



Charlotte  
Christian College  
AND THEOLOGICAL SEMINARY

There is something  
happening here!  
**STUDENT HANDBOOK**

**2021-2022**

**P.O Box 790106  
Charlotte, NC 28206**

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Charlotte Christian College and Theological Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS); [15935 Forest Road, Forest, VA 24551; Tel.: 434-525-9539; email: [info@tracs.org](mailto:info@tracs.org)]; having been awarded Reaffirmation I of its Accredited Status as a Category IV Institution by the TRACS Accreditation Commission on April 9, 2013. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

**Notice**

The policies in this Student Handbook are to be considered as guidelines. The Board of Directors of Charlotte Christian College and Theological Seminary, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this Student Handbook at any time without prior notice. No one other than the Board of Directors of Charlotte Christian College and Theological Seminary may alter or modify any of the policies of this Student Handbook. No statement or promise by an administrator, supervisor, or employee may be interpreted as a change in policy nor will it constitute an agreement with a student. Policy change may only be made by vote of the Board of Directors.

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## **Message To The Student**

Congratulations on your acceptance to Charlotte Christian College and Theological Seminary (CCCTS). God's call on your life should not be taken lightly and furthering your knowledge of Him is a definitive step in the right direction. God will guide and direct those who are faithful to Him.

This handbook is an essential tool to your success at Charlotte Christian College and Theological Seminary. Inside you will find various policies and procedures that govern life and learning at CCCTS. Please take time to thoroughly read this handbook and ensure that it is readily available for future reference. Also, bring any errors or inconsistencies you see to a staff member so that they can be properly addressed.

CCCTS is committed to training academically, professionally, and spiritually leaders who will be prepared to win the world for Christ. Please do not hesitate to contact a staff member, faculty member, or your advisor if you need assistance. We have individuals here that are prepared to assist you academically and spiritually as needed. You will be tried and tested throughout your time at CCCTS but keep your eyes set on the true reward; Christ.

## **The Charlotte Christian College and Theological Seminary Story**

### **Introduction and Brief History of the Institution**

Charlotte Christian College and Theological Seminary is an interdenominational institution founded in 1996 by visionary and Senior Pastor of New Life Baptist Church (now Eastside Community Church), Dr. Eddie G. Grigg. Pastor Grigg became convinced that God would have him begin a new seminary to equip ministers as servant leaders and enlisted his church and several close friends to help birth the seminary. The seminary's mission "is to equip servant leaders of integrity to exegete and deliver the Word of God, to urban people to all cultures, for the glory of Jesus the Messiah." The seminary has always displayed a commitment of providing excellence in higher theological education for all people.

The University of North Carolina granted the seminary an exemption from licensure on January 23, 1998 as a degree-granting seminary. On October 26, 1998, the Board of Directors unanimously voted to seek accreditation with TRACS. Dr. Timothy Eaton, TRACS representative, conducted our first staff visit thus launching the institution's first extensive Self-Study.

The Board and administration wanted the seminary to have its own campus within the city of Charlotte. While the Board appreciated the hospitality of New Life Baptist Church, it knew having its own campus would better promote the growth of each institution. President Grigg entered discussion with the historic Whiting Avenue Baptist Church of Charlotte and negotiated a gift to Charlotte Christian College and Theological Seminary in June 2002. The

donation, valued at 2.5 million dollars, consisted of 2.36 acres and a 34, 000 square foot building of usable space. The gift relocated the seminary from its existing site to Whiting Avenue. This prime location was just two miles from uptown Charlotte in one of the fastest growing major cities in the United States. This gift helped the seminary receive Candidate Status as a Category III institution with TRACS in November 2003 and Accredited Status in November 2008.

The campus sat prominently in a residential neighborhood in the “NoDa” district of Charlotte. The building was constructed in two stages, 1952 and 1962, and was in need of renovation to fit the change in use and to make the building handicapped accessible. In 2005, the Board moved ahead with plans to add a new entrance, elevator, and handicap restrooms. The renovation occurred in 2006-2007 in the 1962 building.

The Strategic Plan called for the 1952 portion of the building to eventually be demolished and to build an 18,000 square foot addition on the west side of the 1962 building. The idea was to centralize classes, offices, and the library on the site and scattering other services throughout the community as the seminary continued to grow. The Board was committed to the Whiting Avenue location and wanted to stay in the urban setting where God had placed this institution. In a special meeting held July 21, 2021, the Board approved launching a Major Gifts Campaign to fund campus improvements and position the institution for future expansion.

During the Summer of 2019 Charlotte Christian College and Theological Seminary moved to its current location in the Quorum Business Park on East Independence Boulevard. This facility is newer and more conducive to the needs of a modern educational institution.

The seminary affects the urban arena positively and provides excellent theological education to its students using a blended method of in-class and out-of-class instruction.

The institution’s focus on urban and ethnic ministry sets the seminary apart from all other schools of theology in the Charlotte area. Students experience developing and leading multiethnic urban congregations. They develop exegetical skills, through the biblical languages and hermeneutical principles, which equip them to preach and teach among a multiethnic urban audience. Our students and graduates believe they can change and shape culture, and we do too. We believe that we can help the world be a better place to live and to raise our families. With the proper tools, we can overcome tomorrow’s challenges, even the challenges of terrorism. On graduation, our students will have received high academic training, gained interpersonal skills, and developed a strong moral constitution.

# Introduction

## Doctrinal Statement

- I. **God** – We believe there is one and only one eternal living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfection. To Him we owe the highest love, reverence, and obedience. The triune God exists in three distinct Persons of Father, Son, and Holy Spirit, each sharing the same nature, essence, and being, of which we understand the following:
  - A. **The Father** – We believe God the Father is infinite, the First Person of the Godhead who is self-existent, eternal, unchangeable, everywhere present, all-knowing, all-powerful, independent, good, wise, holy, just, and merciful. God the Father is the Creator who from nothing preexistent, but by the word of His power, first called forth time, energy, space, and matter to form the universe.
  - B. **The Son** – We believe God the Son is one with the Father. He is the Second Person of the Godhead, through whom all things were created, and He fulfills the offices of Prophet, Priest, and King. While possessing all divine perfection, Jesus was miraculously conceived, born of the Virgin Mary, of the seed of David according to the flesh and the only begotten of the Father, the only incarnation of God. He honored the divine law by His personal obedience, and in His death on the cross, made provision for the redemption of humanity from sin. He was raised from the dead with a glorified body and appeared to His disciples as the Person who was with them before the crucifixion. He ascended into heaven and is now exalted at the right hand of God. He will physically return in power and glory to consummate His redemptive mission.
  - C. **The Holy Spirit** – We believe the Holy Spirit, the third person of the Godhead, is one with the Father and the Son in His divine nature and having all the attributes of God. He illuminates, regenerates, indwells, sanctifies, equips and sustains those who, through repentance, believe in Jesus Christ and have entered into a personal relationship with Him. The Holy Spirit indwells and fills the lives of all believers and endows them with spiritual gifts that are used in their personal service to God; however, there are no particular gifts that serve as visible evidence of salvation or sanctification of the believer.
- II. **The Bible** – We believe that the Scriptures, consisting of all the sixty-six canonical books of the Old and New Testaments are divinely inspired. As originally given, the Scriptures are inspired, infallible, inerrant, and authoritative. They are without error and trustworthy in all matters upon which they speak – scientific, historical, moral, and theological.
  - A. **Special Creation** – We believe God created the universe and in it a world without sin, by His spoken word. This was accomplished in a literal six-day creation week as recorded in the book of Genesis.
  - B. **Historicity** – We believe all historical matters in the Bible, including Genesis 1-11, are to be considered as an accurate and literal record. The full historicity of the biblical record includes the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the Tower of Babel.



- III. **Humanity** – We believe the human race was created by a special act of God, in His own image, and that humanity is the crowning work of His creation. Adam and Eve were created without sin and were endowed by God with freedom of choice. By free choice, Adam and Eve sinned against God and brought sin into the human race; whereby their posterity inherit a sinful nature and an environment inclined toward sin and are under condemnation. Only the grace of God can bring lost humanity into His holy fellowship and enable humanity to fulfill the creative purpose of God.
- IV. **Redemption** – We believe that Jesus Christ, the second person of the Divine Trinity, by His incarnation, life, sufferings, substitutionary death for sin, burial, and resurrection, offered Himself for all on behalf of our redemption from sin and is the ground of salvation by faith through His death and resurrection. Jesus died for our sins, was resurrected, and ascended to heaven, where He serves as the only mediator between God and humanity, making intercession for believers.
- V. **Salvation** – We believe individuals, by their own goodness or works, cannot become the children of God. Personal salvation from the eternal penalty of sin is provided solely by the grace of God on the basis of the atoning death and resurrection of Jesus Christ. Salvation is received only through personal faith in Jesus Christ and His atoning work and justifying resurrection.
- VI. **Satan** – We believe in the existence of a personal, malevolent creature called Satan who acts as tempter and accuser, continually soliciting men to sin. Satan is to be resisted by submitting to God. As the original sinner and enemy of God, he will forever be confined to hell, where he is to be tormented forever.
- VII. **Last Things** – We believe the Lord Jesus, who ascended on high and sits at the right hand of God, will personally and bodily return in glory at the end of time to glorify His saints and judge the world. At the end of time, there will be a bodily resurrection of the dead and all persons will be judged according to their works. Following the judgment, the righteous will enter into everlasting life, and the wicked will be condemned to a state of endless punishment.
- VIII. **The Church Community** - We believe that Christ has one Body of the redeemed, whom He calls to gather in local assemblies for worship, discipleship, prayer, ministry, and mutual encouragement. As Lord of His Church, Christ commissions His people to love each other as He has loved us and to serve our world by extending the gospel of His saving love to all nations.

All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work. (2 Timothy 3:16-17, NIV)

### **Statement of Philosophy**

As a body of believers invested in Christian education, CCCTS acknowledges

- that we as sinners are redeemed by the grace of God through faith in Jesus Christ; and
- that we have submitted ourselves to the Lordship of Jesus Christ and to the authority of Holy Scripture as God's inerrant, infallible Word; and
- that God's Word declares that the fear of the Lord is the beginning of godly wisdom, knowledge, and understanding; and
- that God's Word commands us to make disciples of all people everywhere, especially our own children, by the training and instruction of the Lord.

**Therefore, CCCTS affirms that**

- godly *wisdom* comes only by special revelation through the Person of Christ, Holy Scripture, and the whole counsel of God given by the Holy Spirit through the church;
- godly *knowledge* comes by general revelation through formal and informal study and contemplation of nature and human nature, in pursuit of an academic curriculum, and in work and play;
- godly *understanding* comes only when all life's experience passes through the lens of a biblical world-view, meaning that all truth is framed by biblical reality and everything that is ultimately of God is true.

**CCCTS further affirms that**

- God who is perfect and holy commands humankind to service that aspires to be both perfect and holy;
- humankind lacks in itself the capacity to fulfill God's commands and that humanity must humble itself and strive to use spiritual gifts to bring honor and glory to God;
- to withhold from God our best, to achieve less than our best, to commend ourselves for doing what is only our duty, or to judge the achievements of others are all sin and we must seek God's forgiveness for our sin.

**CCCTS further affirms that**

- the goal of achieving excellence is essential to the good stewardship of our gifts and calling;
- as commended by the example of the Holy Scripture and the work of God in history, the founding and operations of CCCTS stems from a commitment to honor the Lord Jesus Christ by the training and equipping of men and women to proclaim the gospel message and to serve God and His people;
- both objective and subjective standards of excellence exist for measuring the quality of our work in this institution;
- CCCTS standards of excellence reflect biblical virtues and cultural values compatible with Scripture;
- among the cultural values acknowledged by society and Scripture include excellence in academics, arts, athletics, and social attainments.

**The academic programs and educational ministry of CCCTS reflect**

- goals to be an institution where the board, administrators, teachers, staff, and support personnel recognize the holistic and interdependent nature of our work together;
- a ministry of the greater Charlotte Christian Community, able to make a unique contribution to the larger Body of Christ, recognized and respected for its distinct calling to shape the will of students to mirror “the mind” of Christ;
- the extension of the Christian family and household where we take seriously the trust others have placed in us to help them in developing responsible adults in the nurture and admonition of the Lord;
- the extension of the worldwide Christian family - To be that salt of the earth, a beacon on a hill as our programs and people impact the world around them.

**Therefore, by God’s grace, CCCTS strives to the end that our students**

- be stimulated, challenged, encouraged to utilize the best possible use of the intellectual, aesthetic, physical, social, and spiritual gifts given to them by God;
- be provided opportunity to excel in academic studies, artistic performances, and social growth while being mindful of their need for spiritual maturity and faith and yet provide the students the dignity and responsibility of fulfilling their financial obligations;
- be provided sound academic training mixed with practical hands-on experience in their field of ministry as they are exposed to examples of godly living worthy of emulation, not only by their professors and our staff but also their peers and members of the religious community;
- be encouraged to develop, build and deepen a sense of family among students, faculty, administration, alumni and board members;
- be urged to recognize the grace of God throughout the human race and in every nation, language, and culture;
- be directed toward a vocation field of service worthy of their calling and gifts, to enable them to confront the world with the gospel of Christ;
- be confronted with the claims of Jesus Christ in such a clear manner that they always teach the Christian faith as the only true faith, and faith in Christ as humanities only hope of everlasting salvation.

May our endeavors be guided by God’s Holy Word: “Whatever is true, noble, right, pure, lovely, admirable, if anything is excellent or praiseworthy -- think about such things” (Philippians 4:8).

**Mission Statement**

“CCCTS exists to prepare Christ-centered leaders academically, professionally and spiritually, in order that they may be equipped to address creatively and effectively the needs and challenges of urban communities and society at large”

## **Student Affairs Mission Statement**

The department of Student Affairs exists to glorify Christ by intentionally facilitating the development of the community's spiritual, academic, personal, and relational life—thereby allowing for greater passion in becoming people of integrity who understand the need of reaching our cities for Christ.

## **Goals**

**At CCCTS, student development is all about H.I.M.**

It is the goal of CCCTS to develop servant leaders with high academic training, interpersonal skills, and moral constitution. It is our desire that each student be sent into the world prepared, trained, and equipped to fulfill the Great Commission.

Therefore, CCCTS is committed to...

- **H**igh Academic Training: Students will receive the best academic training mixed with practical hands-on experience in their chosen field of ministry.
- **I**nterpersonal Skills: Students will develop interpersonal skills conducive to the various fields of their chosen ministry.
- **M**oral Constitution: Students will develop into strong spiritual and moral adults who develop into their character a true Christian lifestyle and mind of Christian servanthood.

## **Educational Objectives of CCCTS**

By providing all students...

**H**igh Academic Training whereby the graduate of CCCTS has developed...

- evaluative skills;
- a commitment to a lifelong pursuit of learning and intellectual growth;
- the ability to demonstrate effective and efficient communication skills;
- educational knowledge and theory to be utilized in fulfilling daily-living experiences; and
- the ability to resource sound information.

