



CHAMPION

CHRISTIAN COLLEGE



Student Handbook

600 Garland Ave. Hot Springs, AR 71913 | 501.623.2272 | championchristiancollege.com



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

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MAIN DATES: FALL SEMESTER 2018

August 13 (Monday).....Staff & Faculty In-Service
August 20 (Monday).....Residence Hall Check-in
August 20 (Monday).....Registration
August 21 (Tuesday).....Orientation/Late Registration
August 22 (Wednesday).....First Day of Classes
August 29 (Wednesday).....Add/Drop Period Ends
September 3 (Monday).....Labor Day Holiday
October 8-9 (Monday-Tuesday).....Midterm Exams
October 15 (Monday).....Midterm Grades Available
November 19-23 (Monday-Friday).....Thanksgiving Holiday (no classes)
December 10-13 (Monday-Thursday).....Final Exams
December 18 (Tuesday).....Final Grades Available

MAIN DATES: SPRING SEMESTER 2019

January 3 (Thursday).....Residence Hall Check-in/Registration
January 4 (Friday).....Orientation/Late Registration
January 7 (Monday).....First Day of Classes
January 14 (Monday).....Add Drop Period Ends
January 21 (Monday).....Martin Luther King, Jr., Day (no class)
January 31 (Wednesday).....Final Day to Apply for Graduation
February 18 (Monday).....President’s Day (no classes)
March 4-5 (Monday-Tuesday).....Midterm Exams
March 11 (Monday).....Midterm Grades Available
March 18-22 (Monday-Friday).....Spring Break
April 19-22 (Friday-Monday).....Easter Break
April 29-May 2 (Monday-Thursday).....Final Exams
May 2 (Thursday).....Ordination Service
May 3 (Friday).....Commencement
May 7 (Tuesday).....Final Grades Available

MAIN DATES: SUMMER SESSION 2019

May 20-June 15Session 1
June 17-July 12.....Session 2

Champion Christian College

CONTACT INFORMATION¹

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. Shane Robertson	Interim Executive Vice President		
Ms. Claudia Kemp	Vice President of Academic Affairs	209	411
Ms. Digna Wilkie	Registrar	209	401
Ms. Marcia Thomas	Business Office Administrator	211	125
Mr. Jeff Manthe	Financial Aid Director	211	
Mr. Stephen Sellers	Dean of Student Life	218	310
Ms. Tiffany Thornton Capaci	Recruiter	214	403
Ms. Christina Cheetham	VA Benefits Representative	209	
Mr. Ken Wagner	Grounds and Facilities Manager	216	122
Ms. Carie Cuneio	Presidential Secretary	205	120
Mr. Tom Schuberth	Athletic Director	222	
Mr. Jesse Byrd	Assistant Men's Basketball Coach	222	510
Mr. Duane Roark	Men's Baseball Coach	222	
Mr. Patrick	Women's Basketball Coach		

¹ TRACS accreditation manual 9.11 g.xii

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.²

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.

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.

² TRACS accreditation manual 9.11 g.i

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

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.

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.

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.

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 Mondays, Wednesdays and Fridays from 10:00-10:45 a.m.

- 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.

Church/Small Group Responsibilities

All students are required to attend a church service during the week and are encouraged to participate in small group. Student found not compliance 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.

STUDENT COUNCIL ³

The student council of Champion Christian College serves as a liaison between the student body and the administration. ⁴

The student council may consist of representatives from the freshmen, sophomore, junior and senior class. The council is student nominated and serve under the direction of an appointed faculty or staff member. The student council gives input into the administration of the school and provide 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 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.

³ TRACS accreditation manual 9.11 g.viii

⁴ TRACS accreditation manual 9.11 g.vii

CODE OF CONDUCT⁵

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 with 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 is 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

⁵ TRACS accreditation manual 9.11 g.ii

- Pets or other animals

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 lies 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. Strive 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.

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 member 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.

Suspension⁶

See Student Due Process

Readmission after Dismissal⁷

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.

