



# CHAMPION

CHRISTIAN COLLEGE



## Policy Manual

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

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## **Section I: General Policies (9.8.a.)**

### **Institutional Mission Statement (TRACS standard 10.1)**

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

## **Vision Statement**

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

## **Statement of Ethical Standards and Values**

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

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

Each member of the college family should conduct themselves in a way that reflects these biblical values that would lead to spiritual maturity. They should also refrain from any activities or conduct that would be detrimental to the desired spiritual environment.<sup>1</sup> Our core values which form the basis for the spiritual transformation of our students can be found in this catalog under Core Values.

## **Foundational Underpinnings-Biblical Foundation Statement (TRACS standard 10.1)**

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

Champion Christian College is committed to the truth as revealed in the Word of God communicated to us in the Judeo-Christian Bible. Furthermore, we reserve the right to

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<sup>1</sup> TRACS accreditation Manual 9.9a



discriminate against certain behavioral and lifestyle practices based on the dictates of this Word. Our total foundational, educational underpinnings concerning Truth, Reality, Values, and Authority are rooted deeply in the biblical narrative. Following are our statement of faith, introductory statements that further develop these foundational commitments, and elements of our philosophy of education.

## **Statement of Faith**

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

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, 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, all mankind 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 in-dwelling the Christian is enabled to live a holy life evidenced by the Fruit 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; do the work of 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, and 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 both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

## **Philosophy of Education (10.1)**

### **Educational Understandings**

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

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

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

We believe that the educational design of our curricula must be to foster transformational change within the lives of our students based on the biblical concept of renewing the mind. Thus our theories of learning must not be limited to the impartation of knowledge to the student, but developing within the student the abilities and methodologies to become a self-directed learner engaged in life-long learning.

### **Defining Our Teaching-task**

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

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

## **Core Values**

Since values are the drivers for decision, and transformation is a result of multiple choices and decisions, we have identified a core of values that must be foundational to biblical, transformational education.

1. The first core value we hold is that God is love; He loves mankind with an unconditional and individual love; and He desires that we love, and delight ourselves in Him, with all our heart, with all our soul, and with all thy mind, and with all thy strength.
2. The second core value is life. We value the individual life of a human being, since its source is God, and its dimension is timeless—eternal. Thus, we must value others even as we value ourselves.
3. The third core value is redemption, which has been granted to mankind through the death of Jesus Christ; and is available to every human being by placing his faith and trust in this same Christ; who was resurrected and is seated at the right hand of God.
4. Our fourth core value is the role for man, granted by God, to have “dominion” over the physical earth and to be a steward, caretaker of it.

5. Our fifth core value is the spiritual-dominion that Christ has given to the members of His body on earth, to continue and complete His own mission “to seek and save” lost ones, and teach them to be disciples of Jesus Christ.
6. The sixth core value is that God has revealed “truth” to human beings, which they can never discover for themselves; and, that this truth must be studied, learned, mastered, and applied properly to life situations, or man, either individually or in social groups, cannot be obedient to God’s requirements.
7. The seventh core value is that individuals, who have placed their faith in Christ and been spiritually conceived, like a baby in the womb; must be given spiritual nourishment and care, developing through proper spiritual formation, which conforms it to the likeness of Jesus Christ.
8. The eighth core value for the person who has placed his faith in Christ and is being conformed to His likeness, must make every decision of life on how will this glorify my heavenly Father, how will it extend His kingdom, and how can I perform the will of God on earth as it is in heaven.
9. The ninth core value for the person who has placed his faith in Christ and is being conformed to His likeness, is the conviction that as he makes decisions on the basis of the eighth core value, that he can depend on his Father for every provision needed for life and ministry.
10. The tenth core value for those conceived and empowered by the Spirit of God, to live the Christ-life, is that whatsoever that person needs to perform his or her God calling has been promised through the requisition of prayer in Jesus name

### **Institutional Learning Outcomes (TRACS standard 10.1)**

Institutional objectives of Champion Christian College are to develop within these life-long learners the following Core Competencies as they complete any of our educational programs.

1. **Values:** CCC recognizes core values as the basis for setting priorities and making each of life’s decisions and choices.
2. **Worldview:** CCC is dedicated to promoting a biblical worldview, which is the basis for interpreting all knowledge.
3. **Comprehension and Communication Skills:** CCC trains its students in the ability to effectively comprehend, analyze, reflect, and respond to oral, visual, and written information and to communicate effectively through spoken, written, and other appropriate forms of expression.

4. **Professional Demeanor and Personal Ethics:** Champion Christian College will strive to usher prepared students with a biblical standard of ethical conduct into their vocational enterprises vested with appropriate knowledge, abilities, skills, and leadership acumen to achieve success.
5. **Critical Thinking and Informational Competence:** Students will be able to select, analyze, and assess the accuracy, credibility, reasonableness, and relevancy of questions, arguments, or issues and will be competent to determine the possibility of a solution.
6. **Social Awareness and Responsibility:** Graduates will enter their social enclave with a keen awareness of the social, moral, cultural, environmental, and biblical perspectives and will demonstrate personal responsibility in relation to each.

## **Institutional Objectives**

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

## **Policies and Procedures posted in the appropriate publications and website (10.12)**

The policies listed in this policy manual have been adopted and approved by the Champion Christian College Board of Trustees. All policies and procedures are posted on the website and in the following publications: catalog, staff and faculty handbook, and student handbook.

## **Assessment of Mission and Biblical Foundation Statement (10.3)**

Champion Christian College annual survey is designed to establish awareness and embracement of our mission. This survey is sent out yearly in November of each calendar year. The results from this survey are found in the assessment report.

## **Foundational Values**

To ensure that we are meeting the foundational values set forth by CCC the assessment must include the evaluation of adherence and implementation of biblical foundational values and philosophy of education.

## **Board of Trustees**

The board of trustees completes the annual institutional survey and a self-evaluation survey. Both of these surveys serve to inform adherence to institutional mission and involvement of the Board of Trustees in ensuring such adherence. The results of data analyses must be reported in the annual assessment report.

## **Implementation of Board Approved Policies (10.5)**

These policies have been adopted and approved by the Champion Christian College Board of Trustees. The by-laws of the Board of Trustees are the final resource for any conflicts arising from these policies. The Board of Trustees reserves the right to revise or adopt policies at any time. The President of the College is given discretionary authority by the Board to carry out the College's mission and enforce its policies. The President is the official channel to the Board for all policy, human resources, program, and budget recommendations. Champion Christian College shall fully implement and follow all board approved policies.

## **Section II: INSTITUTION WIDE POLICIES- (TRACS standard 9.8b)**

CCC relies upon the accuracy of information contained in the employment applications, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of his information or data may result in exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

In processing employment applications, CCC may obtain a background check. If CCC takes an adverse employment action based on the background check, a copy of the report and other documents required by law will be provided to the employee.

Any new position on the College's Organizational Chart must be recommended by the President to the Board of Trustees Finance Committee for their approval. The Finance Committee must recommend the approval of the new position to the full Board of Trustees for their approval.

All new employees must be recommended by the President to the Board of Trustees Finance Committee for their approval. The Finance Committee must recommend the approval of employment including compensation and benefits to the full Board of Trustees for their approval.

## **Classification of Employees**

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the federal and/or state

laws. Exempt employees are excluded from specific provisions of federal and state wage and hours laws, including the provisions requiring overtime pay. Nonexempt employees are commonly referred to as “hourly” employees, whereas exempt employees are commonly referred to as “salaried” employees. Upon hire, an employee will be notified whether he is considered a nonexempt or an exempt employee. If the employee’s exemption status changes during the course of his employment, the employee will be notified of that change in writing.

In addition to the exempt classification, each employee will be classified in one of the following employment categories.

Regular full-time employees are those who are regularly scheduled to work more than thirty-five hours a week, who are not in a temporary or introductory status. Regular full-time employees are eligible for CCC’s benefit package, subject to the terms, conditions, and limitations of each benefit.

Introductory employees are newly hired employees who are being evaluated to determine whether further employment with CCC is appropriate. Introductory employees are entitled to the same benefits as their regular counterparts, depending on whether they are full-time or part-time. Employees who satisfactorily complete the introductory period will be categorized as regular full-time or part-time employees.

Temporary employees are those who are hired to work a fixed or limited period of time or who are hired to assist in the completion of a certain project. Examples of temporary employees include summer interns and interim employees. Employment of a temporary employee beyond any initially stated period of time does not change the employee’s temporary status. Temporary employees retain that status unless and until notified of a change in writing. Temporary employees receive all legally mandated benefits such as Social Security, but are ineligible for all of CCC’s other benefits, unless there is a specific written agreement to the contrary between the employee and Champion Christian College.

College faculty (unless primarily employed as hourly employees in a non-faculty position) will be considered exempt (salaried) employees. This applies regardless of the number of classes taught, as they are not paid on a basis of hourly wages.

## **Employee Categories (10.13)**

### **Full Time (Contract)**

- a. Administrators (12 month)
- b. Administrative Staff (12 month)
- c. Full Time Faculty (10 months)
- d. Coaches

\*\*Teaching Personnel under full time contract will be considered full time when teaching and average of at least 12 semester hours or performing equivalent work as approved by the Vice President of Academics Affairs during the fall and spring semesters.