**I**nterpersonal Skills whereby the graduate of CCCTS has developed...

- a commitment to modeling maturity in the relationships of family, church and society;
- an acceptance and appreciation of diversity, and is able to relate positively, without prejudice, to produce interaction and experiences among diverse racial and cultural groups.

**M**oral Constitution whereby the graduate of CCCTS has developed...

- an understanding and purpose for daily worship;
- the transference of knowledge and commitment of daily discipleship into their Christian lifestyle;

- a sound understanding of Scripture and a deep appreciation for our Judeo-Christian heritage;
- effective and efficient communication that enables the student to defend the Scripture to an urban audience; and
- the ability to effectively articulate the gospel in order to lead others to a saving knowledge of Jesus Christ.

### **New Student Seminar**

All new undergraduate students admitted to CCCTS for academic study are required to enroll in and successfully complete, GS130 New Student Seminar during their first semester of enrollment. During New Student Seminar, students will receive personal assessment for academic skills in research and English, computer skills and word processing, and online research. In addition, students will learn the student academic support system called Populi, learn how to use the CCCTS media resources and educational consortium, and the required method of research writing foundations - Turabian, (latest edition).



CCCTS students care for other people and our students make a difference in both the physical and spiritual lives of others.



CCCTS students do more than just talk about it – our students live Christ!

CCCTS students seek ways to change lives with an eternal purpose.



# STUDENT HANDBOOK POLICIES

## **000-1011: Code of Conduct**

### A. Basis for this Code of Conduct

The code of conduct for Charlotte Christian College and Theological Seminary is derived from God's law and best summarized in Matthew 22:37-40. Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments." Christians must learn to love God above all else and their neighbors as themselves. CCCTS is a Christian academic community where faculty, staff, and students learn to build in one another a will to obey this law of love. This code of conduct expresses in part, how this educational community will act to correct the deficiencies in their love for God, for themselves, and for one another.

The Christian law of love cannot be stated in narrow, legalistic terms, for it can never be fulfilled simply by the observance of a set of rules and regulations. Consequently, this code of conduct does not seek to develop a detailed and exhaustive summary of what a student may or may not do. On the other hand, it is sound biblical principle that everything must be done in good order; therefore, this code of conduct does contain, in addition to positive Christian principles of behavior, a list of proscribed conduct and a well-defined procedure for the implementation of the code of conduct.

Students are expected to comply with the behavioral requirements set forth in this code of conduct, and they may in turn expect the institution to address issues or concerns fairly, consistently, and in accord with the policies and procedures set forth in the code of conduct applicable at the time an issue arises. This code of conduct is not a static document or an unchanging set of policies and procedures. On the contrary, the institution may update the information presented here at any time to clarify or better align with best practices, or whenever necessary to comply with governmental regulations. It is the responsibility of all CCCTS students to become aware of and to remain familiar with campus policies and procedures. In the event of substantial mid-year revisions to the student code of conduct, a notice within Populi will alert students. Students can expect that annual updates may be made to the code of conduct prior to each academic year, and may always locate the official and most current version of the student code of conduct on the institution's website.

Building community is an integral component of CCCTS's educational mission. Perhaps this vision is best characterized by an image of students, faculty, and staff helping one another day by day to cultivate aspirations, nurture commitments, and practice what we profess. Being a member of the CCCTS is certainly a place where its constituents can enjoy considerable freedoms, excel, and build lasting friendships. At its best, CCCTS

seeks to weld its participants together around the beliefs that all are made in God's image and that members of Christ's church need one another, such that their educational endeavors, interpersonal relationships, and personal actions might reflect the Lord's provisions more closely.

Building community is not easy. Christian belief also testifies that a person's disregard for God's provisions for lead to brokenness, alienation, and wrongdoing. As a result, CCCTS is not a perfect place; people sometimes act, speak, and think in ways that are in conflict with biblical standards. The good news of the gospel is that Jesus' life, death, resurrection, and ascension provide relief from brokenness, alienation, and wrongdoing; followers of Christ are emancipated, enlightened, and empowered to experience life in ways that are mutually fulfilling and meaningful. Consequently, CCCTS can be a place where the blessings of community can be pursued and experienced, albeit partially, by some more than others, and sometimes more than other times.

Building community does not occur automatically; it requires commitment and perseverance. Furthermore, building community suggests intentionally striving to enact self-control, integrity, and justice as appropriate expressions of Christian belief. Self-control involves acknowledging God's presence in all of our actions; integrity concerns being above reproach in dealings with others; and justice indicates a desire to pursue righteousness, compassion, and peace in private and public settings. Taken together, these three characteristics of the Christian life are important building blocks of the kind and quality of community that CCCTS strives to establish.

Building community also involves avoiding various behaviors. CCCTS proscribes certain conduct because it impedes the kind of community that it envisions to build. More specifically, if a student becomes intoxicated, that student is not self-controlled; if a student cheats on a test, that student has compromised integrity; or, if a student bullies or harasses a colleague, that student has acted unjustly. In each case, the building of community is diminished. What follows, then, are conduct requirements that are indications as to how students might pursue the goal of building community.

#### B. The Scope of the Student Code of Conduct

1. CCCTS's code of conduct applies to both individual students and to the actions of student organizations. The code of conduct applies to every CCCTS student's behavior from the time of a student's admission to the institution until the actual awarding of a degree.
2. The code of conduct applies to student behavior that occurs before classes begin or after classes end, as well as during break periods and when students are between terms of enrollment.
3. The code of conduct applies to behavior in the classroom and at all locations and events on CCCTS owned or leased property.
4. The code of conduct also applies to student behavior in locations and at events not occurring on-campus, including those involving non-campus individuals and organizations.



5. The code of conduct applies to behavior in locations abroad and in situations involving technology as a means of recording or communication.
6. The student code of conduct allows the institution to take action or assign sanctions to students for behavior that adversely affects self or others at off-campus sites or disrupts the campus community wherever that conduct may occur.
7. CCCTS disciplinary action does not preclude the possibility of civil or criminal charges being placed against an individual nor does the filing/dismissing of civil or criminal charges preclude action by the institution. The institutions conduct expectations and disciplinary processes operate independent of the civil or criminal justice systems.
8. The code of conduct applies to a student's conduct, and a disciplinary process, will not necessarily be suspended or terminated, even if the student withdraws from school while a disciplinary matter is pending. A student accused of a conduct violation who withdraws during a pending disciplinary matter will not be deemed to be in good standing with the institution.
9. The President or Vice President of Student Affairs and/or his/her designee shall decide whether institution disciplinary action related to student code of conduct violations shall be applied in unusual situations, on a case by case basis, at his/her sole discretion. Likewise, where an issue involves different institution constituents (such as a complaint by a student against a faculty member), the Vice President of Student Affairs will determine in his/her sole discretion, and inform the parties in writing, as to which institution process or processes will apply.
10. The President or Vice President of Student Affairs may authorize a search of a particular room in an institution residence hall or on institution owned property to determine compliance with institution regulations and/or compliance with federal, state, and local criminal law. Decisions to search are evaluated on a case-by-case basis when there is reason to believe that a violation has occurred or are taking place in that room or area.
11. The institution generally requires outside police or other government officials to have a valid warrant to search a student's campus room or apartment, except where there is imminent threat of serious harm to students or the institution community. The institution, in accordance with applicable law, will determine whether a warrant is required in a particular case.
12. CCCTS students may be asked to submit to a breathalyzer or a hair test, a search of their person and/or a search of personal property when reasonable suspicion exists that the student may have violated the code of conduct. Reasonable suspicion exists where the facts and circumstances within the knowledge of the institution indicate that a violation has been or is being committed. While students have the right to refuse, students who do not comply with an institution investigation or a reasonable request for information may face disciplinary action.

#### C. The Standards of Behavior

CCCTS is committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the institutional community feel safe, comfortable and accepted.



The Standards of Behavior outlines apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when

1. On school property;
2. Traveling on a school owned, leased, or rented vehicle;
3. Participating in extra-curricular activities;
4. Participating in off-site institutional –sponsored activities; or
5. Engaging in an activity which will have an impact on the school climate

All members of the school community are expected to:

1. Respect and comply with federal, provincial and municipal laws;
2. Demonstrate honesty and integrity;
3. Respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, race, color, national or ethnic origin, language group, sex, gender, age, or ability;
4. Show proper care and regard for school property and the property of others;
5. Take appropriate measures to help those in need; and
6. Demonstrate best efforts during all school based activities.

#### D. Inappropriate Behaviors

In abiding by CCCTS's Standard of Behavior, all members of the school community are expected to refrain from:

1. Breaking federal, provincial, or municipal laws;
2. Any behavior that discriminates based economic status, race, color, national or ethnic origin, language group, gender, age, or ability;
3. The institution strictly forbids all hazing, violent, or bullying behavior (physical, verbal, social, electronic) that intentionally hurts (physically, socially, or emotionally) another person. The institution will not tolerate any student's participation in unethical, immoral, or illegal acts. Disciplinary action will occur which may include, but not be limited to, expulsion.
4. Making derogatory or hateful comments towards an individual or group of people;
5. Threatening an individual or group of people;
6. Threatening to damage or destroy property;
7. Injuring an individual, group of people or property;
8. Using technology to intentionally abuse or bully another person;
9. Using technology to interfere with the positive climate of the school;
10. Using language that is violent, profane or discriminatory;
11. Wearing clothes that depict violence, profanity or discrimination;
12. Cheating, Plagiarism, and other acts of academic misconduct;
13. Furnishing false information; using forged documents, or alteration of records, identification;
14. Disruption or obstruction of teaching, research, administration, student conduct proceedings, or other institutional activities, both on and off campus, and all acts of flagrant disrespect for the institution or one of its guests;
15. Unauthorized or misuse of institutional facilities;

16. Use, possession, distribution, sale, manufacture, or evidence of consumption of controlled substances or illegal drugs, including misuse of over-the-counter drugs, possessing drug paraphernalia for intended or implied use;
17. Using tobacco products on campus (CCCTS is a tobacco free campus);
18. Use, possession, sale, or distribution of alcoholic beverages on campus or while engaged in any institution-related function, on or off campus. NOTE: Students should read the complete “Drug and Alcohol Policies” in the Student Handbook.
19. Engaging in games of chance, including all forms of gambling, lotteries, and raffles;
20. Sexual impropriety;
21. Inappropriate language;
22. The possession, legally or illegally, or threatening to use any weapon including, but not limited to, firearms, ammunition, explosives, fireworks, air rifles, pellet guns, paintball guns, dangerous chemicals, knives with blades longer than five inches or any other weapons or any imitation that could be used to cause fear in another person on CCCTS property.
23. Conduct that disrupts the normal operations of CCCTS and infringes on the rights of other members of the community; conduct that is disorderly, lewd, or indecent; breach of peace, or aiding, abetting, or procuring another person to breach the peace on CCCTS campus or at functions sponsored by, or participated in by, CCCTS;
24. Computer violations, including theft of equipment, hacking or unauthorized entry into a file, or unauthorized transfer of a file; unauthorized use of another individual's identification and password, or other violation of computer and internet policies.
25. Sexual misconduct as defined by Title IX of the Education Amendments of 1972 and the Violence Against Women Reauthorization Act of 2013; including sexual harassment, sexual assault, non-consensual sexual intercourse (rape), sexual exploitation, and stalking;
26. Violation of CCCTS policies, rules, and regulations including, but not limited to, those of Academic Affairs, Student Life, etc.

### **000-2001: Academic Regulations**

The institution operates under the authority of a Board of Directors. The Board establishes the academic regulations and oversees the right administration of its programs and activities. The President is the Chief Executive Officer.

This Catalog has been prepared to provide the most accurate information possible, describing the course offerings, policies, procedures, and requirements of CCCTS. Students are expected to adhere to the standards of the catalog. However, the catalog does not establish contractual relationships. CCCTS reserves the right to alter or change any statement contained therein without prior notice.

### **000-2002: Ability to Benefit**

Students who do not meet the admission requirements into a bachelor degree program or who do not desire a degree may be given permission to enroll by the Vice President of Academic Affairs. This category of bachelor level students includes the following: Students who desire only to audit courses for non-degree credit, high school students concurrently enrolled in this institution, or adults over 30 years of age who do not meet the regular admission requirements. Bachelor level students accepted under “ability to benefit” are restricted to nine credit hours their first semester. This restriction is lifted if the student’s GPA is 2.0 or higher. If the student’s GPA is below 2.0 the student may remain on restriction, have hours reduced, or lose the privilege to continue.

Students who do not meet the admission requirements into the master degree program, or who do not desire a degree may be given permission to enroll by the Vice President of Academic Affairs. This category of master level student includes: students who desire only to audit courses for non-degree credit, students concurrently enrolled at this institution with at least 120 semester hours of bachelor level work, or adults over 35 years of age who do not meet the regular admission requirements. These students may be received into master level course work and limited to six credits per semester to determine if the student can perform on the master level. Once the student proves his ability to perform master level coursework and to maintain a 2.5 GPA or higher, the Vice President of Academic Affairs may allow the student full admission into the master degree program.

The Ability to Benefit as defined by the institution and as defined by the U.S. Department of Education is different. Persons qualifying for acceptance to the institution under this policy may not qualify for federal financial aid unless they meet additional requirements. If this affects you, you should speak with the Vice President of Academic Affairs and the Financial Aid Officer.

### **000-2003: Auditing Classes**

A person, student or non-student, may choose to audit classes for no course credit if space is available; students taking a course for credit are given priority. Auditing a course allows a student to take a class without benefit of a grade or credit for the course. A student who audits a course does not officially register for the course. The course is offered only on a space-available basis with the approvals of both the instructor and Registrar.

A permit to audit must be completed and returned to the Office of the Registrar by the last day of Drop/Add. The Permit to Audit a Course form is required for all persons desiring to audit a course. This includes degree-seeking students desiring to audit a course for purposes of self-enrichment, subject review, or academic exploration. Students registering to audit a course on Populi must still complete the form.

The form, Permit to Audit a Course, may be obtained at any time from the Registrar. After the form is completed and the required signatures obtained, the student takes the form back to the

Business Office to pay the course fees. Course fees for audited courses are paid separately from courses for credit. Title IV Funds and institutional scholarships and grants are not to be used for audit courses. After the fees are paid, the student returns the completed permit to the Registrar for processing.

Persons auditing classes pay a flat per class auditing fee instead of tuition. Auditing students are not required to take exams or do projects, and receive no grade for the course. The institution will provide a transcript for the student listing the courses audited; however, in place of a letter grade the student will receive an "AU" showing that the course was audited and no credit received. Class participation by the audit student, such as asking questions during class, engaging in class discussion and other in-class interactions will be determined by the instructor.

Students enrolled in a course for credit may not change their status to audit the course. However, should the auditing student decide to request credit for the course, he may do so only after completing the following steps:

- Request the change in writing, using the appropriate form.
- Obtain approval from the Vice President of Academic Affairs.
- Obtain approval from the professor and verify with the course syllabus that no graded assignment due date has passed. If the class is past the due date of the first graded assignment (exam, report, project, etc.) the student cannot make the change.
- Pay the stipulated fee (Drop/Add Fee).
- Pay the standard rate of tuition for the course.

