faculty, students should follow the procedures below:

1. First attempt to resolve the issue informally. If the informal process does not resolve the issue, the student may file a grievance in regards to the student discipline or academic issue which he/she believes impedes academic studies, student life, or spiritual growth.
2. Submit a Student Complaint Form. Forms can be found in the office of Student Services. The form should be turned-in to the office of Student Services.
3. After receipt of the complaint, the VP of Student Service will investigate the matter unless the complaint is against him/her. At that point, the Executive Vice President will be in charge of investigating the matter. The process may require contacting all parties involved including the student.



## Champion Christian College

4. Once all the information has been gathered, the VP of Student Services will meet with the student and inform her/him of the outcome. Documentation of the results will be placed in the student's file, located in the Registrar's office.

If a student feels that he/she has not been treated fairly in the process outlined or that the issue has not been resolved, then he/she may report the incident to the following agencies:

### **Transnational Association of Christian Colleges and Schools (TRACS):**

The student may reach TRACS by mail at P. O. Box 328, Forest, VA 24551; by Telephone at (434)-525-9539; or by E-mail at [info@tracs.org](mailto:info@tracs.org). Directions for filing are found at:

- <http://championchristiancollege.com/wp-content/uploads/2019/03/TRACS-Complaint-Policy.pdf>
- <http://championchristiancollege.com/wp-content/uploads/2019/03/TRACS-Complaint-Information-Sheet.pdf>
- <http://championchristiancollege.com/wp-content/uploads/2019/03/TRACS-Complaint-Form.pdf>

### **Arkansas Department of Higher Education**

Students must follow the institution's published student grievance process before contacting the Arkansas Department of Higher Education (ADHE). Grievances regarding student grades or conduct violations are governed entirely by institutional policy and Arkansas law and will not be considered by ADHE. If a student must report an unresolved grievance, the student may contact ADHE at [ADHE\\_Info@adhe.edu](mailto:ADHE_Info@adhe.edu). Resolutions by ADHE are final. Students must submit a written grievance to ADHE. The grievant also must provide written documentation from the college/university verifying that the institution's appeal process has been followed. Below is the ADHE grievance form.

- <https://www.adhe.edu/institutions/academic-affairs/institutional-certification-advisory-committee/grievance-form>



## Champion Christian College

### Department of Education

Students must follow the institution's published student grievance process before contacting the Federal Department of Education (ED). Grievances regarding student grades or conduct violations are governed entirely by institutional policy and Arkansas law and will not be considered by ED. Students must submit an electronic grievance form to ED. The grievant also must provide written documentation from the college/university verifying that the institution's appeal process has been followed. Below is the link to the ED electronic grievance form.

- [https://feedback.studentaid.ed.gov/s/loginselection?language=en\\_US&\\_ga=2.162390652.1300626284.1551891439-2091835821.1551891398](https://feedback.studentaid.ed.gov/s/loginselection?language=en_US&_ga=2.162390652.1300626284.1551891439-2091835821.1551891398)

*The Vice President of Student Services, located on the 2nd floor of Champion Hall, is available to explain the formal grievance process and guide the grieved student therein. Records are maintained in the office of the Vice-President of Student Services.*

### Academic Records Privacy Rights

CCC complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974 which protects the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data. As a general rule, a student's academic record is confidential and will not be released to unauthorized persons without written approval from the student. Directory-type information, including name, photograph, degree, enrollment status, participation in recognized activities and sports, degrees, honors, scholarships, and awards is considered public information and may be made available unless the student requests nondisclosure for the enrollment period. A student has the right to file a complaint with the U.S. Department of Education concerning failures of the College to maintain the requirements of FERPA at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605



## Champion Christian College

### **Administrative Withdrawal/Drop**

The college administration and faculty reserve the right to drop a student from a course or program for sufficient cause, including but not limited to the following:

- Flagrantly disruptive conduct
- Excessive absences
- Unsafe practices in labs
- Documented plagiarism, and
- Creating and/or perpetuating an unsafe, non-working learning environment.

### **Annual Campus Security and Crime Report**

Champion Christian College's Annual Campus Security and Crime Report contains important information about safety and security on the campus and on property adjacent to the campus. This report includes but is not limited to procedures for emergency notifications and timely warnings; missing persons protocol; sex offender registry procedures; sexual assault; violence against women; and drug/alcohol awareness programs; reporting procedures for emergencies and criminal activities; crime statistics; and fire safety report. The report will be updated annually by October 1 and is available in the Office of the Vice President of Student Services located on the 2<sup>nd</sup> floor of Champion Hall.

### **Annual Notification of Consumer Information**

On an annual basis, Champion Christian College is dedicated to providing all patrons, including prospective and current students as well as current and prospective employees, with consumer information via email. The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), requires that post-secondary institutions participating in Title IV federal programs disclose information which includes but is not limited to policies and procedures in the following areas:

- Completion and job placement rates;
- Disability services;
- Drug/alcohol prevention programs;
- Educational degree plans;
- Financial aid programs;
- Gainful employment statistics;
- Privacy rights; and
- Voter registration.