\*\*Non-teaching personnel under full time contract will be considered full time when employed at least 1,000 hours during a 12-month period. (A nine-month employee working 30 hours a week for 36 weeks equal 1,080 hours worked.)

### **Part Time (Stated Contract)**

- a. Faculty
- b. Non-Teaching
- c. Coaches

### **Part Time (No Contract)**

- a. Hourly employees
- b. Dining Services

### **Employee Benefits (9.10.o)**

Insurance policies for cancer, hospitalization, critical illness, vision and, dental are available through AFLAC. Term and life insurance are also available to all employees. For additional information, please contact Nathan Sellers at human resource office.

### **Immigration Law Compliance (9.10.a)**

Champion Christian College is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with CCC within the past three years, or if their previous I-9 is no longer retained or valid.

### **Equal Employment Opportunity (9.10 a) (10.7)**

Champion Christian College believes that spiritual unity among all its employees is essential to the fulfillment of its mission (1 Cor. 1:10; Eph 4:1-4, 16). Champion Christian College further believes that all men are created equal in the image of God (Gen.1:27; Acts 17:26) and therefore, are to be afforded equal opportunity in employment.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Champion Christian College will be based on merit, qualifications, and abilities. Champion Christian College does not discriminate in employment opportunities or practices on the basis of race, color, gender (as determined at birth and not subject to change),



national origin, age, disability or any other characteristic protected by law, except when an otherwise protected characteristic is a bona fide occupational qualification and except as provided below.

As a religious entity, Champion Christian College is legally permitted to make employment decisions based upon religious criteria, including doctrinal and lifestyle issues. It is the policy of Champion Christian College to utilize only staff members of like faith who subscribe without reservation to CCC's Statement of Faith and Standards of Conduct and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry functions.

Furthermore, CCC is legally permitted to make employment decisions concerning its employees based upon any criteria it deems appropriate, regardless of whether those criteria include otherwise legally protected characteristics.

Nothing contained in this Equal Employment Opportunity Policy should be construed to limit CCC's constitutionally and statutorily protected right to make employment decisions based on otherwise legally protected characteristics.

Champion Christian College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

### **Personnel Files (10.13)**

Champion Christian College maintains a personnel file on each employee. Files are kept in the human resource office. The personnel file includes such information as the employee's job application, resume, and other employment records.

Employees have a duty to keep their personnel records up to date and should notify the Vice President of Academic Affairs in writing of any changes, including the following: name, address, telephone number, marital status, number of dependents, and persons to be notified in case of an emergency.

Personnel files are the property of Champion Christian College, and access to information they contain is restricted. Only the administration, who have a legitimate, employment-related reason to review information in a personnel file are allowed to do so.

Current employees may inspect their own personnel records and may copy, but not remove, documents in the file. Employees who wish to review their own file should contact the Vice President of Academic Affairs. Within a reasonable time after their request, employees will be allowed to review their personnel files in Champion Christian College's offices in the presence of an individual appointed by Champion Christian College to maintain the files.

## **Hiring Procedures (10.13)**

All applicants must submit an application to the Vice President of Academic Affairs. It is the policy of Champion Christian College to check the employment and personal references of all applicant to ensure that individuals who join Champion are spiritually, professionally, and personally qualified for the position to which they have applied.

Champion Christian College relies on the accuracy of information in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the College's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

To complete an application, please visit our website at [championchristiancollege.com](http://championchristiancollege.com).

## **Overtime (9.10 p)**

Overtime is defined as all hours worked in excess of forty hours in one week or as otherwise defined by state law. Non-exempt hourly employees are prohibited from working overtime without prior approval from their supervisor. It is Champion Christian College's desire not to require overtime work of its employees. However, when ministry requirements or other needs cannot be met during regular working hours, non-exempt hourly employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided.

Overtime compensation is paid to all nonexempt hourly employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off, on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

The practice of granting hour-for hour compensatory time, often referred to as "comp" time, for overtime hours worked is prohibited.

Failure to work scheduled overtime without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

## **Code of Conduct**

Faculty members are expected to uphold the highest standards of Christian behavior as well as the mission of Champion Christian College. CCC expects all faculties to uphold its doctrines and standards set forth. Faculty must uphold and set an example in the highest Christian virtue and personal decorum, serving as a Christian role model. Faculty members are expected to conduct themselves in a Christ-like manner in order to present a good personal and Christian testimony. The following are examples of conduct that are not in harmony with the consecrated Christian life. Faculty members engaging in such conduct or similar conduct will be subject to discipline, up to and including termination of service

- a) Drinking or possessing alcoholic beverages, illegal drugs or use of tobacco products
- b) Sexual harassment or misconduct
- c) Falsifying information on application, reports, records
- d) Theft, destruction, defacing or misusing of college or personal property
- e) Viewing or possessing pornography
- f) Gambling, or attending questionable venues should be avoided
- g) Use of vulgar or abusive language to staff, faculty, or students
- h) Engaging in any form of homosexuality, fornication, adultery, transvestitism, bestiality, deviant gender identity, or any other deviant sexual behavior
- i) Engaging in or threatening acts of workplace violence such as threatening or intimidating a coworker or any other person
- j) Excessive absenteeism or any absence without notice
- k) Unsatisfactorily performing job responsibilities

These examples of prohibited behaviors are not intended to be an all-inclusive list. At CCC's discretion, any violation of CCC's policies or any conduct considered inappropriate or unsatisfactory may be subject to disciplinary action. The College expects employees to adhere to the policies and procedures for grievance resolution.

### **Sexual and Other Forms of Harassment**

Champion Christian College seeks to promote a productive work environment in which all faculty and staff members reach their full spiritual and professional potential. CCC will not tolerate verbal or physical conduct by any staff or faculty member or other person that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile work environment.

No form of harassment will be tolerated, including harassment because of a staff member's race, national origin, disability, pregnancy, age or sex. No faculty or staff member, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

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 Office of the President. 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.

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.

## **Conflicts of Interest**

Champion Christian College expects that each staff and faculty member will use good judgement, high Biblical and ethical standards, and honesty in all business dealings with and on behalf of Champion Christian College. Staff and faculty members have a responsibility to avoid any conflict of interest or appearance of conflict of interest.

## **Dress Code**

All Champion Christian College employees are expected to exhibit professionalism in their dress. The image presented by CCC employees should be one of moderation, neatness and good taste. Any question about appropriate dress must be addressed with the employee's supervisor.

## **Solicitation and Distribution**

Champion Christian College encourages its faculty members to "exhort one another" by sharing resources such as Christian books, recordings, sermons and articles with each other that would promote spiritual and intellectual growth. Champion Christian College further encourages its staff and faculty members to support college fundraising efforts and allows solicitation of funds for college fundraisers. Faculty members engaging in these activities should ensure that they do not unduly interfere with the staff member's performance of college duties.

Faculty members may not solicit donations or sales to non-Champion Christian College-related cases on the college premises without the prior approval of the President.

The posting of written solicitations on Champion Christian College's bulletin board is restricted. These bulletin boards display important announcements and memoranda concerning college and employment information and should be regularly reviewed by all faculty members. If faculty members have a message of interest to the entire faculty, they may submit it to the Vice President of Academic Affairs before posting.

## **Workplace Violence Prevention**

Champion Christian College is committed to preventing workplace violence and to maintaining a safe ministry environment. Given the increasing violence of society in general, Champion has adopted the following guidelines to deal with intimidation, harassment, and threats and incidents of violence that may occur on its premises.

CCC administration allows the licensed conceal-carry of a firearm by authorized staff within the laws of the state of Arkansas.

Conduct that threatens, intimidates, or coerces another staff member, visitor, or a member of the public at any time, including off duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, race, age, or any characteristic protected by federal, state, or local law.

Faculty members who observe or learn of threats or incidents of violence or who observe or learn of suspicious individuals or activities must report such information to the Administration as soon as possible. This includes threats by faculty members, as well as threats by visitors, or members of the public. The report must be as specific and detailed as possible. When necessary to protect life, health, or property, or when otherwise appropriate, employees should call the police before reporting the threat or incidents to the administration.

Faculty members should not place themselves in peril in attempting to intervene in a suspicious or a potentially violent situation.

Champion Christian College will promptly and thoroughly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Champion Christian College may place employees on administrative leave, either with or without pay, pending investigation.

Any faculty member determined to be responsible for a threat or incident of violence or other conduct that is in violation of these guidelines will be subject to prompts disciplinary action up to and including termination of service.

### **Drug and Alcohol Testing**

Faculty members must immediately report any observations of unusual behavior or other indications that another staff member is under the influence of alcohol or drugs.

Employees may be asked to take a test at any time to determine the presence of drugs or alcohol, unless such tests are prohibited by law. Employees asked to take the test will be asked to sign a consent form authorizing the test and Champion Christian Colleges use of the test results for purposes of administering its discipline policy. Employees refusing consent for these purposes or testing positive for alcohol or illegal drugs are subject to disciplinary action, up to and including termination of employment.

The test will be paid for by Champion Christian College. The records of the examination will be the property of CCC and will be treated as confidential and held in a separate medical file. If required by law, the records will be made available to the employee, the employee's designees, public agencies, and relevant insurance companies.

Faculty members must report to the administration their use of over-the-counter or prescription medication that may impair their ability to perform their job safely and effectively.