Upon approval, the Vice President of Academic Affairs will properly notify both the course professor and the Office of the Registrar.

Students only auditing courses do not qualify for institutional financial aid.

Residents living within driving distance who are over the age of sixty (60) and Alumni may audit institution courses for half price. The institution offers this as a service to the community. The institution understands and encourages individuals to audit courses for purposes of spiritual enrichment, a desire better to serve their church, or other social exploration needs. The institution desires to continue investing in its Alumni to help them stay current in ministry and to be life-long learners.

All Course Auditing is based on space availability and is not guaranteed. For this reason, students Auditing Courses are not permitted to be placed in a seat until all degree-granting students are placed. Students registering online to audit a course are removed and placed on a waiting list until all degree-seeking students needing the course are registered and seated. Persons wanting to audit a course are not seated until the first day of class.

Under certain conditions to help a student succeed, the institution authorizes the academic advisor power to waive the "audit fee" for students under the following criteria:

1. To gain knowledge related to the student's success, but that is not needed for the student's degree program.

2. The student has met all required degree electives.
3. The Advisor believes the course will strengthen the overall success of the student and increase the student's capacity to complete their chosen degree program.
4. The Advisor must complete and sign a "Permit to Audit" form requesting the waiver.
5. The student must obtain all needed signatures for enrollment to audit the course.

The institution does not provide CEU credit or certificate for auditing courses.

### **000-2004: Transfer of Credits**

No credit will be transferred from another institution for a course where the student earned below a "C". Credits transferred in from other institutions must be equivalent with the course content at CCCTS in order to receive transfer credit. Students transferring credits must maintain a passing grade in degree program in order to graduate. Transfer credit may not exceed more than 50% of the required credits for any master level degree program. Transfer credit may not exceed more than 75% of the required credits for any undergraduate degree program. An official transcript must be provided to the Vice President of Academic Affairs. The Vice President of Academic Affairs will evaluate the student's official transcript to determine which courses will transfer. The Office of Academic Affairs will notify the student of transferable credits prior to acceptance. This will ensure that no duplicate courses are taken by the student.

Credits are transferred from institutions that are appropriately accredited by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) or the US Department of Education, or which CCCTS recognizes as a legitimate degree-granting institution. CCCTS will evaluate transfer of credit from non-accredited institutions on an individual basis. Such factors as an evaluation of their academic catalog, faculty credentials, course offerings, and degree requirements will be considered. All courses transferred must have been completed within an appropriate time frame. Any remedial classes taken on the undergraduate level are not eligible for transfer. Students transferring to CCCTS from a non-accredited institution may be admitted on a probationary basis.

Credits found to be acceptable from military training may also be considered for transfer. The Vice President of Academic Affairs will make the final determination.

### **000-2005: Tuition and Fee Policy**

#### **Associate and Bachelor Level Tuition for 2021-2022:**

The method for calculating tuition rates for the 2021-2022 school year for the undergraduate level will continue with a flat basis for students enrolled in classes having combined academic credits of twelve (12) to eighteen (18) semester hours at **\$10,650.00** annually or **\$5,325.00** each semester, plus matriculation fees payable at the time of registration. Students taking less than 12 hours shall be classified as part-time students, and tuition shall be charged at a rate of **\$500.00** per credit hour plus all appropriate fees. This rate applies for all summer and block

courses, unless block course hours are included in the regular semester. Students taking more than 18 hours shall pay an overload fee of **\$500.00** for each additional credit hour and must have permission from the VPAA.

### **Master Level Costs for 2021-2022**

Cost of Tuition (per course)	\$1,395.00
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\* requires special permission to take more than six courses

### **Doctor of Ministry Tuition for 2021-2022**

Cost of Tuition (per course)	\$1,400.00
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### **FEES**

#### **FEES (All Degree Programs):**

Student Services Fee (per semester - due at registration)	475.00
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*(Includes all student service fees: ID Badges, library, technology, SGA fee, Chapel, and on campus parking.)*

Late Matriculation Fee	100.00
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Degree Change Fee	125.00
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Extra Diploma Fee (per each additional diploma)	100.00
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*(If Graduates desires to have a second or third diploma printed, he may do so for this amount each.)*

Course Change Fee <i>(Per course add or drop)</i>	125.00
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Credit Transfer Fee (per credit hour)	15.00
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Transcript Fee <i>(Official copy)</i>	10.00
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Re-entry Fee <i>(After absence from CCCTS for one year)</i>	50.00
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Return Check Fee	25.00
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Monthly Payment Plan <i>(For Each Semester)</i>	75.00
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Monthly Late Fees	25.00
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Supervised Instruction (over and above tuition)	300.00
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#### **FEES (Undergraduate Programs):**

Application for Admission <i>(one time cost &amp; includes order of transcripts)</i>	50.00
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Course Auditing Fee	200.00
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*(Based on availability of space and unavailable for distance education courses - no credit awarded; half price to alumni and employee.)*

Supervised Instruction	300.00
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Books – Estimate <u>per course</u> from online bookstore	160.00
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#### **FEES (Graduate Programs):**

##### **Master Programs:**

Thesis Readers Fee	400.00
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Application for Admission <i>(one time cost &amp; includes order of transcripts)</i>	50.00
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Extra Bound Master's Thesis	120.00
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*(The Seminary binds two copies for the library, but extra copies may be purchased for this amount each)*

Books – Estimate <u>per course</u> from online bookstore	160.00
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Master Audit Fee	200.00
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*(Based on availability of space and unavailable for distance education courses - no credit awarded; half price to alumni and employee.)*

Continuing Degree Fee (per each additional semester)	250.00
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**Doctoral Program**

Application for Admission (one time cost that includes an order for transcripts)	75.00
Books (per course estimate from online bookstore)	300.00
Faculty Directed Research Fee (per course – over and above tuition)	250.00
Binding of Doctoral Project ( <i>CCCTS binds and places two copies for the library</i> )	200.00
Extra Bound Doctoral Project (extra copies may be purchased by the student for this amount per copy)	100.00
Dissertation/Project Advisor Fee (a one-time fee that supplements a project advisor for their time)	450.00
Dissertation/Project Reader's Fee	400.00
Course Extension Fee (Charged when the course professor and Program Director grant an additional thirty (30) days to a student to complete the course work.)	35.00
Continuing Degree Fee (Charged each semester beyond the normal four (4) years required for the completion of the degree program.)	350.00
Doctoral Audit fee ( <i>Open to those wanting to audit for spiritual, professional and academic improvement</i> )	
Audit Fee – non-alumni	300.00
Audit Fee – alumni of CCCTS and CGSD	100.00

**000-2006: Policy on “Good Standing”**

CCCTS considers a person to be in "good standing" when he has complied with all his personal obligations to the institution. The status of "good standing" allows a person to continue conducting his institutional activities with all the rights and privileges thereto.

**000-2007: Policy on Tuition Locking**

The rate of tuition in effect during a student's first semester will be locked for the duration of the student's enrollment in his or her undergraduate or graduate degree program up to 150% of the length of the degree program (e.g., the A.A. = 3 years, the B.A. = 6 years, etc.), provided the student retains active status. If the student fails to graduate in 150% of length of the degree program, the tuition rate changes to whatever the current rate is for each remaining year. If the student loses active status and later returns, the student will enter under the tuition rate at time of re-entry. During the tuition lock, the student must remain in good standing with the institution, which includes Satisfactory Academic Progress (SAP) and the paying of all financial obligations owed to the institution.



### **000-2008: Policy on Student Re-entry**

When a student is not in classes for a period greater than 365 days for reasons imposed by the institution, by the choice of the student, or for life issue reasons, the institution deems the student inactive and no longer considers the individual a student of the institution. Students wanting to return to active status are required to update essential application information (e.g., address, contact information, marital status, etc.) through the Office of Admissions, pay a re-entry fee, and if necessary settle any delinquent accounts they owe prior to re-entry.

### **101-1001: Academic Advising**

Administration assigns each student an academic advisor at the time of acceptance and informs the student in the letter of acceptance from CCCTS of the person so assigned. The Academic Advisor provides counsel concerning course selections. The institution strongly urges each student to follow the suggestions of his/her Advisor. Students who do not follow his/her Advisor's counsel may prolong fulfilling their degrees requirements. However, the ultimate decision belongs to the student.

### **101-1002: Academic Honors**

The honor roll, compiled at the end of each semester, lists the names of students whose grade records are considerably above average. The minimum qualifying grade point average is 3.5 or above on those courses for which credits are given. Students who have a grade point average of 3.5 up to 3.94 will be placed on the Dean's List. Students who have a grade point average of 3.95 up to 4.0 will be placed on the President's List, the highest of all honors. The Dean's List and the President's List will be posted.

To be eligible for the honor roll, a student must not only have the stipulated grade point average but also must be registered for fulltime in their chosen degree level, as defined by the U.S. Department of Education for receiving Title IV, and have no incomplete or failing grade for a semester. In addition, students receiving Academic Honors must exhibit high moral integrity, owe no tuition, fees or fines, and be in good standing with the institution by having complied with all personal obligations to CCCTS.

Graduation with honors is accorded to all graduates who achieve at least a 3.5 overall grade point average for courses taken at CCCTS. The faculty must recommend that the student graduate with honors. CCCTS bases graduation with honors on the following levels of achievement:

Cum Laude	3.50 or higher cumulative GPA
Magna cum Laude	3.75 or higher cumulative GPA
Summa cum Laude	3.95 or higher cumulative GPA

Students graduating with a 4.0 GPA will receive special recognition along with a Presidential Award.



### **101-1003: Academic Probation**

Students on both the undergraduate and graduate level must maintain the minimum GPA required for the particular degree in which the student is enrolled. Any student falling below the required minimum GPA will be notified in writing by the VPAA that he/she is being placed on academic probation. The student will have two semesters to achieve the minimum grade point average. During this time, the student is required to meet regularly with his/her advisor and may be limited to the number of credit hours he is permitted to undertake. If at the end of the probationary period the student does not achieve the required GPA, the student's academic work will be reviewed by the VPAA to determine if the student will be permitted to continue as a student. If the student is dismissed on academic grounds, he/she may reapply after a one-year period, but must return on academic probation.

A student may be subject to dismissal at the end of any term the student has a cumulative grade point average below 1.0 GPA, or if the GPA is so low that in view of the student's overall educational record it seems unlikely that the deficiency will be removed within a reasonable period, thus activating the *Student Academic Progress* policy.

While on academic probation, the student will report regularly to his/her academic advisor. The advisor will determine the student's academic progress and make recommendations to assist the student in his/her academic pursuits. The advisor will log and maintain records of the student's work, the meetings between academic advisor and student, and the academic advisor's impressions of the student's effort in the institution's Student Information System or Student Academic System (SIS/SAS).

No course credit is given for a grade of "F". Students receiving the grade of "F" in a required course must retake the course. Once the student receives a passing grade, the "F" is replaced with an "R" to show that the course was retaken. Therefore, the course will appear more than once showing an "R" for the course originally failed and the passing grade for the semester the course is passed. Any student failing a required course for the third time is automatically dismissed from the institution on academic grounds, even if the student's GPA is above the required minimum. The only exception to the replacing of an "F" when retaking a course is an "F" received for cheating. A failing grade for cheating will not be removed from a student's record under any circumstance, even though a student retakes the required course and receives a passing grade. Any graduate student committing plagiarism on his/her thesis, dissertation, or doctoral project is not allowed to repeat the thesis, dissertation, or doctoral project process and are denied degree completion and expelled as a student.

Due to the seriousness of failing a required course for the third time being permanent expulsion from the institution, all students retaking a course that is required for their degree program are required to meet with their academic advisor a minimum of two times during their first retake. The student's academic advisor will discuss ways to assist the student and carefully document the plan in the SIS/SAS used by the institution. The plan should outline specific steps to assist the student (e.g., alternative ways to read and comprehend course materials, how to obtain

tutoring in the subject, et cetera). Before registering to retake a course for the third and final time, the student is required to meet with the Vice President of Academic Affairs. This meeting is to help the student understand the seriousness of failing the course for the third time, to suggest ways and methods of helping the student successfully complete the required course, and to lay out a plan for the student's success. This plan is to be carefully outlined in the SIS/SAS for the benefit of the student's academic advisor. During the third and final retake, the student must meet with their academic advisor at least twice and may also be required to meet with the Vice President of Academic Affairs. This action is required when retaking a course, even if the students' GPA does not place the student on academic probation.

Students are not permitted to graduate while on academic probation.

### **101-1004: Academic Records**

The academic record of each student is permanently maintained at the institution as a reflection of his efforts while enrolled. CCCTS follows the guidelines for maintaining and granting access to student records in keeping with the Family Educational Rights and Privacy Act. CCCTS will not reveal or release personal records, including transcripts, except by written or electronic consent of the student. Students wanting to release personal records or request a transcript must complete an Information Release Form and return it to the Registrar.

The student's permanent file will contain the student's application, church endorsements, transcript, any disciplinary action taken against the student, honors, and degrees earned. Files sealed for non-payment will retain financial records until payment is made in full and files are unsealed. No transcript will be released when files are sealed for non-payment, except as required by law.

The student's failure to provide truthful and accurate information on all application materials, citizenship status, church endorsements, or other information, may be grounds for dismissal.

Mature Believers realize that the Lord expects them to "Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth" (II Timothy 2:15, KJV). CCCTS believes that the student's transcript bears an earthly record of the student's obedience to this Scripture, that it is a very important item, and that the student may be required to provide it for future employment opportunities. Therefore, students should always be mindful of his grade point average, do his best in all classes, and periodically review his transcript for accuracy.

### **101-1005: Accessibility**

**Accessibility and Construction:** CCCTS, in compliance with Sections 503 and 504 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act of 1990, does not discriminate on the basis of disability, in any of its policies, procedures or practices. Primarily, we do this because our Lord would have us to, and secondly because we desire to obey the laws of the land, as is biblical. Furthermore, CCCTS acknowledges that the facilities of churches and faith-based organizations often fail to provide access to those with

disabilities, for a variety of reasons, and we desire to become the model for said organizations in accommodating persons with disabilities.

It is the policy of CCCTS to provide qualified persons with disabilities with access to its programs, when viewed in their entirety, in the most integrated setting possible, regardless of race, color, religion, national origin, sex, age, height, weight, marital or veteran status, or non-disqualifying handicap, in matters of admissions, employment, housing, and services. The following statement on construction, renovations, and alteration, flows from the spirit of that nondiscrimination principle.

**1. Renovation and Alteration of Existing Buildings and Facilities**

- a. The renovation and alteration of existing facilities will comply with Section 504 and applicable federal regulations, as well as relevant state and local codes, in order to enhance program accessibility. The institution recognizes that Section 504 does not require structural changes in existing facilities where other methods are effective in achieving overall accessibility to the programs of the institution.
- b. To the maximum extent feasible, all renovation or alteration will be pursued in a way that makes the renovated or altered portion of the building accessible to persons with a disability. However, the age and design of much of the existing facilities makes it impractical or prohibitively expensive to renovate or alter them in such a way as to make them barrier free.