⁶ TRACS accreditation manual 10.23

⁷ TRACS accreditation manual 10.23

STUDENT SERVICES & RESOURCES

Academic Readiness: Course Placement Assessment

Course placement assessments in the areas of reading, writing, and math or algebra are required prior to new students enrolling in certain courses with an academic advisor. New students who have not taken a course placement assessment or whose ACT or SAT scores place them into transitional coursework can re-test on campus prior to enrollment. Students who academically test below an ACT composite of a 19 or equivalent in English and math and an 18 in Reading are enrolled into transitional/developmental coursework accordingly.

Ability-to-Benefit Student Policy (10.25)

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 Lab⁸

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.

⁸ TRACS accreditation manual 9.11e

Advising, Registration, and Enrollment Services⁹

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.championchristiancollege.com 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.

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

⁹ TRACS accreditation manual 9.11d

available community providers for professional assistance, will initiate contact the mental health providers, and will transport when necessary students to these service providers.

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.

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.

Principles of College Success is a two-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 Library¹⁰

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

¹⁰ TRACS accreditation manual 9.11e

Champion Christian College

- 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.

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.

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 Policies¹¹

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

Students:

- 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.

¹¹ TRACS accreditation manual 9.11 g.x

- 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.

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 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 Procedure¹²

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 Registration¹³

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.

¹² TRACS accreditation manual 9.11c

¹³ TRACS accreditation manual 9.11 a

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.

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 College¹⁴

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.

Credits¹⁵

CCC defines that fifteen contact hours of class-time with a minimum of two hours of out-of-class work each week equals to one semester credit hour. An equivalent amount of work is required

¹⁴ TRACS accreditation manual 9.11c

¹⁵ TRACS accreditation manual 9.9 t

for all practicums and internships. All students who registered for CCC courses earn credits for each class completed.

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.

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
- 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.

Academic Probation

A 2.00 cumulative grade-point average (GPA) is required for successful completion of all degree and certificate programs. Any student who falls below a 2.00 cumulative GPA after the first semester will be placed on academic probation by the administration for the next semester. Students must regain a 2.00 to be removed from probation. At the end of the probationary status, if improvement has not been shown, students will be assigned a mentor and advised to enroll in a reduced number of courses for the following semester.

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.

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.

Transfer of Credits for Prospective Students¹⁶

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.

¹⁷CCC reserves the right to refuse credits received at any college or university for the 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.

Appeal¹⁸

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.

¹⁶ TRACS accreditation manual 9.9r/Policy Manual 10.24

¹⁷ Policy Manual 10.24

¹⁸ Policy Manual 10.24



Transfer of Credits for Champion Students ¹⁹

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.

Graduation Policy

The following requirements apply to all degrees granted by 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

¹⁹ Policy Manual 10.24

by the Vice President of Academic Affairs.

Graduation Rates

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

Seniors Graduation Fee

A graduation fee will be assessed to all seniors.

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.

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 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>.

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/. 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.

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. 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, especially their FAQ's at www.copyright.gov/help/faq.

GRADES²⁰

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)

Letter Grade	4.0 Scale	Percent Grade
A	4.00	90% - 100%
B	3.00	80 - 89%
C	2.00	70 - 79%
D	1.00	60 - 69%
F	0.00	0 - 59%

Academic achievement will be summarized by the cumulative grade point average (GPA).

The grade-point average is computed by adding the total point values for all courses and dividing by the total number of credit hours attempted during the same period of time; in other words, it is an average of grade points weighted by credit hours.

Each letter grade awarded to a student for a course is assigned a point value as noted above. 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.

If a student fails to maintain a GPA of at least 2.0, they may be placed on academic probation. Academic probation and the consequences thereof will be decided upon by the college administration.

²⁰ TRACS accreditation manual 9.11b

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.

Students who meet the following GPA criteria may qualify to be named on the college dean's list or president's list for a given semester.

Dean's List—3.5-3.85

President's List—3.86-4.0

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.

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

Request forms to obtain official copies of your transcript and/or records are available in the Registrar's office or on the college website: championchristiancollege.com

SPIRITUAL LIFE

Give unto the Lord the glory due unto His Name; worship the Lord in the beauty of holiness.