### **Procedures for Addressing Grievances (9.10.J) (10.10) (10.17)(10.18) (10.19)**

- A. An appropriate dispute is defined as a staff member's expressed dissatisfaction concerning any interpretation or application of a work-related policy by supervisors or

other staff members. Examples of matters that may be considered appropriate disputes under this policy include:

1. A belief that faculty staff policies, practices, rules, regulations, or disciplinary procedures have been applied improperly or unfairly to faculty members;
  2. Treatment considered unfair by a faculty member, such as coercion, harassment, or intimidation;
  3. Alleged discrimination because of a legally protected status such as race, color, gender, age, nation origin, or disability;
  4. Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, or salary.
- B. Faculty members should notify the administration in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for faculty members with appropriate complaints. As used in this policy, the term “timely fashion,” “reasonable time,” and “promptly” generally will mean five working days.
- C. The dispute resolution procedure has a maximum of four steps, but disputes may be resolved at any step in the process. Disputes will be processed until the faculty member is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever a faculty member does not file a timely appeal or when a decision is made in the final step and the right of the appeal no longer exists.
- D. Staff members who feel they have an appropriate dispute should proceed as follows:
1. Step One-Promptly brings the complaint to the attention of the immediate supervisor. If the dispute involves the supervisor, then the staff member may proceed directly to step two. The supervisor should investigate the complaint, attempt to resolve it, and give a decision to the faculty member within a reasonable time. The supervisor should prepare a written and dated summary of the dispute and proposed resolution for the employee’s personnel file (if applicable).
  2. Step Two-Appeal the decision to the Vice President of Academic Affairs, if dissatisfied with the supervisor’s decisions, or initiate the procedure with the Vice President of Academic Affairs if Step One has been bypassed. This appeal or initial dispute notification must be made in a timely fashion using a written form provided for this purpose. The supervisor’s version of the dispute and decisions will then be submitted using a similar written form. The Vice President of Academic Affairs will, in a timely fashion, confer with the faculty member, the supervisor, and any other members of the administration leadership considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.
  3. Step Three-Appeal an unsatisfactory department head decision to the Executive Vice President. The timeliness requirement and procedures to be followed are similar to

- those in Step Two. The Executive Vice President will take the necessary steps to review and investigate the dispute and will then issue a written, final, and binding decision.
- E. Final decision on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as a policy. When appropriate, the decisions will be retroactive to the date of the faculty member's original dispute notification.
  - F. Information concerning an employee dispute should be confidential. Supervisors, Vice President of Academic Affairs, and the administration who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
  - G. Time spent by employees in dispute discussions during their normal working hours will be considered hours worked for pay purposes.
  - H. Faculty members will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if a faculty member raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes. Implementation of the dispute resolution procedure by a faculty member does not limit the right of the college to proceed with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, faculty members and supervisors are prohibited from retaliating against a faculty member who properly uses the dispute resolution procedure.
  - I. The college may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.
  - J. If a staff/ faculty member 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><sup>2</sup>
  - K. Documents from grievances proceedings are placed in the faculty/ staff member's file and kept securely in the human resource office. Documentation from all such proceedings will be made available to TRACS representative upon request.

## **Return of Property**

All faculty and staff members are responsible for the care and up keep of all of CCC's property, materials, or written information that has been issued to them or that is in their possession or control.

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Staff and faculty must return all CCC property immediately upon request or upon termination of service. Where permitted by applicable laws, CCC may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. CCC may also take all action deemed appropriate to recover or protect its property.

## **Annual Notification of Consumer Information**

On an annual basis, CCC provides all patrons, including prospective and current students, as well as current and prospective employees with consumer information including, but not limited to, policies, procedures, degree completion and job placement rates, disability services, drug/alcohol prevention programs, educational degree plans, financial aid programs, privacy rights, voter registration and other consumer information. Notification includes posting via the College's web site, emailing the notification and specific policies to the campus community, presenting this information at Orientation, and linking to other CCC departments via social media.

## **Evaluation (TRACS standard 10.9)**

An annual formal performance evaluation shall be conducted for all employees, including faculty and staff, to provide an opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals and improving results.

## **Termination of Employment**

An employee's employment with Champion Christian College may be terminated because of the employee's resignation, discharge, or retirement; the expiration of an employment contract; or as result of a reduction in CCC workforce. Discharge may be for any reason not prohibited by law. Since employment with CCC is based on mutual consent, both the employee and CCC have the right to terminate the employment-at-will relationship, with or without cause, at any time. CCC is committed to handling all issues related to the termination of employment in a Christ-like manner and trusts that its employees will do likewise. In cases where an employee is discharged for reasons other than misconduct, CCC will endeavor, in its sole discretion, to give the employee advance notice of the discharge or pay in lieu of notice. Resigning employees are requested to give written notice of their intent to resign as far in advance as possible. Supervisory and managerial employees should give at least six weeks' notice. All other employees should give at least two weeks' notice to CCC to facilitate the search for a replacement employee. Employees who fail to give written notice in accordance with these time periods may be ineligible for reemployment.

## **Fraud, Abuse and Waste Policy**

### **Policy Overview**

Champion Christian College has established the following fraud, waste and abuse policy.



## Scope and Applicability

This policy applies to all employees of Champion Christian College.

## Policy Statement

CCC promotes honesty and integrity as values and foundational beliefs. CCC works to earn the trust of the public, its students and its employees. In order to fulfill this task, all employees must perform their duties to the highest degree of professionalism, honesty and ethical manner and in all ways that honor the Christian faith. Therefore, all CCC employees should avoid situations that would be considered fraudulent, wasteful or abusive of the College assets. CCC expects all employees to behave with all honesty and exercise biblical ethical judgment in all of their duties.

## Responsibility for Detection and Prevention

1. The administration and all employees have the responsibility to be aware of activities that are wasteful and abusive within their department and to establish regulations to prevent them.
2. If fraud is suspected, the administrator, supervisor, or employee shall cooperate in full with all authorities investigating the activity. If fraud is discovered, appropriate actions shall be taken.

## Discipline and Restitution

1. Employees found in violation of this policy may be subject to any disciplinary action which may include termination. The severity of the discipline imposed will depend on the violation and circumstances. If appropriate, CCC will report any activity in violation of local, state, or federal law to the appropriate authorities.
2. CCC may seek restitution from individuals or parties if the fraud, waste or abuse involves a financial loss to the College.

## Definitions

1. Abuse – behavior that is lacking or improper and does not align with biblical principles that is promoted by Champion. It includes misuse of authority or position for personal financial interest.
2. Fraud An intentional act to deceive, steal or cheat, usually for the purpose of causing a detriment to another and/or bringing about some benefit to oneself or others.
3. Waste An act resulting in the spending, consumption, mismanagement, and use or squandering of institutional assets or resources to the detriment or potential detriment of the college. Waste may also result from incurring unnecessary expenses due to inefficient or ineffective practices.

## Investigation

1. If an allegation of fraud, waste or abuse is reported, the office of the Executive Vice President will begin an approach to resolving the concern. The Executive Vice President will investigate and coordinate with the appropriate people needed to carry out an accurate investigation. This may include legal counsel, financial professionals and other experts.

2. The investigation may include the interviewing of colleagues, reviewing activities of the employee in question, examining all paper and electronic documents. This includes checking all College computers including email, offices and/or other work areas.

3. The Executive Vice President may in consultation with the College's legal counsel recommend the suspension of the employee during the investigation.

### **President's Decision**

1. Upon completion of the investigation, the Executive Vice President will prepare a written report. This report will be shared with any person needed for consultation in order to determine appropriate discipline.

2. If the investigation determines that fraud, waste or abuse has occurred, the report will include a recommendation of disciplinary action discussed. It may also include suggestion to help prevent future fraud. The report will be submitted to the President within 5 calendar days after the investigation has ended. The President will review the report and may make modifications. The President holds the final decision.

### **Discipline and Restitution**

1. Any employee of CCC who violates this policy may be subject to disciplinary action including termination of employment. The discipline imposed will depend upon the severity of the violation. If appropriate, CCC will report any activity in violation of local, state, or federal law to the appropriate authorities. CCC may seek restitution from individuals or parties if the fraud, waste or abuse involves a financial loss to the College.

**Contact:** Shane Robertson  
Executive Vice President  
shane.robertson @championchristiancollege.com  
501-623-2272

## **Section III: ACADEMIC POLICIES- (TRACS standard 9.8c)**

### **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.

## Grading Scale

Letter Grade	4.0 Scale	Percent Grade
A	4.0	90-100%
B	3.0	80-89 %
C	2.0	70-79 %
D	1.0	60-69 %
F	0.0	0.0-59%

## Definition of Credit Hour

**Federal Definition of the Credit Hour:** For the purpose of the catalog and in accordance with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably appropriate:

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

## **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.

## **Transfer of Credits for Prospective Students<sup>3</sup>**

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.

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<sup>3</sup> TRACS accreditation manual 9.9r/Policy Manual 10.24

<sup>4</sup>CCC 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.

## **Appeal<sup>5</sup>**

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

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

## **Transfer of Credits for Champion Students <sup>6</sup>**

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.

## **Course Registration Procedure<sup>7</sup>**

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

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<sup>4</sup> Policy Manual 10.24

<sup>5</sup> Policy Manual 10.24

<sup>6</sup> Policy Manual 10.24

<sup>7</sup> TRACS accreditation manual 9.11c

courses during the set times. Failure to complete registration by the due dates may result in not being registered for classes and therefore not being admitted to classes.