## **Champion Christian College**

Notification includes emailing this statement and specific policies to the campus community, presenting this information at orientation, and linking to other CCC departments via CCC webpages.

### **Accessibility Services**

Champion Christian College welcomes students with Americans with Disabilities Act (ADA) 1990 & 2008 and/or Section 504 of the Rehabilitation Act of 1973 qualified disabling conditions. CCC will not exclude ADA students from any course of program of study in which they can succeed with reasonable accommodations. Students seeking accommodation services under ADA or Section 504 must meet with the Vice President of Student Services, located on the 2<sup>nd</sup> floor of Champion Hall, prior to the implementation of expected accommodations. Written verification from a licensed physical and/or mental health professional may be required to qualify for accommodation services.

### **Americans with Disabilities Act of 1990**

It is the intent of CCC to work toward full compliance with the Americans with Disabilities Act by providing accessible facilities and services to students, staff, and visitors and by equipping the instructional programs and support services with reasonable accommodations. Questions, concerns, and/or grievances should be referred to the Vice President of Student Services.

### **Computing and Telecommunications**

CCC's computing and telecommunications networks, equipment, and resources are owned by the college and are provided primarily to support the academic and administrative functions of the college. Federal and state laws as well as college policies and procedures govern the use of these resources. Additional rules and regulations may be adopted by various divisions/departments to meet specific administrative or academic needs. Students must act in an ethical and professional manner with fellow students and staff. Any violation of this policy may result in the revocation or suspension of access privileges by the appropriate academic or administrative authority.



## Champion Christian College

### **Holds on Records**

Records may be placed on hold for several reasons including but not limited to the following:

- Non-receipt of official transcript(s) from another institution
- A financial obligation to the college
- An outstanding library book
- Incomplete immunization records
- Safety/security issues
- Academic suspension and/or probation
- Schedule conflicts

Students will not be allowed to do the following until the hold is removed:

- Drop or add a course
- Enroll in courses for subsequent semesters
- Obtain a transcript
- Receive a diploma or certificate

### **Sexual Harassment**

Sexual harassment of students is illegal in accordance with section 703 of Title VII of the Civil Rights Act of 1964 and/or Title IX of the Elementary/Secondary Act of 1972.

The college is committed to providing an environment of study and work free from sexual harassment. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of students' academic performance.

Unwelcome sexual advances toward any student should be reported to the Vice President of Student Services. Counselors, instructors, and any other employees who know of such situations are instructed to help students convey such complaints to the Office of the President, if assistance is needed.

### **Stalking**

The state of Arkansas has established that stalking is a crime under Act 379, effective March 8, 1993. The law against stalking encompasses courses of conduct such as harassment (including physical, written, telephone, telegraph, texting, email, or any other form of written communication); terroristic threatening; following a person; or insulting, taunting, and/or challenging a person in a manner likely to provoke a violent or disorderly response. The administration requests that students who have current court orders of protection or restraining orders hand-carry a copy of these documents to the Vice President of Student Services.



## **Champion Christian College**

### **Student Right to Know**

The graduation and completion rates are available through the Office of the Vice President of Student Services.

### **Title IX Compliance**

The College does not discriminate on the basis of gender in all educational activities and employment practices. Any person having inquiries concerning CCC compliance with Title IX is directed to contact the Vice President of Student Services. The Vice President of Student Services is the designated Title IX Compliance Officer

### **Liability**

Students will be held liable to pay for damages to facilities and equipment, whether willful or accidental. The college will not be liable for any personal belongings of students in the event of a catastrophe, theft, or any other form of loss.





## Champion Christian College

### CONCLUSION

**Let us hear the conclusion of the whole matter: Fear God, and keep His commandments: for this is the whole duty of man. For God shall bring every work into judgment, with every secret thing, whether it be good, or whether it be evil.**

**—Ecclesiastes 12:13-14**

As a student at Champion Christian College, you have embarked on a journey that has the potential to positively impact you for the rest of your life. The rules and policies in this handbook are instituted to promote upright Christian conduct and integrity so that you may show forth the praises of God in accordance with 1 Peter 2:9. Should a student encounter a situation not addressed in these guidelines, we trust that the student will act in a thoughtful, prayerful manner, following Biblical principles.

Once more, we welcome you to Champion Christian College. Here, you will experience education and training that prepare your whole person—body, mind, and spirit—to glorify and serve our Lord. We encourage you to sign the pledge below to remind both you and others of your purpose in studying at Champion Christian College.

**Having committed myself to God and prayerfully sought His will, I, \_\_\_\_\_, student at Champion Christian College, do hereby pledge to uphold Biblical ethics, to act in the power and presence of the Lord, and to conduct myself in a manner worthy of the Gospel of Christ.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Champion, do all to the glory of God!**