-Psalm 29:2

At Champion Christian College, we encourage students to view their “spiritual lives” not as a compartment of life, but as the essence of life. Worship extends from the chapel to the classroom, from the dining hall to the athletic field and to the surrounding community. Social life plays an important role in the lives of CCC students. CCCC is a place to develop life-long friendships while participating in a myriad of college ministry opportunities. CCC encourages students to partake in one of the following opportunities for service. It is often while working in these ministries that students develop talents and gain experience for life and ministry.

Students serving in these ministries will

- o Be provided with the opportunity to share the Gospel
- o Develop and/or strengthen spiritual gifts and abilities.
- o Serve alongside a church member and others to gain cooperation and teamwork experience.
- o Gain life experience.

Opportunities for Ministry and Social Outreach²¹

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

²¹ TRACS accreditation manual 9.11 g.vi, g.xiii

children the love of God and to provide a positive influence in their lives.

Teen Revolution

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 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/Internships²²

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.

RESIDENCE HALL POLICIES²³

²² TRACS accreditation manual g.xiii

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 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.

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.

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.
- 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.

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.

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.

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.



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

Affordable Costs

TUITION

Champion Courses.....\$185/credit hour

ROOM AND BOARD

Housing and Meals.....\$3,200/semester

FEES

Student Services Fee²⁴.....\$400/semester
 Textbooks/Course Materials²⁵.....\$150-250/semester
 Graduation Fee²⁶.....\$180

DISCOUNTS & SCHOLARSHIPS

Full Advance Payment²⁷.....\$100/semester

²⁴Includes computer lab, post office, liability protection, etc.

²⁵This is an estimate per semester.

²⁶This fee is only applicable during graduation semester.

Champion Christian College



Children of Full-Time Christian Workers.....\$500/semester
High School Valedictorian/Salutatorian²⁸.....\$500/semester
Presidential Scholarship²⁹.....Up to \$500/semester
This scholarship is available to students who are a member of a church that financially supports CCC. This scholarship provides a \$250/semester discount for a church’s \$50 monthly support and a \$500/semester discount for \$100 monthly support. For students to receive this benefit, their church must have supported CCC for a minimum of six (6) months prior to enrollment.

TYPICAL SEMESTER COST

Tuition.....	\$2,775 ³⁰
Room and Board.....	\$3,200
Student Service Fees.....	\$400
TOTAL.....	\$6,375

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.
Seniors Graduation Fee
A graduation fee will be assessed to all seniors.

Available Scholarships and Discounts

Academic Scholarship:

Students named as the valedictorian or salutatorian in a class of five (5) or more students are eligible for a discount of \$500 per semester. (Appropriate application forms must be submitted prior to registration.)

Full-time Christian Servant Scholarship:

Students qualify for a discount of up to \$500 each semester if their parent who is considered the head of the household receives their primary income from serving in full-time ministry. (Appropriate application forms must be submitted prior to registration.)

Advanced Payment Discount:

²⁷This payment must be received on or before the first day of classes to qualify the student for this discount.

²⁸Must have held either of these honors in a class of five (5) or more.

²⁹Applicable during a student’s freshman year only.

³⁰This figure is for a full-time semester (15 credit hours) of Champion courses.

Champion Christian College

Students are eligible for a discount of \$100 when they prepay their entire semester or a discount of \$250 when they prepay the entire year. Payment must be received by registration day.

Work Scholarship Program:

Students can apply for on-campus employment opportunities. (Positions are limited.)

Veterans Benefits:

Champion accepts VA tuition assistance programs.

Presidential Scholarship:

Students who are members of a church that financially supports Champion Christian College qualify for a discount of up to \$500 per semester (freshman year only). This scholarship provides a \$250 per semester discount for a church's \$50 monthly support amount and a \$500 per semester discount for a \$100 monthly support amount. For students to receive this benefit, their church must have supported Champion Christian College for a minimum of six (6) months prior to the student's enrollment. (Pastors interested in making this scholarship available to their students need to contact the business office at Champion Christian College for complete details.)