## **Changes in Registration<sup>8</sup>**

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

### **Adding a Course**

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

### **Dropping a Course**

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

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

### **Change of Program**

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

### **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.

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<sup>8</sup> TRACS accreditation manual 9.11 a

## **Withdrawal from College**

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

## **Credit for Life Experience<sup>9</sup>**

Champion Christian College recognizes that students may acquire college-level knowledge and experience outside the classroom. Prior learning describes learning acquired outside a traditional academic environment and includes, but is not limited to, qualified work experience, employer training programs, military specialization, and/or a legacy of volunteer or community service endeavors. Students must submit a portfolio of prior experience. The portfolio will then be evaluated by one or more of the following guidelines: 1. American Council of Education; 2. Faculty Evaluation; 3. Challenge Examination; 4. Judgement of the Registrar. The Registrar holds final decision to award credit. All documentation is held in the student's file.

## **Correspondence Credit**

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

## **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.

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<sup>9</sup> Policy Manual 10.11d

## **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.

## **Recruitment**

Under the direction and supervision of the Vice President for Student Affairs, the recruiting team will:

- 1) Establish and achieve incremental enrollment goals through admission of qualified students in all academic programs.
- 2) Increase the number of prospective student leads to 1600 and 400 prospects.  
Increase the number of recruits enrolled to 80.



- 3) Target CCC recruitment and marketing to Arkansas, surrounding states, and to geographic pockets of interest.
- 4) Increase visibility in local churches and schools by building Champion's recruitment database through fostering relationships with youth group venues such as church youth groups, college athletic events, and high school Fellowship of Christian Athletics organizations.
- 5) Establish networks in which to recruit homeschool students.
- 6) Optimize for recruitment purposes Teen Revolution exposure through hosting a photo booth, through presentation to audiences, and through a pastor/youth worker breakfast.
- 7) Research, create, and purchase recruiting materials.
- 8) Establish secondary venues for recruitment through homeschool networks, private and public high school contacts, and Teen Challenge.
- 9) Upgrade the prospective student database to enhance and to streamline student tracking and follow-up.

## **Undergraduate Admissions Policy (10.11 a)**

Champion Christian College, per state guidelines, admits applicants:

1. by a certificate of graduation (transcript) from an accredited secondary school;
2. by transfer from an accredited college and/or university in addition to the high school transcript;
3. by presentation of a General Education Development Certificate (GED);
4. by special permission if the applicant attends part-time in an unclassified status; and
5. by evaluation of the applicant's background of education, work, and life experiences to determine probable success in an appropriate program.

## **Reservation Deposit**

The applicant must submit a \$25.00 non-refundable application fee. All students planning on living in the dormitories must submit a deposit of \$100.00 as soon as possible. This would hold a place in the dormitories for the student.

## **ADMISSION CATEGORIES (10.11 c)**

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

1. Graduates from an accredited high school who meet the college preparatory core curriculum, or

2. Applicants who present passing scores on the GED test in lieu of high school graduation plus ACT Mathematics and English subscores of 19 or above and an ACT Reading subscore of 18 or above, or 1010 SAT Evidence-Based Reading & Writing plus Math, with a 510 Evidence-Based Reading & Writing
3. Homeschooled applicants with ACT Mathematics and English subscores of 19 or above and an ACT Reading subscore of 18 or above, or 1010 SAT Evidence-Based Reading & Writing plus Math, with a 510 Evidence-Based Reading & Writing
4. Students transferring from an institution of higher learning who have a cumulative grade point average of 2.0 or higher, on a 4.0 scale, and have not been suspended for academic reasons from the last institution attended. Official transcripts must be sent from each college or university attended.

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

1. Applicants from accredited high schools who did not meet the college preparatory core curriculum; or
2. High school graduates, GED recipients, and/or homeschooled graduates with an ACT Reading subscore of 18 or less and/or ACT Mathematics and English subscores of 18 or less.
3. Applicants without a high school diploma or GED who have acceptable ACT scores may petition the committee for conditional admission. Champion Christian College believes that most students without high school diplomas should complete high school or obtain a GED prior to enrolling at the college. All students enrolled under conditional admission must complete any required remedial courses during their first 30 hours.

**Special Students** – A part-time student who does not plan to enroll in a degree or certificate program may be permitted to enroll as a special student.

### **Accelerated High School Student Admission (Collegiate Academy) (10.11 f)**

1. **Summer Enrollment** for high school students who have completed their junior year, have a “B” average, meet the required ACT scores for admission, and are recommended by their high school principal or superintendent may enroll as full-time college students during the summer session preceding their senior year.
2. **Concurrent enrollment** is limited to high school students who meet the admissions standards to concurrently enroll for academic courses:
  - a. Must have completed the 10th grade.
  - b. Must complete an application for admission and submit all required admission documents.
  - c. Must present a high school transcript showing a cumulative GPA of at least a 2.5.

- d. Must provide standardized test scores indicating that he/she meets any minimum placement test scores.

A concurrently enrolled student will be classified as non-degree/non-certificate-seeking and will not be eligible for financial aid.

### **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.

### **Readmission for Returning Students**

A returning student who previously attended Champion Christian College but withdrew during the previous fall or spring semester is required to re-apply for admission. This includes completing the following: completion of pastor, parent/ guardian, and personal reference forms and submission of official copies of any college transcripts that are not already on file at CCC. Upon completion of these steps, the application materials are reviewed, and the college administration will render a decision and notify the student of the outcome.

### **Readmission after Dismissal**

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

### **Transfer Student**

A student transferring from another college must: 1. Follow the steps for first-time students; 2. Transfer credits from another college by requesting that they send official transcripts to: Admissions Office, Champion Christian College 600 Garland Ave., Hot Springs, AR 71913; 3. Upon receipt of the above information, the admission office will evaluate your documents and notify you of your outcome. Credits from another institution must meet the college transfer-of-credit policies.

### **Admission of Students with Felony Charges and/or Convictions**

Champion Christian College seeks to provide a safe, nurturing collegiate environment in which students can learn and grow academically, personally, and spiritually. In keeping with this principle and with the expectation outlined in the college's code of conduct, it becomes necessary for the college to inquire into an applicant's prior, or pending, criminal history. When a student or applicant has been arrested and charged with a felony, the college reserves the right to place that student's application on hold, pending further review. To address these situations

and to fulfill the college's obligation to provide a safe campus, the Admissions Review Committee determines whether the student's past

behavior should render him/her ineligible for admission consideration. This review is independent of the evaluation of the applicant's academic and other qualifications for admittance to Champion.

### **Occupation of Residence Halls (10.11b)**

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.

### **Credit for Life Experiences (10.11 d)**

Champion Christian College recognizes that students may acquire college-level knowledge and experience outside the classroom. Prior learning describes learning acquired outside a traditional academic environment and includes, but is not limited to, qualified work experience, employer training programs, military specialization, and/or a legacy of volunteer or community service endeavors. Students must submit a portfolio of prior experience. The portfolio will then be evaluated by one or more of the following guidelines: 1. American Council of Education; 2. Faculty Evaluation; 3. Challenge Examination; 4. Judgement of the Registrar. All documentation is held in the student's file.

### **Review of Admission's Policies (10.11 i)**

At the beginning of the Fall semester admissions policies are reviewed and approved by faculty during our annual In-Service.

### **Graduation Policy (10.12)**

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:

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

## **Commencement**

Commencement ceremony is held at the end of May. Participation in the May ceremony is contingent upon either the completion of all required courses or being within 7 credit hours of completion.

## **Graduation Rates**

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

# **Section IV: FACULTY POLICIES - (TRACS standard 9.8d)**

## **Faculty Rank Policy (10:13)**

*Minimum Educational Preparation and Experience for Promotion Eligibility*

**Instructor**- Master's degree from a regional accredited institution.

**Assistant Professor** –Master's degree from a regional accredited institution. To be eligible for the rank of assistant professor the faculty member should have a minimum of three years of College teaching or other appropriate experience.

**Associate Professor**- Earned doctorate or equivalent from regional accredited institution. To be eligible for the rank of associate professor the faculty member should have a minimum of six years of College teaching or other appropriate experience.

**Professor** –Earned doctorate or equivalent from a regional accredited institution. To be eligible for the rank of professor the faculty member should have a minimum of ten years of College teaching or other appropriate experience.

## **Remuneration (10.13) (10.19)**

*Champion Christian College- Salary Schedule 2017-18*

<b>Position</b>	<b>12-month</b>	<b>10-month</b>	<b>9-month</b>	<b>Part-time</b>
Professor	\$48,000.00	\$40,000.00	\$36,000.00	\$1,200.00
Associate Professor	\$32,000.00	\$26,700.00	\$24,000.00	\$800.00
Assistant Professor	\$28,000.00	\$23,335.00	\$21,000.00	\$700.00
Instructor	\$24,000.00	\$20,000.00	\$18,000.00	\$600.00
Non-ranked	\$20,000.00	\$16,700.00	\$15,000.00	\$500.00

## **Appointment and Retention (10.13)**

Appointments to the faculty of Champion Christian College are made by the Board of Trustees upon the recommendation of the President of the College. Notifications of appointment and reappointment by the Board of Trustees is conveyed in the form of a written contract which is administered by the President's office. An appointment is considered complete when the contract has been signed by the President and the appointee.