**2. Construction of New Buildings and Facilities**

- a. New construction will comply with the guidelines and regulations set forth in Section 504, Title 24, and relevant state and local building codes. The primary standards for such construction are derived from the uniform Federal Accessibility Standards (UFAS, 1984), the Amended Architectural Barriers Act (1984), and the Americans with Disabilities Acts of 1990.
- b. The institution endeavors to employ the most barrier-free design and materials in new construction in order to provide superior access to the functions and programs that take place in those new facilities. The institution's goal is to ensure full accessibility and usability of its new buildings.

**3. Strategic Planning**

- a. The Board of Directors and Administration must consider this Access Policy in all strategic planning and Campus improvement and development.
- b. To assist with meeting the needs of those with special challenges, handicapped students and employees should be requested to volunteer suggestions and give input to help shape strategic plans as it relates to campus development and accessibility.

**Facilities, Resources, and Services for Students with Disabilities:** The Rehabilitation Act and the ADA requires that the institution make reasonable accommodations to allow otherwise qualified individuals to participate in a program or activity. The aforementioned laws do not mean that academic standards are lower for persons with disabilities. Before the institution is even required to make an accommodation, the individual must make his or her disabilities known. She or he must also establish that they are "otherwise qualified" by meeting the

academic and technical standards required for admission or participation in the program or activity.

Determining a “reasonable accommodation” in the classroom requires a case-by-case analysis. The key is accommodating the disability, not altering course content. Topics that generally need to be addressed with any student with a disability include test-taking and note-taking procedures, reproduction of written materials and visual aids, and lecture procedures. A student with a visual impairment or learning disability may have problems taking a written test. A reader may be appropriate for the visually impaired person. Extended time may be appropriate for the learning-disabled person. A combination of these or other techniques may also be appropriate. A reasonable accommodation may also be necessary with respect to facilities. Classes enrolling students with mobility impairment may have to be rescheduled in accessible facilities.

The Vice President of Student Affairs, along with the Academic Council, is responsible for coordinating the institution activities for accommodating the handicapped.

### **1. General Policy**

- a. In the spirit of its nondiscrimination policy, the institution is committed to admitting qualified students, regardless of disability, to the full privileges, rights, programs, and activities of the institution.
- b. The institution endeavors to provide a welcoming and supportive community environment for students with disabilities.
- c. In that spirit, the institution acknowledges its obligation to make certain adjustments and accommodations in order to provide its students with disabilities the opportunity to participate fully in its educational programs and activities as a whole. The policy of the institution is to provide students with disabilities with access to its programs, when viewed in their entirety, in the most integrated setting possible.

### **2. Programs and Facilities**

- a. While the institution cannot provide a totally barrier-free environment, it does provide students with disabilities with access to its programs and activities, when viewed in their entirety. Thus while not all facilities are fully accessible, sufficient access exists to allow students with disabilities the equal opportunity to participate in the academic and social life of the institution.
- b. As soon after admission to the institution as possible, students with disabilities should contact the Office of Student Affairs, which serves to coordinate disability services, to discuss any special accommodation or adjustment that may be required. The institution will deal with each case individually.
- c. The Office of Student Affairs will coordinate with the Vice President and Chief Academic Officer accommodations needed for academic purposes based on the specific challenges facing the student.
- d. Since CCCTS is prohibited by law from making preadmission inquiries regarding disability, the institution relies on the voluntary provision of whatever information

it needs to make necessary accommodations and adjustments for students with disabilities.

### **3. Resources, Services, and Auxiliary Aids**

- a. The institution provides certain services and accommodations the nature and extent of which are based on the institution's assessment of individual need and institution obligation. Those services and accommodations, provided in consultation with the student, are intended to allow qualified students with disabilities to pursue their educational goals in the most equitable and independent fashion possible.
- b. The institution's services include:
  - i. individual counseling and advising by experienced senior administrators
  - ii. registration information and assistance
  - iii. student assistants (readers, note takers, etc.); the institution will help students learn about the availability of such services through existing resources (state and private charitable agencies) and will make every possible effort first to establish a program of student volunteers to act as note takers, readers, etc.
  - iv. academic examination accommodations
  - v. handicapped parking arrangements
  - vi. housing information for persons with special needs
  - vii. general physical facilities accessibility
  - viii. financial aid information and referral
  - ix. liaison with community resources (e.g. Services centers for independent living)
  - x. consultation for faculty and staff

### **101-1006: Course Addition or Withdrawal**

**Adding and Dropping:** The final day to add or drop a course, without charge or academic penalty is the stated deadline specified in the Academic Calendar each new semester. The Institution will assess a \$125.00 fee for each course addition after the first day of class. Under no circumstances may a student add a class after the second meeting of the class or without the approval of the Registrar.

**Course Withdrawal:** The institution will assess a \$125.00 fee for each course withdrawal after the first day of class. Only the Vice President of Academic Affairs may confer permission to withdraw from a course after the stated deadline and only under serious circumstances. The student must fill out a "Class Change Form", obtain the required departmental signatures and submit the completed form to the VPAA. In cases of withdrawal, the instructor will submit a grade of "W".

**Penalties for Withdrawal:** Students that withdraw and/or dismissed at any time during the semester may be subject to the returning of Title IV funds, Institutional Scholarships, and Grants (Institutional and/or Vendors). Institutional scholarships and grants are to be returned at 100% due to failure to complete the semester. The returning of Title IV funds is based on federal percentage re-calculation formula.

### **101-1007: Administration and Staff Members**

Administration, Faculty, and Staff are available to assist students. Students may contact and arrange an appointment with them by calling 704.334.6882, or by emailing them in Populi. Although the institution does not require it, most administrators and faculty will gladly provide you his/her home telephone numbers and e-mail address upon request.

### **101-1008: Class Attendance**

For the first week of the course, the attendance is taken by the professor (residential courses) or by the completion of the pre-course checklist quiz or by participating in a graded assignment (distance learning courses). Failure to attend the first week of the course results in the student being dropped from the course and forfeiture of any refund owed the student through Title IV and other financial aid assistance. Attendance for residential courses is to be taken and recorded in Populi each week.

If a student does not academically participate (defined as submitting an assignment, taking an exam or quiz, participating in a webinar or other form of live interaction, or participating in a graded discussion assignment) in a distance learning course for an entire week (Monday-Sunday), then that student is considered absent for the week.

More than three absences results in an automatic failure of a residential course; more than two absences result in a failure of a distance-learning course. If a student does not attend his or her course as defined herein, that student will be unofficially withdrawn and will fail the course. Any exception to this failure and unofficial withdrawal may be made only with the consultation of the professor of record, and either his or her department head, and or the VPAA.

### **101-1009: Care of Institution Property**

Students are encouraged to take pride in their campus and facilities and assist staff in taking care of them. The biblical worldview teaches personal stewardship and that every Christian should exemplify Christ in his personal stewardship of space.

1. Students should be alert and watchful for any misuse of property and report such to staff.
2. Students should help keep the grounds clean by picking up trash, inside and outside, and placing it into the appropriate container.
3. Students should not unlock or open windows, open blinds, or prop doors open.
4. Students should keep their hands and feet off walls.
5. For the convenience of the students, students are permitted to snack and drink in the classrooms, but not permitted to eat and drink in the chapel area.
6. Never place liquids in trash receptacles. Cans or cups should always be emptied in a sink or toilet and then disposed of properly.
7. Students can assist our custodial staff greatly by cleaning up after themselves. This includes paper clips, pencils, and trash dropped on the floor.



8. The custodial staff is responsible for cleaning the entire school. However, they perform the bulk of cleaning after school hours, and may not be available during peak use periods. If an area of the building needs special attention, staff should be notified.

### **101-1010: Catalogs**

New catalogs are published by November 1st of each year for the next school year and are available from the Office of Admission, the institution's website, and the college management system.

### **101-1011: Chapel**

Chapel is an essential aspect of life on our campus. The chapel program serves the purpose of promoting and facilitating the spiritual growth and development of all members of the institution. Students are offered opportunities for leadership development and application in all areas relevant to the worship life of a church. These include (but are not limited to) prayer, worship styles, music and sound projection, worship services planning and execution, growth in belief and behavior, spiritual encouragement, testimonies, principles of sermon delivery, and the development of other practical ministry skills. It achieves its purpose by encouraging its members to gather regularly for fellowship, worship, spiritual renewal and development, the dissemination of important information, and the practical demonstration of theory merged with the exposition of the timeless and unchanging Word of God.

As such the institution, via the office of Student Affairs, will schedule twenty-eight (28) chapel services annually—fourteen (14) each during the fall and spring semesters. The institution does not mandate attendance at any of its chapel services. Instead, it highly recommends that students, faculty, and staff avail themselves regularly for worship and fellowship during these services.

### **101-1012: Cheating**

The institution desires to develop and strengthen the integrity of every student; and considers cheating an unacceptable action for a Christian.

The institution considers plagiarism cheating and requires that all work be the student's original work. Students are not to exploit the labor of others and distribute it as their own. In cases where students participate in a group project, each student in the group must receive equal recognition for her/his contribution. Students are not to provide informational assistance on exams or quizzes. When an instructor determines that a student has cheated, the institution automatically expels that student from the course with the grade of "F" and may expel the student from the institution. The institution will permanently bar from the institution any student caught cheating for a second time.

### **101-1014: Classrooms**

CCCTS provides modern classrooms with amenities for on-campus students including but not limited to Wi-Fi. Professors have access to extensive media tools to use in teaching within the classrooms. CCCTS takes all possible steps to insure classrooms are adequately conducive as a learning environment.

### **101-1015: Complaints**

While the institution tries hard to provide a variety of appropriate student services, which effectively support the educational, social, spiritual, and moral development of the students; the institution recognizes that from time to time a student may have a grievance they wish to voice. The institution uses several tools to gauge student satisfaction with services provided through the following methods:

1. The institution regularly takes surveys to help the leadership better understand the student's thoughts and impression about student services.
2. Administration attempts to promote and maintain an open-door policy to encourage students to share concerns and complaints.
3. The Board allows the President of the Student Government Association to request placement on the agenda to attend and address serious concerns of the student body.

However, the institution understands that this may not be convenient or sufficient. Therefore, this policy communicates appropriate steps students may take in sharing those grievances in a positive and confidential manner.

Should a student experience displeasure and choose to prayerfully pursue the issue, the student must determine if his situation requires "Due Process" (usually relates to personal differences between two parties, causing one party to feel mistreated, such as displeasure concerning a grade or seating arrangements), or "The Policy on Student Complaints," which refers more to displeasure concerning student services (snacks, library services, parking, etc.).

The institution has chosen to use a well-known assessment technique for identifying issues known as WOTS-UP STUDENT, which is an acronym for **W**eaknesses, **O**pportunities, **T**hreats, and **S**trengths. This process helps the Institution's leadership identify changes and improvements that need to be made.

1. WOTS-UP STUDENT forms may be picked up in the Library or the Office of the VPSA.
2. The form should then be filled out.
  - a. Describe the issue
  - b. State why it is an issue.
  - c. State what you think about the issue
3. The forms must be signed and dated; anonymous complaints are not considered.
4. Fold the form like a letter and drop in the WOTS-UP BOX, located in the library.
5. All forms are handled confidentially. However, students may be contacted to provide clarity or additional information where necessary.



6. The VP/Student Affairs will attempt to handle the issue; however, if he needs assistance in the matter, or if it involves policy, procedure changes, budgeting, etc., he will take the matter to the appropriate person or department.
7. Students are entitled to know what is happening concerning the issue, and may make an appointment with the VP/Student Affairs person to discuss the issue.
8. Students will not necessarily receive immediate response, unless the situation warrants immediate reply or intervention.

### **101-1016: Graduation**

It is the student's responsibility to check and update his/her academic record to determine if all qualifications have been met for graduation. No student will be allowed to graduate until all tuition, fees, and fines are paid. Students who qualify to graduate must complete a Graduation Application in the administrative office no later than the mid-term of their final semester. Students must complete and return the Graduation Approval Form by April 1st, with all required signatures, to the Registrar. Graduates are required to be present at the Graduation Ceremonies unless they have written permission obtained from the Vice President of Academic Affairs.

Written requests to graduate in absentia must be submitted in the Vice President of Academic Affairs no later than three weeks prior to the scheduled graduation date. All tuition and fees must be paid six weeks prior to graduation. Students failing to settle accounts by this date will not be permitted to graduate.

### **101-1017: No Tolerance of Campus Crime**

The institution does not tolerate criminal activity on campus and will aid authorities in the arrest and prosecution of those who participate in criminal activity. This policy includes but is not limited to students, employees, administrators, campus guests, and others accessing and within the boundaries of the campus and/or facilities controlled by the institution.

Voluntary admission to illegal activity made confidentially in counseling with an administrator, may or may not be reported to authorities, but must be included in the annual disclosure and crime statistics.

The designated person for carrying out the collecting of statistics, annual reporting, and the notification of students and employees concerning safety concerns is the Vice President of Student Affairs (VPSA). The VPSA will oversee all facets of campus security. On-campus crime should be reported to the VPSA, who will notify all relevant persons within a timely manner. The VPSA and other relevant personnel will work with law enforcement agencies in the reporting, investigation, and prosecution of all campus crimes.

Crimes that are deemed hazardous to the institution, by VPSA and/or other relevant personnel, will be made public to the institution, provided the information does not jeopardize legal investigations. Discretionary measures will be taken in the release of such information.

**Reporting a Crime:** Witnesses or victims of a crime while on campus should call 911 for appropriate and necessary assistance. In addition, anyone with knowledge of a crime having occurred/occurring on-campus must report the matter to the Vice President of Student Affairs and/or relevant personnel as soon as possible. Discretionary measures will be taken in the release of such information.

The VPSA must maintain a crime log for the current year, maintaining all records for a minimum of seven years or longer if prosecution or legal action is pending. This crime log must be available for public inspection during business hours. Any portion of the crime log that is older than the current year must be available within two business days of a request for inspection. Specific details of the crime or event may be maintained in a secured folder for prosecution and legal action and not included in the crime log, which must only report the date and type of incident and a brief description of the incident.

The institution retains the right to withhold information if the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection, or result in the destruction of evidence.

The VPSA is responsible for compiling all required crime statistics and reporting annually those statistics as required by federal regulations. The VPSA must retain all records used to create all campus security reports for seven years. Public reports must not include the identification of either the accused or the victim.

### **101-1018: Safety and Crime Prevention**

The VPSA is responsible for keeping students and employees informed about campus security issues with at least one faculty meeting, one chapel service, and one administrative meeting devoting some of its agenda to campus security issues annually. These programs will include educating students and employees to be responsible for their own security and the security of others within the institution family. The designated person must also assure that the Board places campus security on its agenda for at least one board meeting annually. In addition, the institution will hold at least one event annually about the prevention of sexual assault, to educate students concerning sexual offense issues, and to heighten awareness of counseling available to victims of sexual assault.