Morgan Wiles Scholarships

This scholarship will be awarded to two graduates of Mountain Pine High School for the 2018/2019 school year and will be applied to their entire school bill.

Future Christian Leaders Scholarship

Students may apply for this scholarship each semester. The amount of the scholarship ranges in amount, and monies are given to students who have at least a 2.0 GPA and who display high Christian character.

Christopher Carney Memorial Scholarship

This scholarship is in memory of Chris Carney and it is designed to help mission minded students or worship ministry students with his/her tuition. This scholarship is given out to one applicant per semester. This scholarship will be awarded to one student per semester for the 2018/2019 school year and will be applied as a discount to their tuition rate. This scholarship is worth \$1,000

Champion Athletic Character Discounts:

Students who are accepted as a member of an athletics team at Champion Christian College and who meet the following criteria are eligible for a discount of 15% off their total bill. The requirements are as follows:

- Graduation from high school, graduation from homeschool, or achievement of GED certificate at time of initial enrollment
- 2.5 GPA for continuing students
- Limited number of class absences
- Limited number of dorm check failures
- Limited number of unapproved broken curfews

- Financially current on all school bills

Please note the following policies in regards to this discount:

- The administration and thematic department reserve the right to deny or remove any player for any reason not noted above.
- The administration and athletic department also reserve the right to allow a player who does not meet the above criteria to remain eligible for the discount.
- If any student athlete loses their discount, they are eligible to be reinstated at the start of the following year at the first-year rate.

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.

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

Because the college makes financial commitments for the entire academic year based on enrollment numbers, no tuition refunds will be given after the third week of classes and any remaining tuition balances for the semester are to be paid in full.

Students will not be eligible for a 100% refund unless they withdraw on or before the first day of class. A refund check will be mailed to the student.

If a student withdraws from college, their room and board will be pro-rated on a monthly basis and a refund given if needed. The student will be liable for a full month for any partial month stayed.

Charges/Refunds (9.9o)

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. Payments may be made online at championchristiancollege.com via a credit or debit card.

The college reserves the right to adjust or to revise charges at any time during the year. Fees are non-refundable.

Tuition Refunds (9.9o)

No refunds of student tuition/fees will be made unless a student OFFICIALLY withdraws from classes. Stopping class attendance or failing 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. The refund schedule for fall and spring (for reasons other than expulsion) is as follows:

- 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 (9.9o)

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.

Refund for Summer Session is as follows: (9.9o)

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

Students: (9.9o)

- 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

CCC has been approved by the State Approving Agency for Veterans Training for V.A. Recipient status.

Qualifying veterans should complete the applications for VA educational benefits by filing VA form 22-1990 with the VA Regional Office, P.O. Box 8888, Muskogee, OK 74402-8888.

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.

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.com.

HEALTH AND SAFETY³¹

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

-Proverbs 18:1

Health Care³²

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.

Insurance³³

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

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

³¹ TRACS accreditation manual 9.11 g.iii

³² TRACS accreditation manual 9.11 g.xi

³³ TRACS accreditation manual 9.11 g.xi

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 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.

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.

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 Appeals³⁴

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 Appeals³⁵

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

³⁴ TRACS accreditation manual 10.23

³⁵ TRACS accreditation manual 10.23

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.

Student Due Process ³⁶

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 Procedures³⁷ (9.11 gv; 9.11h)

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.

³⁶ TRACS accreditation manual 9.11 g.iv

³⁷ TRACS accreditation manual 9.11 g.v

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.
5. 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 TRACS. Directions for filing are found at:

<http://www.tracs.org/documents/2.ComplaintPolicyandProcedures.pdf> ³⁸

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 Rights³⁹

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

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

³⁸ TRACS accreditation manual 9.11h

³⁹ TRACS accreditation manual 9.11f & h

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 2nd 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.

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 2nd 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 ⁴⁰

⁴⁰ Policy Manual 10.31

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.

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.

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.



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!