The terms of employment of faculty members are established at the time of employment. Upon initial appointment, faculty members agree that they are in agreement with the doctrinal statements of Champion Christian College. Each year faculty members reaffirm their agreement with the doctrinal statement with the signing of their annual contract.

## **Reassignment**

The college reserves the right to reassign faculty members to other courses or other professional activities when it becomes necessary to cancel offerings because of insufficient enrollment or other reasonable causes.

## **Promotion and Tenure (9.10.1)**

Promotions in rank will normally be initiated by the individual faculty or staff member applying for the positions. The individual must obtain an official application form from the Vice-President for Academic Affairs. In addition to the application, the candidate must submit a letter of recommendation from the Department Chair.

Champion Christian College has no provision for granting tenure to faculty members at this time.

## **Advancement (10.13)**

Champion Christian College desires to promote employees to more responsible and higher paying positions where possible. A supervisor may consider promoting from within the department before hiring from outside; however, he or she may also seek qualified applicants outside the college based on the needs of the college. To complete a career advancement application, please visit our website at [championchristiancollege.com](http://championchristiancollege.com). Employees applying for

open positions are not guaranteed preferential treatment, but will typically be considered based on management's selection of the most qualified candidate.

### **Dismissal of Faculty (10.13)**

An employee's employment with Champion Christian College may be terminated because of the employee's resignation, discharge, or retirement; the expiration of an employment contract; or as result of a reduction in Champion Christian College workforce. Discharge may be for any reason not prohibited by law. Since employment with Champion Christian College is based on mutual consent, both the employee and Champion Christian College have the right to terminate the employment-at-will relationship, with or without cause, at any time.

Champion Christian College is committed to handling all issues related to the termination of employment in a Christ-like manner and trusts that its employees will do likewise. In cases where an employee is discharged for reasons other than misconduct, Champion Christian College will endeavor, in its sole discretion, to give the employee advance notice of the discharge or pay in lieu of notice.

Resigning employees are requested to give written notice of their intent to resign as far in advance as possible. Supervisory and managerial employees should give at least six weeks' notice. All other employees should give at least two weeks' notice to Champion Christian College to facilitate the search for a replacement employee. Employees who fail to give written notice in accordance with these time periods may be ineligible for reemployment.

Champion Christian College may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits. The departing employee may voice suggestions complaints, or questions at that time. The departing employee will be asked to sign a written authorization for the release of information requested for an employment reference.

Employees will receive their final pay in accordance with applicable state law. All accrued, vested benefits that are due and payable at termination will be paid. If the employee is entitled to the continuation of certain benefits, the employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Nothing contained in this policy in any way alters the employment-at-will relationship between employees and Champion Christian College.

### **Faculty Council and Officers (9.10b)**

The Faculty Council may include all full and part-time instructional personnel as well as Librarians, Director of Student Affairs, and the Registrar. The college administrators may be invited to attend meetings of the Council at the discretion of the President.

The Faculty Council officers will consist of President, Vice-President and Secretary, and shall be elected by the members of the Faculty Council each fall semester. The Council will meet during

the week of registration to elect officers and determine when meetings will be held. After being elected, the Council President will preside at all meetings, unless absent; in which case the Vice-President shall preside. The Secretary will maintain concise minutes of meetings.

The Faculty Council will serve as a means of communicating concerns and recommendations of the Council to the Administration and to submit written reports to the Board of Trustees through the President of the College.

The Faculty Council may make suggestions for activities for instructional development, motivational and educational policies.

## **Work Policies**

### *Work Schedules (9.10 p)*

Employees are required to work the hours they are scheduled unless they are given advance permission by the appropriate supervisor.

All full-time exempt employees are required to attend meetings designated for them unless special arrangements are made with your supervisor. Designated meetings include but are not limited to weekly faculty meetings, monthly faculty meetings, and the annual in-service.

## **Job Descriptions and Responsibilities of the Administration**

### **College President**

1. Execute the objectives and policies of the College Board of Trustees.
2. Serve as an ex officio member of the College's Board of Trustees.
3. Plan, develop, implement, and execute the College's strategic plan and related outcomes that are aligned with the College's mission, vision, and spiritual beliefs.
4. Provide spiritual leadership for campus and student development.
5. Cultivate and strengthen the College's fundraising efforts.
6. Serve as the College's chief campus spokesperson.
7. Oversee the College's budgetary process and fiducial responsibilities.
8. Oversee all academic and administrative functions of the College including but not limited to operational procedures and activities governing students, faculty, and staff; fiscal matters; and campus development, planning, and execution.
9. Provide spiritual leadership for the development and implementation of high-quality educational programs and student-centered academic and support services to promote student success and spiritual growth.
10. Cultivate new strategic partnerships and strengthen existing relationships in support of the College's spiritual and academic mission.
11. Perform other duties as assigned by the College Board of Trustees.



## **Executive Vice President**

The Executive Vice President (EVP) is the chief operating officer (COO) for the College and is responsible to the President for the creation and implementation of the College's priorities and the allocation of support resources approved by the Board of Trustees. The EVP works closely with the President, faculty, students, and administration to provide the highest quality of educational programs and student support services. The EVP is responsible for the day-to-day operations of the College.

### **Duties and Responsibilities**

1. Facilitate and maintain the College's mission, vision, and spiritual beliefs.
2. Provide leadership and assistance to the Vice Presidents of Academics, Student Services, and Finance.
3. Provide leadership for strategic planning, assessment, and accreditation.
4. Provide direction to the Vice Presidents, directors, and officers of the College in planning, procuring, and expending budgetary resources.
5. Recruit, interview, and recommend personnel to be hired in all positions under his or her purview.
6. Facilitate an annual assessment and evaluation of all activities, programs, and personnel of the College.
7. Provide spiritual leadership for the development and implementation of high-quality educational programs and student-centered academic and support services to promote student success and spiritual growth.
8. Cultivate new strategic partnerships and strengthen existing relationships in support of the College's spiritual and academic mission.
9. Assist the President as requested and exercise the duties of the President in the event of his absence from campus.
10. Perform other duties as assigned by the President and the College Board of Trustees.

## **Vice President of Academic Affairs**

The Vice President of Academic Affairs reports directly to the Executive Vice President and is a member of the Administrative Council. The VPAA serves as the Associate Chief Academic Officer and is responsible to the EVP for all the College's instructional and academic programs through leadership, planning, policies, budget development, and management in a holistic manner.

### **Duties and Responsibilities**

1. Ensure the Academic Affairs division facilitates and maintains the mission of the College.

2. Oversee the management and administration of the policies, procedures, and regulations of the College in providing instructional and academic programs, including the following:
  - o Curriculum evaluation and development
  - o Academic support services
  - o Library services
  - o Institutional effectiveness
  - o Registrar functions
3. Supervise the recruitment, hiring, orientation, and evaluation of both full-time and part-time Christian faculty.
4. Assist with the development of new academic programs and supervise all instructional activities while maintaining accreditation standards and Board policy.
5. Provide leadership and vision to strengthen and implement new and existing academic programs.
6. Collaborate with Student Affairs to promote student success, retention, and graduation.
7. Provide oversight of program review, program viability, student success initiatives, student learning outcomes, institutional effectiveness, and accreditation processes.
8. Supervise the publication of college schedule of classes, catalog, and academic information.
9. Assist the College in developing and implementing an enrollment management plan, including recruitment, retention, continuing education, and advancement.
10. Provide educational leadership to the College and assume responsibility for articulating the values of a Christian liberal arts education to students, faculty, the campus community, and the larger college constituency.

### **Vice President for Student Affairs**

The Vice President of Student Services (VPSS) is the chief student officer of the College and reports to the Executive Vice President of the College. The VPSS is a member of the Administrative Council and is responsible for the creation and maintenance of a safe, healthy, supportive environment and culture that synthesizes the intellectual, physical, social, emotional, and spiritual development and diversity of our students in a holistic way.

### **Duties and Responsibilities**

1. Ensure the Student Services division facilitates and maintains the mission of the College.

2. Oversee the management and administration of the policies, procedures, and regulations of the College in providing student support services including the following:
  - o Campus safety
  - o Student health
  - o Student counseling and advising
  - o Food services
  - o Events and activities
  - o Student housing
  - o Student judicial affairs
  - o Enrollment management
  - o Student learning resources
3. Develop co-curricular services and activities to augment academic programs and advance the personal growth and development of students.
4. Ensure a student culture where diversity is embraced.
5. Assume responsibility for development, implementation, and evaluation of policies and regulations pertaining to student admissions, student life, student conduct, and student residencies.
6. Assume responsibility for compliance with applicable state and federal laws and submission of necessary reports, including the Clery Act, the annual Campus Security and Crime Report, etc.
7. Serve as the Title IX Officer for the College.
8. Supervise and manage financial aid services for students.
9. Serve as ambassador for the college to alumni, parents, students, neighbors, community leaders, and professional colleagues.

### **Job Description for the Lead Faculty for Professional Studies and Church Ministries**

In addition to the responsibilities of a full-time faculty member, the Lead Faculty member serves a liaison between the faculty and the Vice President of Academic Affairs. The fundamental contribution of the Lead Faculty is to provide effective instruction and advice and to do so in a manner that makes the curriculum vital, with reference to the mission and objectives of the institution. An additional function of the faculty is to advise the administration and board in the formulation of academic policies involving such matters as curriculum, admissions, academic advising, student services, and faculty welfare.