New Student Orientation shall include an in-depth discussion of the “Code of Conduct” with special emphasis on the consequences of possession, sale, or use of both legal and illegal drugs and alcohol and the state laws concerning consumption (age and legal limit). Should a student face discipline for any violation of the “Code of Conduct”, both the accuser and the accused are entitled to have others present during the disciplinary proceedings and will be informed of the school’s final decision. Discipline of a student by the institution may include actions up to expulsion. Disciplinary actions taken by the institution is separate from and in no way prohibits additional legal, civil, or criminal charges.

### **101-1019: Cultural and Religious Opportunities**

The Charlotte-Metropolitan area provides her residents a wide variety of festivals, cultural, educational, and religious opportunities.

Cultural opportunities abound. Charlotte is home to the Mint Museum, Blumenthal Performing Arts Center, Discovery Place, Charlotte Symphony Orchestra, et cetera, and holds dozens of cultural and street festivals and concerts annually. Charlotte is home to the Carolina Panthers, the Charlotte Hornets, the Charlotte Checkers, the Charlotte Motor Speedway, and the Charlotte Knights.

Likewise, Charlotte and the surrounding area have many educational institutions. Charlotte is home to Queens University, Johnson C. Smith University, University of North Carolina at Charlotte, and several other colleges and seminaries.

The Charlotte-Metro area boasts over three thousand places of worship. While the city has historically been influenced by the Christian faith, the area is experiencing a growing impact by other world religions and cults.

Students are encouraged to explore and learn from Charlotte's cultural and religious opportunities for cultural and spiritual formation and growth. Within this context, students may also learn how to present the gospel in different cultures and have the opportunity to show Christ through everyday living.

### **101-1020: Devotional Life**

The devotional life of the student is extremely important. The institution urges each student to set aside time for personal daily devotions and not to replace this special time with required biblical studies. The institution expects students to participate regularly and actively in a local congregation. This includes, but is not limited to, Bible study and worship. The institution expects each student to participate in collective worship on campus. Each student should strive to walk close to God while preparing for ministry. The institution considers it improper and unethical to study to serve in the church while choosing not to actively participate in a local congregation.

### **101-1021: Disciplinary Action**

The Vice President of Student Affairs or President of the institution will deal with students who show willful disrespect for the institution's rules and Code of Ethics. Disciplinary action occurs face-to-face in an interview session. The goal is to lead the student to understand the importance of obedience to the institution's rules, to give the student an opportunity to repent, and to restore the student to proper relationship within the body. When a violator seeks forgiveness and restoration, the institution generally allows the student to remain enrolled, but places the student on probation.

Should disciplinary action become necessary, the student will be given an option to withdraw from the institution to prevent disciplinary action or to appear before the Disciplinary Council. The Disciplinary Council shall consist of three people, one member from each of the following: Executive Committee, Board of Directors, and Faculty. The President shall appoint a Disciplinary Council annually.

Faculty, administrators, and staff may contact the Disciplinary Council directly should the need arise. All charges must be in writing and full explanation of charges given, including evidence and names of witnesses. The institution takes all charges seriously, handles charges speedily and confidentially, and uses fair judgment in all matters.

### **101-1022: Drug and Alcohol Policies**

All students/employees at the CCCTS are expected to abide by all Federal, State, and local laws, including those regulating the use, possession, sale, distribution, manufacture, and cultivation of illicit drugs and alcohol.

In addition, Congress has amended Title IV of the Higher Education Act of 1965 by adding a section pertaining to Drug Free Schools and Campuses. Under this new amendment any institution receiving federal funds, including federal student loan programs, must adopt and implement policies to prevent the use of illegal drugs and alcohol by students and employees.

**Financial Aid Penalties for drug offenses.** Beginning on July 1, 2000, the 1998 Amendments to the Higher Education Act require the suspension of eligibility for financial aid for students convicted of drug related offenses. The length of suspension is for not less than one year, and varies depending on the nature of the offense. Full details are available from the Office of Student Financial Assistance.

In General, a student who has been convicted of any offense under Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

#### **If convicted of a drug offense involving:**

<b>The possession of a controlled substance:</b>	<b>Ineligibility period is:</b>
First offense	1 year
Second offense	2 years
Third offense	Indefinite
<b>The sale of a controlled substance:</b>	<b>Ineligibility period is:</b>
First offense	2 years
Second offense	Indefinite

A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if the student satisfactorily completes a drug rehabilitation program that (i) complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and (ii) includes two unannounced drug tests; or the conviction is reversed, set aside, or otherwise rendered nugatory.

CCCTS is committed to promoting a climate which supports academic and personal growth and success and the well-being of all members of the academic community. To safeguard and promote a healthy academic and living environment, the institution reviews and promulgates rules and regulations for the behavior of its members of the community. These are outlined in several policies located in *The Student Handbook*, i.e., the Code of Conduct, the Hazing Policy, the Alcohol and Other Drug Policies, etc.

It is the responsibility of each member of the community to understand and comply with all campus rules and regulations pertaining but not limited to the use and abuse of drugs and alcohol. These regulations include all Federal, State and local laws including the Drug-Free Schools and Communities Act of 1989, the Drug-Free Workplace Act of 1988 and the Higher Education Act (as amended in 1998).

**The following definitions apply to the Drug and Alcohol Policies:**

**Area under jurisdiction of the institution**-includes all (1) property occupied, leased or used by the institution; (2) property owned by CCCTS; and (3) property occupied or used by any other institution with which CCCTS establishes a Cooperative Agreement, a cross-registration agreement, or such academic partnership.

**Controlled Substance**-means a controlled substance in schedules I. through V. of section 202 of the Controlled Substances Act (21 U.S.C. 812).

**Conviction**-means a finding of guilty (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

**Employee**-elected or appointed officers or employees, including all members of the institution faculty and staff whether serving full or part-time, temporary or permanent, compensated or uncompensated.

**Manufacture**-the production, preparation, propagation, compounding, conversion or processing of a controlled substance.

**Possession**-the knowing or intentional possession of a controlled substance or having direct physical control over a controlled substance.

**Student**-any person enrolled in a class or course at the institution, whether full or part-time, graduate or undergraduate.

**Institution**-all campuses and all leased space or space occupied with a user permit or license for the conduct of institution business.

**Organization**-all recognized student organizations, governments, and groups of students; all faculty, staff, and alumni organizations using areas under institution jurisdiction and all non-institution organizations requesting use of any institution facilities.

**Authority**-These regulations are promulgated by the Trustees of the institution pursuant to applicable provisions of North Carolina Law.

**Alcoholic Beverage**-any liquid intended for human consumption as a beverage and containing 1% of alcohol by volume at 60 degrees Fahrenheit.

### **General Policy Regulations on Alcohol**

1. CCCTS does not allow any person, group, or organization to sell, dispense, produce, or manufacture alcoholic beverages on-campus.
2. No person shall operate a motor vehicle while under the influence of alcohol.
3. No alcoholic beverages shall be sold, dispensed, or delivered to a person who is known to be a drunkard, to be an intoxicated person or to a person who is known to have been intoxicated within the preceding six months.
4. No person or group shall purchase or otherwise procure alcoholic beverages for consumption by a person less than 21 years of age.
5. No person under 21 years of age shall transport, purchase, sell, possess or receive alcoholic beverages unless accompanied by his/her parent or legal guardian except that person who is 18-20 may transport or carry alcoholic beverages in the course of his/her bona fide employment in an establishment licensed to sell alcoholic beverages.
6. No person under 21 years of age shall use the liquor identification card of another, or furnish false identification in obtaining such a card, or alter or deface such a card.
7. No person shall appear in a state of intoxication in a public place or disturb the peace in any manner while intoxicated.
8. Students/employees who are found in violation of local, state, and federal laws relevant to the use and misuse of alcohol may be subject to arrest and conviction under the applicable law.
9. Students who are found to be in violation of local, state, and federal alcohol laws may be subject to discipline in accordance with the requirement of the institution's Code of Conduct.
10. Employees found to be in violation of local, state, and federal alcohol laws may be subject to disciplinary action in accordance with any applicable contractual agreements.

The above listed general policy regulations should not be considered as an exhaustive restatement of the pertinent federal, state, and local laws regarding the use of alcohol. All members of the CCCTS community are expected to acquaint themselves with and abide by all laws governing the acquisition, possession, transportation, consumption, and sale of alcoholic beverages.

**Health Risks:** The risks associated with the use of illicit drugs and the abuse of alcohol are numerous. These risks include physical and mental impairment, emotional and psychological deterioration, and destructive effects on family, friends, and society.

Some common risks associated with the use of illicit drugs and the abuse of alcohol are addiction, hangovers, being charged with driving under the influence or while

intoxicated, and sustaining or causing personal injury. Added risks include but are not limited to nausea, vomiting, cancer, elevated blood pressure, liver disease, psychological and emotional instability, alcohol fetal syndrome, hallucinations, and in some cases, death.

There are a number of additional risks associated with illicit drug and alcohol abuse that students and employees may not realize. Some of these risks include:

- Poor academic performance
- Poor job performance
- Poor social interactions
- Inappropriate and unhealthy sexual activity
- Pregnancy
- Sexually transmitted diseases
- Jeopardizing of educational progress and career prospects

#### **Sanctions for Violations of the institution Policy on Alcohol**

##### **ALCOHOL POLICY VIOLATIONS**

##### **MINIMUM SANCTIONS**

###### **First simple use/possession**

Parental Notification for students under 21  
Mandatory Counseling with the VP/Student Affairs and participation in a Substance Education program

###### **First use/possession for a serious incident involving institution intervention (EMT's, Police, etc.)**

Parental Notification for students under 21  
Sanctions ranging from disciplinary probation to suspension or expulsion for all students and participation in a Substance Education program

###### **Second use/possession**

Parental Notification for students under 21  
Sanctions ranging from disciplinary probation to suspension or expulsion for all students and participation in a Substance Education program

###### **Subsequent use/possession**

Parental Notification for students under 21  
Suspension or expulsion for all students

###### **Providing to Minors**

Parental Notification for students under 21  
Suspension or expulsion for all students

###### **Sale/Distribution**

Parental Notification for students under 21  
Suspension or expulsion for all students



**Referral/Resources for Alcohol Related Problems:** Services and resources are available to all members of the CCCTS community to provide accurate information relating to alcohol, to support individual needs and to assist at crisis points. Listings of resources on campus are available through the Student Affairs Office. All essential offices may be reached through the main switchboard – 704-334-6882.

### **101-1023: Dress**

The institution has not established a prescribed dress code for students. However, as a Christian institution of higher education, students are reminded that modesty and cleanliness are the standard set by our Lord. Therefore, students are expected to follow a modest approach in the contour and tightness, length and preference of their clothing and should avoid clothing that indicates and portrays worldliness.

Should an instructor or administrator suggest corrections concerning a student's attire, please understand that they have your best interest in mind.

### **101-1024: Due Process**

In order to assure students of fair consideration of problems, the institution has established the following channel of review and appeal, without prejudice, to higher levels of authority:

1. Should a problem exist, the student should attempt to resolve the grievance by discussing it with the parties involved.
2. If the matter cannot be resolved in this matter, the student should go to his/her assigned advisor for help and assistance.
3. If the matter is not resolved to the student's satisfaction, the student may (1) contact the office of the Vice President of Academic Affairs if the issue is academic in nature; or (2) the Vice President of Student Affairs if the issue is other than academic, and request an appointment. The student should be prepared to provide documentation and supporting evidence to the appropriate Vice President related to the grievance during the appointment. If the matter still is not resolved to the student's satisfaction, the student may contact the Office of the President in writing requesting to schedule a hearing.
4. The office of the President will call the student to arrange a date for the hearing. A written detailed statement of the formal grievance with supporting documentation must be submitted to the Office of the President at least seven days before the hearing. All parties will be requested to attend the hearing and the President's decision shall be final.
5. All information and records of complaints, appeals, and proceedings are securely maintained in the Office of the President.
6. Instructions for filing a complaint with TRACS, the accrediting agency, may be found on the TRACS website.

### **101-1025: FERPA (Family Educational Rights and Privacy Act of 1994)**



The institution keeps the academic record of each student permanently as a reflection of their efforts while enrolled. The institution has established and follows the guidelines for maintaining and granting access to student records in keeping with the Family Educational Rights and Privacy Act of 1974 and subsequent amendments, and will not reveal or release academic and other personal records without the written consent of the student.

### **101-1026: Emergency Procedures**

All facilities are to meet or exceed fire safety codes and have maintained all required local and state safety inspections. It should be noted that this institution does not staff medical personnel. However, the campus is located near the heart of the city, surrounded by fire and rescue units that respond quickly to all emergencies.

In case of medical, fire, or other life-threatening emergency, students should follow the instructions of their professor, staff, and/or of the nearest Campus Security Authority (CSA), or call 911 for appropriate assistance. The CSA team is comprised of all Academic Department Heads, Department Directors, the President, Vice Presidents, and the Administrative Assistant to the President.

Announced emergencies may be accompanied by certain coded sounding of a horn throughout the campus or an “all call” communication to staff with direction to the type of emergency response needed. In the case of a campus emergency, the following steps should be taken:

#### **STEP 1—SECURE AND FOLLOW INSTRUCTION**

Follow the instruction of the nearest staff or Campus Security Authority (CSA). If you are unsure of the nature of the emergency and the type of response warranted, secure yourself and others in your location (i.e., turn off all lights, secure doors, and remain quiet and away from all doors and windows), place all cell phones on vibrate. In an obvious life-threatening situation, and where time is of the essence, persons may also choose to call 911 for appropriate response.

#### **STEP 2—ASSESS THE SITUATION AND FOLLOW THE EMERGENCY RESPONSE PLAN**

Each classroom and office is equipped with an Emergency Response Plan folder that is to remain in its location at all times. In the case of an emergency, this folder is to be retrieved by the faculty or if faculty is not in the room, a student may retrieve instructions. The instruction in this manual provides general instruction that should be followed. However, in an actual emergency event, the circumstances may be such that other steps of action will appear as more appropriate. As such, the Director of Campus Safety and Security or other CSAs may issue other instructions deemed more appropriate to the type of emergency that has occurred. In

addition, as persons assess the situation, common sense should be followed while responding to each emergency as deemed most appropriate for one's safety.

### STEP 3—COMMUNICATION OF INSTRUCTION

The Director of Campus Safety and Security or other designated leader may communicate instruction via the Emergency Notification System and/or via campus "all call system." If the phone service is down, CSAs will verbally communicate information and instructions to persons in their assigned areas. However, where life is threatened or time is of the essence in particular types of emergency, others may be enlisted to assist in the dissemination of information/instruction and/or the clearing of the facilities.

### STEP 4—CONTINUED MONITORING OF SITUATION

The Director of Campus Safety and Security, the institution's executive leaders, and other CSAs will continue to monitor and assess the situation and needs, and may provide updates or delegate responsibilities accordingly. In such cases, you should listen and respond to information/instruction and remain in contact with a CSA at all times.

### STEP 5—AN "ALL CLEAR" NOTIFICATION

Once it is determined that the threat has been resolved and all reasonable risk is over, an "all clear" notification will be provided. This may be done via our localized "all call" system, using CSAs or "hall runners" to verbally disseminate the same information throughout campus (or affected areas), and through an update via the Emergency Notification System. This update may instruct persons to return to normal activities and may provide any further information.