## **Advancement Officer**

The Advancement Officer reports directly to the President and is responsible for cultivating and soliciting gifts and donors to support the College's interests and mission. The Officer represents the College to a wide spectrum of constituents and potential donors in pursuit of securing resources to the College in a holistic and Christian manner.

### **Duties and Responsibilities**

1. Support and maintain the Mission of the College.
2. Play a major role in procuring financial resources and gifts to support the College's educational endeavors.
3. Articulate the mission, needs, and aspirations of the College to its many constituent groups as well as to current and prospective corporate and philanthropic donors.
4. Lead and participate in development activities, including individual meetings with donors, prospects, and campus constituent groups.
5. Assume responsibility for all forms of private resource development including annual, capital, planned giving, and events.
6. Develop relevant and innovative fundraising messages for diverse demographic and geographic supporters.

## **Vice President of Finance**

The Vice President of Finance reports to the Executive Vice President and works closely with the EVP in planning, budgeting, managing, and reporting the financial condition of the College. The VPF also serves as a member of the Administrative Council. Following is a list of general responsibilities for this office.

1. Be responsible for the receiving, managing, protecting, distributing, and accounting of all College funds.
2. Develop and implement efficient and clearly defined policies, procedures, and processes to achieve each of the functions identified in the above statement, including a procurement system for requisitioning, ordering, invoicing, and paying for required items or services.
3. Oversee the preparation and timely filing of all local, state, and federal taxes and financial reports as required by the state and federal governments and accreditation agencies.
4. Prepare and present monthly financial budget reports including income by fund account, expenditures by fund account, their relationships to the budget, and all receivables and liabilities.
5. Supervise each month-end and fiscal year ending processes.

6. Establish and maintain bank accounts with systems for depositing, reconciling, and reporting to the Executive Vice President.
7. Participate in the annual budget creation process, in concert with the President and the Executive Vice President, to provide guidance to the various divisions and departments of the College.
8. Establish and maintain annual auditing processes and procedures, including recommending an auditor, providing materials as required by the auditor, and recommending approval or non-approval of the audit along with the rationale for the recommendation.
9. Assess the financial performance of the College and provide recommendations with regard to short-term and long-term operational goals, student revenue, budgets, and forecasts.
10. The Director, in concert with the Vice President of Student Services, shall establish and maintain financial assistance and counseling for students to help them formulate a personal financial plan and budget to assure that they will be responsible for their school bills in a timely fashion.

### **College Registrar**

The College Registrar is the Chief Student Records Officer (CSRO) for the College and reports to the Vice President of Academic Affairs. The College Registrar provides daily operational management and academic leadership for the College's records office and its functions. The College Registrar works closely with faculty, student services, and staff to provide a coordinated approach to academic affairs and enrollment support services for the College, including institutional assessment and effectiveness in a holistic manner.

### **Duties and Responsibilities**

1. Ensure the Records Office facilitates and maintains the mission of the College.
2. Oversee the registration process and ensure the integrity of student records including the issuance and certification of student grades, transcripts, and enrollment certifications.
3. Collaborate with the Vice President of Academic Affairs and Vice President of Student Services in the production of class schedules.
4. Supervise and manage student registration into classes, in compliance with academic policies.
5. Provide training and ensure compliance with applicable state and federal laws pertaining to student records, including college-wide FERPA compliance.
6. Coordinate the collection and maintenance of data and statistics for planning and reporting purposes, including institutional effectiveness, strategic goals, and assessment activities.

7. Collaborate with the Vice President of Academic Affairs and Vice President of Student Services to ensure compliance with accreditation requirements, graduation requirements, curriculum changes, and academic policies.
8. Coordinate with the Vice President of Academic Affairs regarding the graduation ceremony and degree conferral.

### **Athletic Director**

The Athletic Director reports to the Vice President of Student Services and is responsible for the oversight, promotion, and overall development of the College's athletic programs. The Athletic Director operates with the mentality that athletes are first and foremost Christians and pursues a goal of producing Christian student athletes.

### **Duties and Responsibilities**

1. Ensure the Athletic Department facilitates and maintain the mission of the College.
2. Oversee the management and administration of the policies, procedures, and regulations of the College's Athletic Department
3. Assume responsibility for planning, organizing, and managing events, games, and practices.
4. Ensure student support services for athletes in pursuit of their educational goals.
5. Oversee and coordinate with the collegiate coaching staff, including planning, organizing, and development of the Athletics Department.
6. Supervise the maintenance and care of athletic facilities and equipment.
7. Assist all coaches in the recruitment process of quality Christian student athletes.
8. Assume responsibility for the record-keeping, budgeting, and resource management for the Athletics Department.
9. Ensure that all of the College's sports programs remain in compliance with league rules and institutional requirements.
10. Provide leadership to the Athletic Department in articulating the values and beliefs inherent in a Christian athletic department to students, faculty, the campus community, and the larger college constituency.

### **College Librarian**

The College Librarian reports directly to the Vice President of Academic Affairs and ensures the library and its holdings, facilities, and resources are aligned with the mission, goals, and objectives of the College. The College Librarian participates in the planning, implementation, and evaluation of learning resources that contribute to the educational growth of the College's students, faculty, and staff. The College Librarian is responsible for leadership, planning,

policies, budget development, and management of the Francis Grubbs College Library in a holistic manner.

### **Duties and Responsibilities**

1. Ensure the Library Department facilitates and maintains the mission of the College.
2. Direct and provide reference services to students, faculty, and staff using both print and electronic sources.
3. Implement the collection development process, including cataloging materials and access.
4. Collaborate with faculty and students on changes or acquisitions of library resources and subscriptions.
5. Keep faculty and staff informed of available library resources and suggestions for use.
6. Train and supervise library staff, including explaining circulation duties and policies.
7. Participate in College activities, including accreditation, program development, and strategic and assessment planning.
8. Maintain records and statistics and submit reports as needed.

### **Campus Security Officer**

Under the direction of the Vice President for Student Services, the Campus Security Officer is responsible for maintaining a safe and secure environment for Champion Christian College students, faculty, staff, visitors, and guests. The Campus Security Officer performs duties associated with public safety and policy enforcement in a holistic manner.

### **Duties and Responsibilities**

1. Gain an understanding of and familiarity with the mission and policies of the College.
2. Collaborate with the Vice President for Student Services to ensure adherence to the College's security and safety policies.
3. Assist the Vice President for Student Services, Executive Vice President, and the President in the administration of security and safety-related operations.
4. Patrol and monitor campus buildings, including dormitories, parking areas, and security systems.
5. Provide recommendations for enhancement of campus security and safety.
6. Attend ongoing training, awareness, and seminars to improve campus security and safety.
7. Respond to emergency and disaster situations in a timely manner.

8. Provide routine documentation to support state and federal crime-reporting requirements.
9. Assume responsibility for nightly student check-in to the dormitories.
10. Assist dormitory staff and administration in conducting inspections and searches as needed.

### **Job Description and Responsibilities of Faculty (9.10 a) (9.10 c) (9.10p) (10.14)**

- Faculty members are to abide by the mission, goals, objectives, standards and doctrine set forth by Champion Christian College.
- Develop a syllabus for each course taught and ensure that it meets college and department standards.
- Provide effective instruction and remain current in the subject matter of the courses he/she teaches.
- Assess students' progress by grading papers, tests, and other work.
- Give exams according to the schedule provided by Champion Christian College.
- Enforce student attendance policy by maintaining proper records.
- Attend regularly scheduled meeting.
- Faculty members must not be absent from a class without the approval of the VP of Academic Affairs.
- Faculty members are expected to post his/ her office hours and conference periods.
- Work with colleagues to develop or modify the curriculum.
- Serve on academic and administrative committees that review and recommend policies, make budget decisions, or advise on hiring and promotions within their department.
- Each faculty member will participate in academic advising.

### **Job Description and Responsibilities for Part-time faculty (10.19) (9.10a) (9.10c)**

- Faculty members are to abide by the mission, goals, objectives, standards and doctrine set forth by Champion Christian College.
- Develop a syllabus for each course taught and ensure that it meets college and department standards.
- Provide effective instruction and remain current in the subject matter of the courses he/she teaches.
- Assess students' progress by grading papers, tests, and other work.
- Give exams according to the schedule provided by Champion Christian College.
- Enforce student attendance policy by maintaining proper records.
- Faculty members must not be absent from a class without the approval of the Academic Dean.
- Faculty members are expected to post his/ her office hours and conference periods.



- Serve on academic and administrative committees that review and recommend policies, make budget decisions, or advise on hiring and promotions within their department.

### **Faculty Workload Requirements (9.10.p) (10.14)**

Each faculty member will be supplied with a job description of his or her work responsibilities which will summarize the job requirements, particular duties, compensation, and benefits.

The instructional assignments will be determined by the chair of the department and the individual faculty member with the approval of the Vice President of Academic Affairs and the President of the college.

Teaching Personnel under full time contract will be considered full time when teaching and average of at least 12 semester hours or performing equivalent work as approved by the Vice President of Academic Affairs during the fall and spring semesters.

### **Teaching Load Policy for Full Time and Part Time Faculty (10.13)**

The instructional assignments will be determined by the chair of the department and the individual faculty member with the approval of the Vice President for Academic Affairs and the President of the college. The normal teaching load for a full-time faculty member without administrative duties is considered to be 15 credit hours per semester. The normal teaching load for a Department chair is 12 credit hour per semester. Adjustments in load may be made by the administration when deemed necessary. A faculty member teaching less than 12 hours will be considered part time.