All campus constituents should note that the two closest hospitals are Carolina Medical Center and Presbyterian Main, both just minutes away. The address and other relevant information for these medical facilities may be located in the Emergency Response Plan folder that is located in each office and classroom.

## **101-1027: End of Course Grades**

Faculty is to finalize grades and lock courses in Populi within four days of the last class of each term, regardless of the length of the term and regardless of whether the term is a distance learning term or a full semester in length. The VPAA will establish and announce as earlier date for finalizing the grades for graduating student in keeping with the *Faculty Handbook*.

## **101-1028: Emergency Evacuation Drill and Plan**

In case there is a need to evacuate a building or the entire campus, the pre-determined means of alerting campus is the coded sounding of a megaphone (i.e., several repeated sounding of the same megaphone).

The Director of Campus Safety and Security may organize random emergency evacuation drills. The purpose of this evacuation drill procedure is to ensure the safe evacuation of the building by orderly use of all available exit routes. This is good practice in case of an actual fire, bomb threat, or other emergencies that warrant the quick and safe evacuation of campus buildings. Order and control are the primary aspects of the drills and evacuation during an actual emergency. Administration, staff, and all Campus Safety Authority (CSA) personnel know the evacuation routes from their designated area of the building and they are trained to assist students and guests in vacating the facility. Special consideration will be given to the physically and visually impaired during drills or actual emergency evacuation. However, it is imperative that all constituents learn the available emergency evacuation exit routes.

Once outside of the building, students, faculty, administrators and guests are to gather at the evacuation meeting site (i.e., the chapel parking lot at the corner of Whiting and Charles Avenues. At this location, persons may be accounted for and further instruction provided by the Director of Campus Safety and Security, other CSA personnel, or local city or state emergency response personnel.

While speed is desirable, it is not in itself the main objective and should be secondary to the maintenance of proper order and calmness. Proper drills should establish habits of an orderly exit and thereby prevent panic, injury, or loss of life. Since fire and bomb threats are always unexpected, the drill will also be unannounced and unexpected. Upon hearing the sounding of the fire alarm, each class and staff shall:

1. Form a line and quickly, without obtaining clothing and personal items, move in an orderly manner toward the nearest exit. Professors or other CSAs will be the last to evacuate their class/location and will remain with their class/group and instruct all students in the hall or open area to exit accordingly.
2. When all persons have exited the classroom/office, each door should be closed by the instructor or CSA assigned to that block. This signifies to administration that the room is vacant.
3. Persons should leave the classroom and the building in an orderly fashion by assigned exits only. If you are in an unfamiliar area of the building, follow the exit signs.
4. The elevator must NOT be used during an alarmed event. The physically handicapped persons on the third floor during an alarm event should follow the exit signs to one of the stairways landing area and await assistance if needed. Instructors may instruct fellow students to assist the physically handicapped or impaired students down the stairs and outside the building. However, if no students are available or capable of assisting the physically handicapped, the instructor and/or CSA assigned to the block must report the need for assistance and location of the physically handicapped to the Director of Campus Safety and Security or local emergency response personnel immediately upon exiting the building. Physically handicapped persons on the main floor and basement area should attempt to get to the outside of the building. However, if such persons are unable to exit the building without assistance, they should inform someone of their need and await assistance at their location or one of the stairway landing areas. Staff and faculty may help those persons needing

assistance get to safety as quickly as possible where able to so do. However, if the staff or faculty is incapable of assisting the person out of the building, the instructor and/or CSA assigned to the block must report the need for assistance and location of the physically handicapped to the Director of Campus Safety and Security or local emergency response personnel immediately upon exiting the building.

After evacuating the facilities, persons should quickly move with their class/group to the evacuation-meeting site (i.e., the chapel parking lot at the corner of Whiting and Charles Avenues). Depending on the nature of the emergency that warranted the evacuation, an administrator may instruct and lead constituents to the neighborhood park at the corner of Clemson and Charles Avenues. After evacuating the building(s) persons should not leave campus or their group. It is very important that persons remain with their class/group for accountability and to help administration ensure everyone is safely out of the building. Senior Administrators will be the last to exit the building and will do so after making a sweep of the building to ensure all persons are evacuated. Remain quiet and orderly at this point until an administrator gives the “all clear.”

5. After the “all clear” notification has been provided, persons should return to the building in an orderly fashion, and resume normal activities.

### **101-1029: Student and Faculty Rapport**

CCCTS brings together some of the most knowledgeable and gifted men and women to serve on the faculty. The faculty is highly trained and is committed to continuing his/her education in order to continue to provide their students the latest information in their field of study. These individuals understand that learning is a life-long process and therefore model this before the students. Each faculty member has a personal relationship with Jesus and is mature in the Faith. Students should feel free to seek the guidance and advice of the faculty in educational, spiritual, and personal matters.

Students are to remember that instructors are their elders in the Lord and in their educational process. It is the full expectation of CCCTS that students will highly respect all faculty members. CCCTS will not tolerate a student displaying petulant, derogatory, quarrelsome behavior or undermining faculty. If a student believes there is an issue in a class, they should take the issue up with the instructor privately. If the student still feels the issue is unresolved, they may follow Due Process procedures as outlined under policy 101-1024: Due Process.

While the institution’s leadership understands that relationships within a family can sometimes be challenging, we understand the biblical mandate to make relationships a matter of prayer. Students are expected to follow the teaching of the Lord in matters of relationships and submission to those in authority.

### **101-1030: Grading Policy**

Examinations, written assignments, class projects, etc. will be graded on the following scale:  
**A–(93-100)** Exceptional comprehension and mastery of the subject matter and the ability to apply the learned material to life and ministry.

**B–(85-92)** The student exhibits a significant understanding and command of the subject matter.

**C–(77-84)** The student has an average understanding of the subject matter.

**D–(70-76)** The student’s knowledge of the material is limited and the professor believes that the student would not benefit from repeating the course.

**F–(Below 70)** Failure to master the essentials and the necessity of repeating the course before credit may be allowed.

**W**–Used in cases of authorized withdrawal after the drop/add deadline.

**I–(Incomplete)** In extraordinary circumstances, which prevent a student from completing the requirements of a course on time, the student must request an incomplete grade by submitting an Incomplete Grade Request Form to the Vice President of Academic Affairs for final approval. The instructor will then assign the letter grade of “I”. The student then must complete the course assignment work no later than the end of the eighth week of the following academic session in order to gain credit for that course. The Instructor is to submit the final grade change request to the Registrar within two weeks of the date the student submits final work for a grade change. If the work is not completed and turned in to the instructor by the deadline of eight weeks, then the student will receive a grade of “F” for that course.

**TR–(Transfer of Credit)** Reflects credit hours transferred in from another institution.

**AU–(Audit)** Reflects that the course was not taken for credit; tests, research, and projects were not required.

**R–(Retake)** Reflects that the course was retaken under special circumstances.

Quality points are used to calculate a student’s grade point average. This is accomplished by multiplying the point value of the letter grade times the credit hours assigned to the course taken. One quality point is awarded for the grade of “D,” two points are awarded for the grade of “C,” three points are awarded for the grade of “B,” and four points are awarded for the grade of “A.” Student’s may figure their Grade Point Average (GPA) for the term by totaling the credit hours for said term, then total the quality points for said term, and divide the total quality point by the total credit hours. The overall GPA can then be calculated by dividing the sum total of the Quality Points by the sum total of the credit hours.

### **101-1031: Guidance and Counseling**

The faculty and administrators are available to provide guidance to students in matters relating to their educational and spiritual preparation.

Should a student need extensive counseling dealing with life issues, the student’s advisor will gladly assist the student. If the advisor does not feel competent to assist in a given situation, she/he may refer the student to another professional.

Students are encouraged to discuss concerns with the VP/Student Affairs, faculty, or administrators as they feel the need.

### **101-1033: Health Care**

The institution does not provide medical insurance for students nor does the institution verify medical coverage. However, the institution strongly recommends each student acquire medical coverage and retain coverage at all times while a student.

It is not our policy to recommend health care providers. Students needing guidance for health or mental care should contact the Office of Student Affairs. Students should know that the Town of Matthews and the larger Charlotte-Metropolitan area has multiple healthcare facilities that are easily accessible to all students. The range includes government, private, and community-based facilities with fees ranging from free to payment in full.

### **101-1034: Inclement Weather**

The institution will hold classes according to schedule. In the event of inclement weather or any unplanned closing, emergency notifications will be sent via SMS to active faculty, staff, and students who have opted in to SMS notifications (USA and Canada only), otherwise via email. Administration will post closings, delays, or early dismissal on local television stations. Senior administrators make a collective decision to alter class schedule with the President holding the responsibility to take the lead and he alone makes the final decision after talking to key administrators. Faculty, staff, and students normally live within seventy-five miles of the main campus, with weather and road conditions within this circumference greatly influences the decision to close, delay, or dismiss classes early. The ultimate goal in making the decision is the safety and well-being of students, faculty, and staff.

### **101-1035: Student Information Center**

The Institution occasionally displays printed items of interest on a table near the main entrance of the facility. However, most items receive a wider viewing by students by being posted within Populi.

The Student's Information Center is a main tool for the Student Government Association to communicate information and announce events of interest to the campus community. Students are encouraged to check the Student's Information Center regularly.

A student who has completed at least one semester at CCCTS and is seeking ministry related employment, may turn in three copies of his/her resume to the VP/Student Affairs. These resumes will be shared without prejudice to churches requesting ministry positions that match the resume objective.

### **101-1036: Media/Library Services**

The use of the library is a privilege and not a right. Students are to respect the library policies and take great care of library materials, equipment, and facility. **Students need to obtain a copy**

of and familiarize themselves with the *Library Manual*, which is available on the website and on Populi.

### **101-1037: Ministry**

Students should be actively involved in ministry during their educational pursuit. To assist students in the fulfillment of the goal, students may be required to participate in practical urban ministry projects.

Selected students may also have the experience of participating on a Student Ministry Team, which engages in church and community related opportunities including, but not limited to, retreats, revivals, youth rallies, other church related functions, doing recruitment, and promoting the institution.

### **101-1038: Plagiarism**

**CAUTION AGAINST PLAGIARISM:** Students should be guided by the following biblical principles:

1. We must be careful to give credit to whom credit is due (see Rom. 13:7).
2. While in our pre-Christian life stealing was normal for the lost man, now he/she who once stole should steal no more, but should instead labor diligently with his/her own hands and mind to the glory of God (see Eph. 4:28).
3. All preparation for and the writing of research papers should have God's approval as it first and highest objective (see 2 Tim. 2:15a).

**A brief description of plagiarism:** Plagiarism is "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author" (<http://dictionary.reference.com/browse/plagiarism>). Plagiarism occurs, then, whenever the words and/or thoughts of someone are used without giving credit to their original author(s).

**Policy of Plagiarism for all Classes:** CCCTS considers plagiarism as a form of cheating and requires that all written work be the student's own original work. Students are not to exploit the labor of others and distribute it as her/his own. In cases where students participate in a group project, each student in the group must receive equal recognition for her/his contribution. Students are not to provide informational assistance on exams or quizzes.

**Consequences of Plagiarizing:** We want to use the Biblical approach to sin when dealing with this sin of cheating or plagiarizing. "If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. (Matthew 18:15-17, NAS)



When a professor finds a student cheating or committing plagiarism on an assignment, that professor will give the student a grade of “F” for that work initially and the student will be approached and warned that he/she is suspected of plagiarism. The professor will ask the student for an explanation. Once the professor talks with the student and hears his / her explanation, the professor will have the responsibility to determine if the work represents cheating or plagiarism. The professor will have the authority to give the student a second chance or to give the student an F for the class. If the professor chooses to give the student a grade of “F” for the class, the accusation must be forwarded to the faculty advisor of the student who must also meet with the student to review the charges. In the case that the professor is the student’s faculty advisor, the professor must involve another faculty advisor. If the faculty advisor cannot decide if cheating or plagiarism has occurred, the faculty advisor will form a committee of all department directors and the VPAA. That decision will be discussed with the professor. The student may then be expelled from CCCTS. After this process is complete, the professor must forward written documentation of this process, conclusion, and action taken to the Office of VPAA.

### **101-1039: Settlement of Accounts**

Each student must meet with the Financial Aid Office and/or the Business Office to make arrangements concerning the payment of his semester costs in full. This meeting must occur before the beginning of each semester. While the institution does not require accounts to be paid in full before the first day of the semester, there must be a written agreement between the student and the institution relevant to method of payment by the first day of class.

No student will be seated for class at the beginning of the semester without having met with the Financial Aid Office and/or the Business Office, made written arrangements concerning method of payment, and paid at least forty percent of the semester tuition, after any guaranteed financial aid awards and institutional scholarships, grants, and awards are factored in. Students not settling their account in full by the eleventh week of class (or July 10<sup>th</sup> for the summer semester) will be removed from the class by the Business Office. Any students removed under such terms are automatically considered withdrawn from all semester courses due to nonpayment and will not be allowed to finish, pass, or receive credit for the semester. If a student is removed from class and unable to pay his balance, he will not be allowed to re-enter class or complete the semester. If this causes the student to miss more than three classes (two in the summer), based upon the institutions Attendance Policy, the student’s transcripts will display an “F” and the course will have to be repeated before credit is received.

Each student must pay his account in full before receiving credit for course work, enrolling for an ensuing semester, obtaining a transcript, or graduating. There is no exception to this requirement. All accounts include, but are not limited to, obligations of tuition, fees, and library charges.

If a student withdraws during the semester, the student may still be responsible for part or all of his tuition. For complete details, please consult the current school *Catalog*.

### **101-1040: Student Government Association (SGA)**

All students are entitled and strongly encouraged to participate in the Student Government Association (SGA). The institution permits the SGA a considerable measure of self-government in student affairs. The Student Senate directs all SGA affairs. The Senate is composed of seven representatives; the President, Secretary, and Treasurer elected at large by popular vote from among the graduate students (when available and willing to serve) and four representatives elected at large from among the undergraduate students (when available and willing to serve).

The Student Senate is elected in a general campus election held during the month of September with those elected serving until the new officers are elected. Graduating or non-returning students are ineligible to serve on the Student Senate. If for any reason an elected student is unable to return to school, the next student with the highest vote count will be selected to fill the vacated post if he is willing and able to do so. However, in the event that such a person is unwilling or unable to fill the post at that juncture, the Senate will entertain the suggestion of names from its committee, seek the approval of the VPSA on such persons, and then select such a person via majority vote of the Senate members. Such person should then be contacted and be advised of the Senate's vote to invite him/her to fill the vacant position. The person will also be introduced to the role and responsibilities of the vacant leadership position. If the person is willing to serve, he will complete the remainder of that academic year. However, if the person is unwilling/unable to serve, the Senate will repeat the process of recommending persons, seeking the VPSA's approval on such, voting to call such a person, and contacting the person, etc. On the other hand, the Senate, via majority vote, may also elect to continue business for the remainder of the academic year with the position vacant.