### **Office Hours for Part Time and Full Time Faculty (9.10.e) (10.19)**

- Full-time faculty are responsible for posting and maintaining a schedule of regular office hours amounting to at least eight hours above their class time. Some of this time might be designated as “by appointment only.”
- Part-time faculty members need to be accessible to the students in their classes before and/or after each class. They should also be available by appointment.
- Both full-time and part-time faculty need to list their hours in their course syllabi and give a copy to the Vice-President for Academic Affairs each semester. Any changes during the semester should be sent to the Vice-President for Academic Affairs and be made known to their classes.
- In case of an emergency absence, notice of office hours to be missed or appointments that need to be cancelled, should be posted as soon as possible on the office door.

### **Academic Advising (9.10.d) (10.14)**

Academic advising is essential and plays a key role in students’ academic success. All faculty members are spokespersons for the College program; thus every instructor influences student

program planning through his/her personal contacts. CCC faculty members are of paramount importance in academic advising.

Each department head is tasked with being knowledgeable with academic programs offered at Champion this includes all concentrations and specializations. The chair of each programs assigns faculty members to serve as academic advisers and give positive directions to the students. Faculty members who serve as class advisers provide additional and vital service to students in planning their programs. At the beginning of each semester, students meet with an assigned academic adviser to ensure that the student is staying on track with his/her chosen program.

### **Absence Policy (10.19)**

Instructors must provide adequate notice to the Vice President of Academic Affairs of his/her intent to miss class. The instructor must make arrangements for a substitute or provide adequate work for each class he/she misses.

1) Sick Leave: The Vice President of Academic Affairs should be notified as soon as possible of illness so that arrangements can be made for a replacement for the classes.

2) Personal Days: A faculty member must have prior approval from Vice President of Academic Affairs for a personal day. If a faculty member fails to communicate and/or receive prior approval from the Dean, he/she will have a deduction from his/her pay on a prorated basis.

3) Professional Leave and Illness: Instructors are expected to teach their classes at the scheduled times. Classes will begin and end at the scheduled time. In case of illness or emergency, the instructor must notify the Vice President of Academic Affairs as soon as possible. If an instructor is absent due to attending a professional conference, it is his/her responsibility to make arrangements for classes to be covered during the absence. Instructor must notify the Dean of Academics of the arrangements.

### **Faculty Evaluations (9.10 q) (10.9)**

As part of our continuing effort to evaluate and improve the quality of our educational programs, we ask the students to complete a questionnaire on your class. The responses from this questionnaire are tabulated; one copy of the tabulations is sent to the instructor, and one copy is retained by the administrative offices. Supervisors and faculty members meet to discuss the faculty member's professional development, job performance, and educational goals. Additional formal performance evaluations may be conducted to provide both supervisors and faculty members the opportunity to discuss job tasks, identify the correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

## **Faculty Development (9.10.n) (10.16)**

Champion Christian College aims to enhance the skills of our faculty. It is our mission to provide our faculty with the necessary tools to enhance each individual intellectually and spiritually. Professional development is encouraged through yearly In-service, weekly chapel services, church sponsored conferences, and committee meetings. In addition, faculty members are encouraged to take a class each semester at no additional cost.

## **Academic Freedom (10.15)**

Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject. College faculty are representatives of Champion Christian College. When faculty speak or write as citizens, they are free from institutional censorship or discipline, but their position as a member of Champion Christian College imposes special obligations. As teachers, they should remember that the public may judge their profession and the College by their utterances and behavior.

## **Classroom Policies and Procedures (10.19) (10.14)**

### **Course Syllabus (9.10.e)**

Each instructor is required to turn in a syllabus for each course taught. The syllabus must be submitted to the Vice President of Academic Affairs at the beginning of each semester. Syllabi are subject to the approval of the administration.

The syllabus must contain the following information:

1. Your contact Information-provide students with your phone number, email address and time to contact you.
2. Course Description –a one paragraph description of your course
3. Prerequisites- list any prerequisites required for your class.
4. Resources-list of all textbooks and materials needed for the class. List textbook information in bibliography format.
5. Measureable Learning Outcomes-list all measureable objectives of what the student will be able to do after he/she finishes the course of study.
6. Course Requirements and Assignments- calendar of topics to be covered which includes major assignments and due-dates.
7. Course Grading and Policies-Indicate how the student's grade will be calculated. Include attendance policy, policy for late assignments and policy for academic honesty.

### **Obtaining Supplies (9.10.m)**

Faculty members may obtain classroom supplies from the office of the Vice President of Affairs.

### **Attendance and Grade Sheets (9.10.m)**

Attendance and grade sheets will be distributed at the beginning of each semester. After registration, a preliminary attendance sheet will be placed in your box. After the drop and add period (one week after the college classes have begun), all teachers will receive a revised attendance sheets.

### **Student Handouts**

Required handouts such as the syllabus and final exam schedule must be distributed during the first week of each semester.

### **Student Expectations**

Students must also be notified of attendance, dress, punctuality, class participation or any items that may affect a student's grade.

### **Reporting Emergencies**

Medical Emergencies- in the event of a medical emergency, the faculty member should call 911 first then notify the present member of the Administration.

### **Returning Test and Graded Materials**

Graded course work must be returned to students in a timely fashion. Grades should not be posted publicly. Student's grades must be turned in to the Vice President of Academic Affairs a week after midterm and final exams.

### **Midterm and Final Grades**

Class grades will need to be turned in to the office of Vice President of Academic Affairs the Friday after midterm and final exams. Report grades on the grade reporting form that is supplied to you from the Vice President of Academic Affairs' office.

### **Making Copies and Chapel Announcements**

Faculty will be assigned a code for the copier at the beginning of the year. Faculty members are free to use the copier to duplicate all class related materials. For higher volumes, faculty should contact the college secretary. All announcements made in chapel must be approved by the administration. Faculty may submit an announcement to the college secretary.

### **Guest Speakers in the Classroom**

Teachers must obtain approval from the Vice President of Academic Affairs prior to engaging guest speakers for classes or other clubs associated with Champion Christian College.

### **Textbooks (9.10.g)**

The selection of the textbook is a joint effort between the department chair and the teacher. The faculty member must discuss the selection of textbook/s to the Vice President of Academic Affairs for approval.

Ordering textbook must be submitted to the office of the Vice President of Academic Affairs. However, each teacher is encouraged to register with the publisher to ask for a complimentary copy.

It is the instructor's responsibility to adequately document the correct textbook information on the syllabus. This includes providing the name of the book, author/s, ISBN number and any other pertinent information. Any textbook ordered through Champion Christian College must be returned at the end of the semester.

### **Grading Scale (9.10 I)**

Letter Grade	4.0 Scale	Percent Grade	
A	4.0	90-100%	
B	3.0	80-89 %	
C	2.0	70-79 %	
D	1.0	60-69 %	
F	0.0	0-59 %	
W	0	0	

### **Grade Appeal**

The grade achievement of the student is based on the discretion of the instructor. Students who wish to appeal their grade must submit the appeal in writing to the instructor who distributed the grade, and to the Vice President of Academic Affairs within sixty days of the last day of the semester.

### **Commencement Participation**

Commencement exercises are held annually at the conclusion of the spring semester. Participation in these exercises is mandatory for all faculty members.

## **Emergency Closings**

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

## **Section V: STUDENT SERVICES POLICIES- (TRACS standard 9.8e)**

### **Student Complaint Procedures (9.11 g; 9.11h) (10.20)**

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

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

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

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

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

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

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

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

### **Department of Education**

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

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

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

### **Refund Policy (10.22)**

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

## **Charges/Refunds**

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

## **Refund Schedule**

### ***Fall and Spring Semester***

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

## **Room and Board Refunds**

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

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

## **Summer**

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

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

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

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



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.

## **Transfer of Credit Policy (10.24)**

Transfer of credits for prospective students

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

CCC reserves the right to refuse credits received at any college or university for the 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 forty-five junior or senior CCC credit hours in order to qualify for a bachelor's degree; 3) Earn a minimum of fifteen hours in order to qualify for an associate's degree. All other graduation requirements will be also in effect. This policy may be waived after consultation and approval from the Vice President of Academics.

### **Appeal**

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

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

## **Transfer of Credits for Champion Students**

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

## **Recruiting Policies (10.26)**

The Vice President of Students affairs is responsible for assuring compliance with institutional policies by all recruiting personnel. All recruiting personnel are to abide by the mission, goals, objectives, standards and doctrine set forth by Champion Christian College.

## **Section VI: FINANCIAL POLICIES- (TRACS standard 9.8f) (10.27)**

The Board of Trustees is committed to ensuring responsible stewardship of financial resources for the efficient and effective operation of the College. The Board of Trustees must approve the annual budget presented by the President to ensure financial stability and integrity of the College.

- a. To keep the Board of Trustees appropriately informed of the financial condition of the College, the President will provide a monthly financial report detailing year-to-date expenditures and revenues against the operating budget and a monthly analysis of operating revenues, expenditures, cash levels and budget transfers to the Finance Committee of the Board of Trustees. The Chairman of the Finance Committee will report to the Board of Trustees for approval of the financial statements.
- b. The Board of Trustees will conduct an annual certified external audit of the financial statements of the College in accordance generally accepted accounting principles and federal guidelines. The selected auditors will not be aligned with the College to ensure independence of the audit.
- c. The fiscal year for the College shall begin on July 1 of each year and end on June 30 of the following year.
- d. Refund Schedule:  
ALL tuition 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 the first week of classes—75%, the second week of classes—50%, the third week of classes—25%. All fees are non-refundable.