The process of nominating Senate members will be as follows:

1. Students will nominate from among their peers for the positions of President, Vice President, Secretary, Treasurer, Public Relations, Social Activities Coordinator, and Outreach Coordinator.
2. Priority for the first three offices will be given to graduate students.
3. The office of VPSA will then contact each nominee to inform them of their nomination and to ascertain their interest and /or willingness to serve in the same capacity if elected. At this juncture, the nominee will also be presented a document with the description of the role and responsibilities for the office under consideration. The nominee will then be asked to reflect their interest or disinterest in serving accordingly if elected.

If for any reason a student is unable to return, the student with the next highest number of votes becomes Treasurer. The President of the SGA is given the opportunity of sharing SGA concerns at regular Board of Director meetings. This requires a request be made through the Office of the President to be placed on an upcoming Board meeting agenda. The SGA Senate will also have the privilege of requesting a meeting with the President's Council to discuss matters of great importance should the need arise. The newly elected Student Senate will meet with the Vice President of Student Affairs (VPSA) and seek the counsel of the VPSA in all matters of student government, as the VPSA serves as the Administrative liaison to the SGA in all matters.

The SGA Senate may be asked to participate in matters related to accreditation, goal setting, and campus policies. Each year the SGA will adopt a meeting schedule best suited for those elected. The Student Senate will plan and host SGA meetings or events. The SGA shall work to further the institutional goals through cooperation among the student body, the faculty organization, and the Board and administration of the institution.

### **101-1043: Transportation**

The Charlotte Transit System runs within walking distance to the Campus. It is necessary for students to have or arrange transportation to and from class. Students should be aware that transportation problems do not constitute acceptable excuses for tardiness or absences.

### **101-1044: Guest in the Classrooms**

Charlotte Christian College and Theological Seminary welcomes invited guests into any class providing the following are observed:

1. The host student obtains permission from the class instructor in advance and attends the same class session with his/her guest,
2. A guest of a student is free to attend one session of any class with his/her host and only where space is available after all registered students are seated. Guests who wish to attend more than one session of any course may be asked to pay the current audit fee,
3. The guest must sign in at the Library or the Office of the President, and clearly display/wear the issued Guest ID while on campus,
4. Guests must not disrupt the class, and is prohibited from inviting guests of their own to the class session to which he/she was invited, and
5. Guests may be admitted to a class session on a first come first serve basis, but can be asked to leave the class and/or campus at any time.

### **101-1045: Withdrawing from School**

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The institution must plan and budget for each semester based upon the number of students who register. The withdrawal policy reflects the fact that many of the fixed expenses of operating an education program are already allocated when students register and are not diminished by the student's withdrawal.

1. **Fees:** All fees must be paid at the appropriate time and are not refundable.
2. **Tuition:** Arrangement for payment of full tuition must be made in advance of the start of the class.

Tuition will be refunded on the following basis:

Refund for Fall and Spring semester

Within the first week of class: 80%

Within the second week of class: 60%

Within the third week of class: 40%  
Within the fourth week of class: 20%  
No refund after the fourth week

Refund for Summer Semester:  
Within the first week of class: 60%  
Within the second week of class: 40%  
Within the third week of class: 20%  
No refund after the third week

Refund for Distance Learning  
Within the first week 60%  
Within the second week 30%  
No refund after the second week

The time period for the above computation will include the first day of class through the day on which the student hand delivers an officially executed withdrawal form to the Registrar. Refunds for students enrolled in the Veterans program will meet the Veteran Administration requirements, and will be based on percent of time in attendance.

3. **Disciplinary Action:** A student who withdraws under disciplinary action is not entitled to an honorable dismissal and no refunds are granted for any part of the semester.
4. **Account Balances:** Account balances will not be considered final for at least 30 days after a student has withdrawn from school. The school reserves the right to hold any credit for 30 days before making payment.
5. **Withdrawal:** Withdrawal from school is an officially prescribed process and is not automatic. Students withdrawing from school must follow the Course Addition and Withdrawal Policy, and should consult the Registrar.
6. **Financial Aid:** Early withdrawal may affect federal grants, loans, and school scholarships, and may cause the student to have to pay back these funds immediately.
7. **Credit Balances:** Any student who is entitled to receive a credit balance through Title IV Federal Aid, VA Benefits, or any other scholarship or grant will be notified by email. Credit balances are disbursed through direct deposit (checking or savings account and debit cards). Direct Deposit forms are available for download for students through Populi. Funds not deposited into students account due to failure to submit Direct Deposit Forms within thirty (30) days will be returned to the funding source from which the original payment was received.

### **101-1046: Worthless Checks**

CCCTS understands that mathematical mistakes occur and that even excellent student may “bounce” a check. However, when this happens, the bank charges a fee against the institution’s

account. Therefore, the institution will charge an NSF fee to offset the expenses of added bookkeeping and bank fees. Any student intentionally passing a worthless check will incur disciplinary and legal action.

### **101-1048: Examinations**

The institution promotes the biblical teaching of holding one another accountable. Since preparation for Kingdom Service is necessary in order to provide our best, it is necessary to hold students accountable as to the mastery of knowledge. While students' grades reflect a wide range of accountability, such as attendance and class projects and participation, written examinations are both encouraged and necessary.

Professors are encouraged to use a wide range of testing methods. The class instructor will give written or oral tests or quizzes at his/her discretion. Examinations may be both subjective and objective consisting of multiple-choice, fill in the blank, or true/false. However, the institution strongly urges instructors to use essay type examinations, especially in graduate courses. It is the desire of the institution to teach students to think for themselves, communicate their thoughts through the written word and examinations grant students the opportunity to show their growth and development in these areas.

### **101-1049: Policy on New Student Orientation (Non-First Time Students)**

In order to prepare students for a successful journey at CCCTS, all students, other than returning students, are required to complete a mandatory non-credit New Student Orientation (NSO) course prior to the session the student desires enrollment into the Institution and may not run consecutive with credited courses. This non-credit course is required of all students in all levels of academic learning and requires successful completion prior to enrollment into any degree program and or courses. The course is designed to familiarize the student with Populi, institutional policies, procedures and expectations and express an overall understanding of institutional norms.

Upon completing this compulsory New Student Orientation, the Institution classifies the student as non-first time students. Non-first time students also includes those who enter with advanced standing (college credits or recognized postsecondary college credit earned before graduation from high school) or credit by examination (such as SOPHIA Learning) or extra-institutional learning (such as CAEL, AP, CLEP, AB, TRAN or qualifying military training) prior to or after enrolling into a degree program. For more information, refer to CCCTS Policy #000-2004: Transfer of Credits.

Student Affairs handle the duty and responsibility of planning and implementing this demanding course of orientation as students work to accomplish and understand the requirements of said student as it relates to governmental requirements, academic expectations, and build a foundation to help students start successfully. NSO is conducted and completed fully online via Populi.

The orientation includes online lesson and multiple components:

1. The student's enrollment into the NSO online class.
2. The student's receive and read the Catalog, Student Handbook, Financial Aid Handbook, Library Handbook and other documents that are supplied as PDF documents for the students review and study.
3. The student's viewing of the Informational video(s) and PowerPoint presentation(s).
4. The student's completion of the NSO Quiz with an overall minimum of 70 or higher and shows on their transcript as a noncredit Pass/Fail Course.
5. The submission of a passport size photo for Populi profile and student ID by learning how to upload documents, assignments and videos into Populi.
6. The student will be informed concerning the Doctrinal and Philosophy Statements, the Attendance Policy, policies concerning conduct, cheating and plagiarism and Due Process.
7. The student will receive

If a student does not complete the non-credit remedial course, the student will not be permitted to register or take credit courses.

CCCTS' New Student Orientation is planned, implemented and taught with the success of all students in mind. Consequently, no degree seeking new student is allowed to commence classes prior to completing the NSO. CCCTS holds each student accountable for information covered in the supplied Catalog and handbooks.

### **101-1050: Identification Badges**

Students, Faculty, and Administrators are provided identification badges. Pictures will be taken from the institution's student information system or may be taken in the office of Student Affairs. Badges may be picked up at the Financial Aid Office. The identification badges must be worn at all times while on campus and when attending campus events. This identification badge serves as your library card at all consortium libraries, provides discounts at some area retailers and restaurants, and assists security in knowing who is authorized to be on campus. Persons will be charged a fee for replacement of lost or stolen identification badges, Persons not wearing an identification badge may be asked to vacate the premises.

Students, Faculty and Administrative staff are also provided .edu email addresses to use when representing the Institution. These are provided at no cost to employees and students, but students have to request the .edu email.

### **101-1051: Pets and Service Animals on Campus**

For safety and liability issues, all pets are prohibited on Campus. There are no exceptions. Any student bringing a pet to campus may be sent home immediately and disciplinary actions may be brought against that student. The institution counts all emotional support animals as pets and in keeping with federal law prohibits said pets on campus.

Service animals must be properly identified and registered with the institution through the Office of Student Affairs. Service animals may not be disruptive to the normal flow of activities

on campus. The owner of the service animal is responsible and liable for the action of the said animal.

### **101-1052: Music**

The institution recommends each student exercise extreme consideration in the music the student selects for private listening. Personal music selection is a reflection upon the student's relationship with the Lord; and, when others hear or listen to the selection of music, it shapes their perception of the student and the institution.

### **101-1053: Home School Admission**

The institution's admission policy requires that freshman admission candidates possess a high school diploma or a GED (General Educational Development). The following requirements apply for students who are home schooled and choose not to submit GED scores for freshman consideration:

1. All home-schooled applicants must submit written verification from the appropriate school district that the student has been excused from compulsory attendance for home education.
2. All home-schooled applicants must submit a personal statement discussing their academic preparation and detailing any unique experiences, academic or otherwise, which speak to the students' preparation for college.
3. Home-schooled applicants must prove satisfactory completion of courses normally associated with a high school diploma in the following areas:
  - a. Language, reading, spelling and writing
  - b. Geography; history (U.S. and state); and national, state, and local government
  - c. Mathematics—including algebra and geometry
  - d. Science
  - e. Arts—Visual or Performing.
4. The home school student must meet with the Registrar and assigned Advisor to discuss enrollment prior to registration.
5. The Advisor in consultation with the Registrar will make a recommendation to the Vice President of Academic Affairs concerning approval of the student's request for course enrollment. All subsequent registrations as a "home school student" will require the approval of the assigned Advisor.
6. The home school student is subject to the same basic skills assessment requirements as are other enrolling students and may be required to complete appropriate developmental courses.
7. The institution will also consider the admission of students who are less than 18 years of age and do not have a high school diploma, who are not attending a public or private school, and who are documented as "home school students." The program of studies for such admitted students is considered an enrichment to their home school program. It is not intended to substitute for the home school experience.

### **101-1054: Supervised Instruction**



Students may take by supervised instruction a course in the institution curriculum with the approval of the instructor, advisor, and the chief academic officer. It should be employed only in cases of extreme scheduling conflict or when deemed in the best interest of the student. The student meets with the instructor individually during regular office hours and completes most of the course work through structured assignments. A course that is being offered during a particular semester cannot normally be taken by supervised instruction. Faculty members are not permitted to supervise more than six (6) semester hours of supervised instruction concurrently.

Course requirements for supervised instruction are generally greater than the requirements for the same course taught in structured classes. The learning objectives of the course are the same. Supervised instruction is approved only for students of high ability (generally requiring a cumulative GPA of 3.0 or higher) and motivation, inasmuch as it requires more time, concentration, and initiative for successful completion. The student should also be in good standing with the institution. A course in which a student has previously earned a grade of “D” or “F” may not be repeated through supervised instruction. There is an additional tuition charge over the regular tuition per credit hour for courses offered through supervised instruction (see Tuition and Fee Schedule in *Catalog*).

### **101-1055: The Student Handbook**

The office of Student Affairs will initiate a review of the Student Handbook each year and recommend policy revisions to the Policy and Review Committee. The office of Student Affairs will update the Student Handbook before the start of each school year. The Student Handbook must include:

1. Table of Contents
2. A Welcome to Students
3. A Brief History of the institution
4. A copy of:
  - a. The Doctrinal Statement
  - b. The Mission Statement
  - c. The goals and objectives
5. All policies starting with the prefixes 000 and 101.

The Student Handbook will break out all policies under the following headings:

1. Academics
2. Conduct
3. Social Life
4. Spiritual Life

### **101-1056: Policy on Electronic Devices on Campus**

Technology is a wonderful gift given us ultimately by God to facilitate our need for communal knowledge and development. The various technologies in higher education facilitates and augments the learning atmosphere of all students. As such, while electronic devices are allowed in all classrooms, it is ultimately the prerogative of the instructor to determine the type, nature, occasion, and scope of their use in a class. Therefore, the use of any electronic device that is used irresponsibly and/or negatively impact the learning process, encourages dishonesty, or endorses immoral or illegal activities are prohibited on the CCCTS campus.

**Electronic Devices and Academic Dishonesty:** It is imperative that students understand that a course instructor has the right to disallow and/or limit at any juncture of a course (including but not limited to quizzes, tests and exam taking) the use of any electronic device that may promote academic dishonesty. Students who witness or have knowledge of the use of any electronic device for academic dishonesty must report the matter to the instructor, Vice President of Academic Affairs, or the head of Student Affairs. Students who commit academic dishonesty with electronic devices are in violation of the Institution's *Codes of Conduct*, and may be disciplined accordingly.

**Electronic Devices that Disrupt Learning:** Mobile phones and similar devices are naturally disruptive to the learning environment with their various ringtones and alert sounds. Therefore, the Institution requires that all mobile phones be turned off or be placed on vibrate or silent mode upon entering a classroom or prior to the beginning of the class. It is the student's responsibility to communicate with the instructor in advance relative to their anticipation of an important call/text and the need to be excused to respond to the same (e.g., sick child/spouse or elder parent at home or in the hospital who may call, etc.). Student must refrain from using their mobile phone to text or make/receive calls without the instructor's permission. It is solely the instructor's responsibility to determine when and how a mobile phone or other electronic device has disrupted the learning environment. In such circumstances, the instructor may issue one or two warnings and may thereafter be asked to vacate the class session should the disruptive behavior persists. If a student is asked to leave a class session by an instructor due to disruption, the student may be marked absent for the entire session (i.e., regardless of the juncture of the class session in which the disruptive student is made to vacate the class).

**Appealing Actions Against Electronic Device Use:** Students have the right to appeal any action taken against their use of an electronic device on the CCCTS campus through the Institution's appeal process.

### **101-1057: Evidence of English Competency**

International applicants whose native language is not English must submit one of the following test results to demonstrate English competency prior to acceptance into a degree course of study:

- Internet-based Test of English as a Foreign Language (iBT TOEFL) published and administered in most countries by the Educational Testing Service, [www.ets.org/toefl](http://www.ets.org/toefl). Before entering a full-time academic (college) program, a student

is required to have a minimum Internet Based Test (IBT) score of Reading 15; Listening 15; Speaking 15 and Writing 15.

OR

- Academic International English Language Testing System exam *Academic* (IELTS), <http://www.ielts.org/>. Before entering a full-time academic (college) program, a student is required to have a minimum Academic IELTS score of Reading 6; Listening 6; Speaking 6 and Writing 6.