## **Conflict of Interest Policy (10.27)**

The purpose of the conflict of interest policy is to protect the College's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of

an officer or Trustee of the College or might result in a possible excess benefit transaction. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the board decides that a conflict of interest exists. This policy is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the College has a transaction or arrangement.
- A compensation arrangement with the College or with any entity or individual with which the College has a transaction or arrangement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial.
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which College is negotiating a transaction or arrangement.

## **Procedures for Addressing Conflicts of Interest**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Trustees considering the proposed transaction or arrangement.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he shall leave the board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.

An interested person may make a presentation at the board meeting, but after the presentation, he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternative to the proposed transaction or arrangement.

## **College Budget Process and Procedures (17.5)**

### College Budget Process and Procedures

1. Supervisors and Division Chairs will conduct an inventory of the current technology, equipment, software, instructional materials, facilities, and other budgetary resources using the Inventory Form. (See Attached)

2. Supervisors and Division Chairs will request staff and faculty to identify and submit budget requests, including the rationale, improvement of services, and/or improvement of instruction. These requests must be supported by the assessment results in their specific area, including the results of the analysis of the learning outcomes, focus groups, surveys, and other identified assessment tools.

a. These assessment tools are listed in the College Assessment Plan and the results are easily available on the College's web-site at [www.championchristiancollege.com](http://www.championchristiancollege.com)

b. The requests should reference the strategic goals listed in the College's Strategic Plan available on the College's web-site at [www.championchristiancollege.com](http://www.championchristiancollege.com)

3. Supervisors and Division Chairs will also identify budget requests for their area, including the rationale, improvement of services, and/or improvement of instruction. These requests must be supported by the identified assessment results in their specific area, including the results of the analysis of the learning outcomes, focus groups, surveys, and other identified assessment tools. a. These assessment tools are listed in the College Assessment Plan and the results are easily available on the College's web-site at [www.championchristiancollege.com](http://www.championchristiancollege.com) b. The requests should reference the strategic goals listed in the College's Strategic Plan available on the College's web-site at [www.championchristiancollege.com](http://www.championchristiancollege.com)

4. Each Division and Department will compile these budget requests into a report to the Administration for their respective areas, supported by the identified assessment results in their specific area, including the results of the analysis of the learning outcomes, focus groups, surveys, and other identified assessment tools listed in the College's Assessment Plan. The requests should reference the strategic goals listed in the College's Strategic Plan.

5. After an administrative review, the Vice President of Financial Affairs will present the final proposed College Budget to the Board of Trustees Finance Committee for any revisions and recommendations, including identified assessment results listed in the College's Assessment Plan and references to specific strategic goals listed in the College's Strategic Plan.

6. After the Finance Committee has approved the proposed College Budget, the Chairman will present the final College Budget to the Board of Trustees for their approval and implementation.

### **Time Frame:**

January 30, (academic year): Inventory Reports completed

February 7, (academic year): Faculty and Staff budget requests completed

February 14, (academic year): Supervisors/Division Chair budget requests completed

Finance Committee Meeting in March: College Budget presented for approval

Board of Trustees Quarterly Meeting in April: College Budget presented for approval

April 15, (academic year): The finalized College Budget is published

## **Section VII: FACILITIES AND EQUIPMENT POLICIES-**

(TRACS standard 9.8g) (10.30) (10.31)

- a. Use of Facilities (10.30)  
Access to the College's facilities, including the gym, cafeteria, and classrooms, is a privilege granted by the College to the staff, faculty and students of Champion Christian College
- b. Security  
Security personnel, including a night guard, are on the premises. Accesses to all buildings on campus are key-coded, excluding Capachi's Café which is open to the public. Residential rooms are accessed with a private key. The close proximity of the Hot Springs Police Department (five blocks) and the Garland County Sheriff's Department (three blocks) offers quick response time to any emergencies.
- c. Emergency Plans  
Emergency notification to students and staff are through text messaging, email, and social media posting. Emergency alarms are located with the vicinity of the campus for weather-related warnings. Procedures for each type of emergency are distributed throughout the campus buildings.
- d. Fire  
Two fire drills are conducted each term with one practice drill and one surprise drill, in accordance with applicable local and state regulations. In the event of fire, any person may sound the fire alarm. Everyone should evacuate the building and move to safety. The person reporting the fire should be available to give the location to the proper authority and explain any necessary details
- e. Crisis Communication Plan  
CCC's Crisis Communication Plan provides policies and procedures for the coordination of communication between CCC's students, faculty, staff, and administration as well as communication between the college, the media, and the general public in the event of an emergency. The safety and security of CCC's students and staff are the top priority in establishing this plan. A major piece of the crisis plan is to enact prevention measures in an effort to squelch or diminish a crisis event. One method of prevention is through community watch. As a student here at CCC, you are the "eyes and ears" of the institution. If something looks strange, suspicious, or out-of-place, immediately report it to the Campus Security Office.
- f. Drug-Free Campus  
CCC is committed to maintaining a drug-free campus environment for students and employees. Under the mandate of the Board of Trustees, the College opposes the unlawful manufacture, distribution, possession, or use of a controlled substance by any employee or student.
- g. 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

h. Damages to Facilities/Equipment

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.

### **Accessibility Services (10.31)**

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

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

## **Section VIII: BOARD POLICIES- (TRACS standard 9.8h)**

### **Governance (TRACS standard 10.6)**

Champion Christian College, as an institution of higher learning, acknowledges the inspired and preserved Word of God as the foundational authority for all faith and practice. The Board of Trustees shall have and exercise the complete oversight and management of the College and its property. The Board of Trustees shall have ultimate institutional authority as set forth in the Board of Trustees Bylaws.

### **Organization and Officers**

The Board shall be comprised of no fewer than five and no more than eleven voting members. Trustees will display a stewardship role for the College with a commitment to values of the institution, pledges to act in the best interests of the College, and uphold the integrity of the Board of Trustees. Members of the Board of Trustees are selected for their experience and expertise in both Christian ministry and lay professional leadership, in conjunction with their

commitment to the mission and objectives of the College. A Trustee's term of office shall be three years. Each member may serve two additional terms. After serving a total of three consecutive terms, an elected member must have a leave of at least one year from the Board. The officers of the Board of Trustees shall consist of a Chairman, Secretary, and Finance Chairman of the Board of Trustees elected by a majority at the last scheduled meeting for the year.

## President

The Board of Trustees of Champion Christian College delegates to the President the authority and responsibility for the operation and management of the College and further authorizes the President to make changes he or she deems it necessary for the good of the College within the framework of policies and by-laws approved by the Board of Trustees. The President is accountable for the College's institutional programs, fiscal affairs, supervision of the administrative and instructional staff, and the operation of the physical plant. As such, the President provides executive leadership for strategic, operational, and long-range planning, program assessment and accountability, policy development, institutional effectiveness, institutional advancement, and for the on-going development, implementation, operation, and evaluation of College educational programs and services. The President will identify and recommend individuals for administrative positions to the Board of Trustees for employment. The Board of Trustees will evaluate the College President prior to the end of each fiscal year. The Board will establish procedures and criteria in consultation with the President to facilitate the evaluation process. A written copy of the Board's evaluation will be provided to the President.

## **Duties and Meetings (TRACS standard 10.32)**

The Chairman shall have general supervision, direction, and control of the affairs and officers of the Board of Trustees. The Chairman shall have the general powers and duties of management usually vested in the office of a chairman and have all other powers and duties as may be prescribed by the Board of Trustees. The Co-Chairman, in the absence or disability of the Chairman, shall perform all the duties of the Chairman, and when so acting shall have all the powers of the Chairman. The Co-Chairman shall have all other powers and perform all other duties as prescribed by the Board of Trustees. The Secretary shall be responsible for the recording, the preservation and appropriate dissemination of accurate and complete minutes of the proceedings of meetings of the Trustees, including the time, place and the names of those present at the meetings.

## **Conflict of Interest (TRACKS standard 10.6)**

The purpose of the conflict of interest policy is to protect the College's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Trustee of the College or might result in a possible excess benefit transaction. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the board decides that a conflict of interest exists. This

policy is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest applicable to nonprofit and charitable organizations. A voting member of the board who receives compensation, directly or indirectly, from College for services may not vote on matters pertaining to that member's compensation.

### **Board Approval of all Policies 10.13 (10.4)**

All of the policies listed in this manual including the mission, philosophy of education, institutional objectives, and the Biblical foundation statement have been adopted and approved by the Champion Christian College Board of Trustees. The Board of Trustees By-Laws and Board Policy are the final resource for any conflicts arising from these policies. The Board of Trustees reserves the right to revise or adopt policies at any time.

The Board directs the inclusion of the date of approval on all policies, publications, and plans for Champion Christian College.

### **Board Self-Evaluation Procedures**

The Board of Trustees participates in two surveys each academic year, board-self-evaluation and governing board survey. Surveys are sent out to all current board members. The President's office receives the results, the results are then shared with the Board of Directors. The Board of Directors then meets with board members to discuss the results, identify areas for change and set goals.