The institution does not accept paper-based TOEFL (pBT) or Computer-based (cBT) TOEFL.

No exception is made for a student who falls below the above minimum score, and a higher score is desirable. Students with a iBT TOEFL or IELTS score below the required minimum is deemed unable to compete on the scholastic level required of higher education and will not be accepted.

### **101-1058: Non-Discrimination Policy**

This institution admits and educates qualified students who are personally committed to Jesus Christ without regard to race, color, handicap, sex, age, or national or ethnic origin. This institution does not discriminate in administration of its educational policies, admissions policies, financial aid and scholarship programs, and other school-administered programs.

### **101-1059: Military Leave of Students**

Unless there are very unusual circumstances, students are expected to be present for every session of class and adhere strictly to the “Attendance Policy.” If a student knows that he/she will need to be absent for a session(s) due to military obligations, a letter stating such must be submitted to both the instructor and the Vice President of Academic Affairs. The instructor will be responsible to give the student a schedule to instruct the student how to compensate for the missed classes. In case of military deployment, that time will be extended to ninety days past the time of return. If a student is activated or deployed, he/she will receive an incomplete for the semester. The instructor will convey to the student in writing his/her responsibilities for fulfilling the requirements of the course.

It is the desire of the institution to work with those in the military to assist military personnel in being able to complete course work. However, military students are expected to conform to the policies, procedures, rules, and regulations of the institution, and not to use the military as an excuse for non-compliance to said regulations.

### **101-1060: Harassment and Sexual Violence and Misconduct Policy**

Reports of sexual and relational violence on the campus of CCCTS or an off-campus sponsored event will be thoroughly investigated by this institution as a possible Title IX violation. Regardless of the location on campus or campus sponsored event that the crime occurred, the victim and/or witness is encouraged to report the same to the Vice President of Student Affairs (VPSA), or any member of our Campus Security Authority (CSA) personnel. Once a complaint

is brought to the institution, it will be thoroughly investigated. Additionally, the disciplinary committee will convene to consider the evidence and determine if the reported behavior has violated our harassment and sexual misconduct policy. At that time, they will decide upon the appropriate disciplinary action to be taken. All behaviors reported to the disciplinary committee that are deemed illegal may be reported to our city's law enforcement for appropriate action

#### **A. Ethnic and Gender Harassment and Discrimination**

It is a crime to intentionally target any person on our campus based on their ethnicity or country of origin and gender. Any person who believes they have been criminally targeted based on their country of origin or gender should report the matter to the VPSA, or any CSA personnel. Appropriate investigative actions will be taken by the disciplinary committee, when violation of this policy has been reported. Persons found in violation may be suspended, expelled, and may be immediately removed from campus property and events. Violators of this policy and law may also be reported to local law enforcement for appropriate action.

#### **B. Sexual Violence Policy**

##### **1. Sexual Harassment**

In harmony with this institution's commitment to the Bible, along with state and federal laws, it deems every type of sexual harassment to be unbiblical, inappropriate, immoral, and illegal. Sexual harassment is defined as an "undesirable sexual advance, an unsolicited request for sexual favors, or verbal and/or physical gestures or conduct of a sexual nature that may birth an offensive environment." Sexual harassment is also forcing someone to touch intimate body parts of another individual. (Sexual harassment does not, however, prevent a constructive discussion of human sexuality in an academic pedagogy).

Sexual harassment is, therefore, strictly prohibited by this institution. Any faculty, staff, or student of this institution that engages in the sexual harassment of any other member of this campus community or a visitor will be disciplined to the fullest extent allowed in our *Student Handbook* or the *Employee Handbook*. The discipline includes (but is not limited to) suspension, immediate expulsion from classes and the institution, or the termination of employment if found guilty of harassment charges.

Any incident of apparent sexual harassment by a faculty or staff should be reported to the perpetrator's direct supervisor, a CSA, and/or the VPSA for investigation and redress in accordance with the Disciplinary Action policy in the appropriate *Handbook* (i.e., *Faculty* or *Employee*). On the other hand, incidents of apparent sexual harassment by a student should be reported to any CSA and/or the VPSA for investigation and redress in accordance with the Disciplinary Action policy in the *Student Handbook*.

##### **2. Sexual Assault**

In harmony with this institution's commitment to the Bible and state and federal laws, it deems every type of sexual assault to be unbiblical, inappropriate, immoral, and illegal. Furthermore, it shall be noted that the involvement of any unmarried student/staff or married persons in extra-marital affairs will be considered as a violation of this institution's *Code of Conduct*. Persons found in violation of such may be disciplined according to the standards outlined respectively in the *Employee* and *Student Handbook*.

a. *Definition and Description of Sexual Assault*

Whereas this institution's policy on sexual assaults and its judicial process, plus state and federal laws are concerned, sexual assault is defined as any uninvited sexual contact of any gender. This involves (but is not limited to) uninvited kissing, sexual touching or fondling—i.e., either directly or over clothing next to intimate body parts—and/or the deliberate unwanted contact with any intimate body parts with the perpetrator's intimate body parts or inanimate objects without explicit invitation or consent to the same. It is also considered sexual assault if the individual is forced to touch or fondle the intimate body parts of another individual's intimate body and/or to subject self to oral and/or vaginal penetration. As such, while a sexual assault certainly includes forced and/or uninvited vaginal penetration, it is not limited to the same.

b. *Definition and Description of Sexual Consent*

Whereas this institution's policy on sexual assaults and the judicial process, plus state and federal laws are concerned; sexual consent is defined as the act of willing and voluntary verbal or non-verbal agreement between parties to participate in sexual behavior. Only the comprehensible, unambiguous words or actions should be used to determine consent. As such, any sexual contact with another person will be considered "non-consensual" where clear consent—i.e., verbal or non-verbal— is absent. Furthermore, a person has the right to change his/her mind at any juncture of the sexual contact to which one previously agreed. This is because "consent," in its various forms, can be retracted at any juncture—i.e., where an individual clearly objects to further sexual activity and notifies the other party of his/her desire to cease the sexual activity. In addition, the absence of "no" must never be perceived to be synonymous with "yes." It is only the clear communication of a "YES" that can ever mean "YES."

Silence or non-communication must never be interpreted as consent and a person in a state of diminished judgment cannot consent. Consent requires that a person is able to freely choose between two options—i.e., "yes" and "no." As such, a person cannot legally give consent, even in cases where he/she may have verbally said so, where one is asleep, inebriated, drugged, mentally unstable or handicapped, unconscious or otherwise unable to communicate, was coerced due to force, threat of force, or when the person was beaten, threatened, isolated, or intimidated through various means to say "yes."

### **3. Domestic Violence**

Students should understand that domestic violence is any “asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, persons similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.”

Therefore, in harmony with the institution’s biblical and civic commitments, it considers domestic violence illegal and a serious offense. As such, any person who is a victim and/or witness to domestic violence on our campus or at a campus sponsored event is encouraged to report the matter to the VPSA, or any other member of the CSA or local law enforcement. Any student deemed guilty of violating this policy may be disciplined to the fullest extent allowed in our *Student Handbook*. The discipline includes (but is not limited to) suspension, immediate expulsion from classes and the institution.

### **4. Dating Violence (also known as Relationship or Domestic Violence)**

Dating violence is defined as “violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.” Dating violence can also occur with persons on a first date where platonic relationships are incubated or may culminate with no further dates.

Dating violence is; therefore, descriptive of a pattern of behavior that uses certain mechanisms in dating to gain or maintain control over a dating or intimate partner. Often dating violence includes and/or leads to domestic violence, sexual harassment or assault, and is prohibited on the campus of CCCTS or any sponsored event.

Therefore, in harmony with the institution’s biblical and civic commitments, CCCTS considers dating violence to be a serious crime. As such, any person who is a victim or witness to dating violence on our campus or at an off-campus sponsored event is encouraged to report the matter to the VPSA, any CSA, or local law enforcement. Any student deemed guilty of violating the Sexual Violence policy via dating violence, will be disciplined to the fullest extent allowed in our *Student Handbook*. This discipline includes (but is not limited to) suspension, immediate expulsion and the immediate removal from classes and the institution. The matter may also be reported to local law enforcement for appropriate action.

### **5. Stalking**

Stalking is defined as a “course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.” Stalking, therefore, is a crime that is no respecter of age, ethnicity, or religious persuasion. It penetrates its victims physically, psychologically, and emotionally via emails, social media, letter/notes, and often



escalates to domestic violence, sexual harassment or assault, and is prohibited on the campus of CCCTS or any off-campus sponsored event.

CCCTS is committed to providing a hostile-free educational environment for all members of our campus community. As such, stalking, as is defined above, is a crime that violates federal, state, and local laws, CCCTS' *Code of Conduct* and is; therefore, not tolerated on our campus or at any off-campus sponsored event.

CCCTS encourages victims or witnesses to dating violence on campus or at an off-campus sponsored event to report the matter to the VPSA, any CSA, or local law enforcement. Any student deemed guilty of violating the any aspect of this Harassment and Sexual Misconduct policy via stalking, will be disciplined to the fullest extent allowed in our *Student Handbook*. This discipline includes (but is not limited to) suspension, expulsion and the immediate removal from classes in which the victim is also enrolled, and/or the immediate removal from campus altogether. The matter may also be reported to local law enforcement for appropriate action.

### **C. Reporting Sexual Misconduct**

While it is the victim's choice to report or not to report sexual violence or any other crimes; this institution strongly recommends that students report any sexual violence crimes of which you have been a victim or witness. The reporting of sexual violence will facilitate investigation, institutional discipline (including but not limited to expulsion) of the perpetrator(s), and could also lead to the arrest and prosecution of the accused. Students are encouraged to report crimes to CMPD, the VPSA, or a CSA. The reports made with this institution will be taken seriously, thoroughly investigated, and the accused who are found guilty will be disciplined. The leadership of the institution and all involved CSAs will take every precaution to protect the identity of the victim.

### **D. Victim's Response to Sexual Misconduct**

Depending of the nature, location where the sexual misconduct occurred and the location of the perpetrator, victim/survivor may:

1. Retreat to a safe place where you are no longer being hurt by the assailant.
2. Intentionally preserve evidence of the misconduct to aid the investigation and/or prosecution.
3. Depending on the nature of the misconduct, call 911 for appropriate emergency service or to report the crime to law enforcement in the jurisdiction where the assault occurred.
4. As soon as it is safe, report the misconduct to the VPSA or CSA personnel. This will commence a Title IX investigation, provide you access to academic and emergency accommodations, and order of "no-contact" where applicable.
5. Seek advice and counseling from the VPSA or any other member of the CSA team.
6. File for a restraining order (i.e., Order of Protection-OP) with the court system to prevent the perpetrator from contacting you on or off campus where necessary and even in cases where a police report is not made.



7. Present an original copy of the OP to the VPSA (or the President's Office in the absence of the VPSA) so the institution will be aware of the OP and take necessary steps to protect victim on campus and make concessions to facilitate those involved.

**E. Campus No Contact Orders and Protective Orders**

The VPSA (or the President in the VPSA's absence) may issue a Campus No Contact Order (CNCO) when a student reports that she/he is the victim of harassment of sexual misconduct at the hands of a fellow student on campus or at an off-campus sponsored event. The CNCO will cover matters related to sexual harassment and assaults, domestic and dating violence, stalking, and hate crimes. Students who violate CCCTS' Sexual Misconduct policy will also be in violation of the institution's *Code of Conduct* and state/local laws. Therefore, victims or witnesses to such breaches are strongly encouraged to report the matter to the VPSA, or any CSA as soon as possible to facilitate investigation and institutional discipline of the perpetrator(s). The school, via the Office of the VPSA, may also report the matter to local law enforcement for appropriate actions.

1. Campus No Contact Orders (CNCO)

In an effort to protect students who become victims of Sexual Misconduct on campus or at an off-campus sponsored event, the Office of the VPSA (or the Office of the President in the absence of the VPSA) can issue a Campus No Order of Contact (CNCO) upon receipt of a report that alleges certain violation(s) to the Sexual Violence policy. The CNCO can be issued while the report is being investigated in an effort to prevent further harm to the victim or situations that may disrupt class and the normal business operation of the institution. Furthermore, a CNCO can also be issued in cases where the respondent is not formerly found guilty of the alleged offense, and further contact with the accuser would be ill-advised.

CNCO can also be requested by a student who chooses not to file and/or press formal charges against the accused with local law enforcement. In such cases, the CNCO may be requested and granted in circumstances where it is in the best interest of the involved parties and the institution relative to the promotion of civility and peace. In such cases, the CNCO will usually state that the institution "has received report(s) that the accused may have violated the institution's Sexual Misconduct policy and *Code of Conduct*, and that this Campus No Contact Order prohibits the accused from contacting the accuser in person (i.e., any kind of physical contact), via stalking (physically or via cyber space), phone call, texting, emails, Facebook/twitter and any other type of social networking, a third part or third party communication, etc.

The CNCO may be served via email, snail mail, or hard copy delivered to the alleged perpetrator(s) and will include details relevant to the nature, extent, and ramifications of violation of the same. A copy of the same CNCO may also be presented to the accuser via email, snail mail, or personal delivery of hard copy as well. Once served, any further means of contacting the victim/accuser will be considered as violation of the institution's *Code of Conduct* and may result in

immediate suspension, expulsion and removal from the institution. The duration of the CNCO is determined by the VPSA (or the Office of the President in the absence of the VPSA). A copy of the CNCO will also be placed in the accused and complainant's student file.

Students should understand, however, that the CNCO is dissimilar to a court ordered restraining order. As such, the CNCO does not guarantee that the accused and complainant will be able to avoid all sightings of each other on our campus or in the surrounding community. The CNCO is limited to campus and invites accountability that may give students pause or a measure of peace of mind that intentional contact will be avoided by all parties involved.

## 2. Orders of Protection on CCCTS Campus

If the victim/survivor of a sexual misconduct that took place on the campus of CCCTS or at an off-campus sponsored event files for and is granted an OP against his/her perpetrator(s) who is/are active student(s) of CCCTS; the original copy of the OP must be brought to the VPSA (or the Office of the President in the absence of the VPSA). Such an Order will be copied and filed. The information in the OP, in addition to other information from campus police/security and/or other CSAs, will be used by the institution to enforce the OP on campus and off-campus sponsored events—thereby alleviating the possibilities of contact with the victim and the accused. Once the OP is received, the institution, via the office of the VPSA (or the Office of the President in the absence of the VPSA) will issue a CNCO—i.e., if the same has not been previously issued to all related parties. Violation of the CNCO and the OP may result in the immediate suspension, expulsion, and/or removal from all school property and previously planned events in which the person(s) planned on participating. The institution may also report the violation of the OP to local law enforcement for appropriate action.

## F. Support and Accommodations for Victims

CCCTS is committed to support students who become victims of harassment or sexual misconduct on our campus or at an off-campus sponsored event. Once a report of harassment, discrimination due ethnic origin or gender, or of sexual misconduct has been received; the VPSA (or Office of the President in the absence of the VPSA) will convene the disciplinary committee and launch an investigation. In the interim, all necessary safety accommodations and support services will be offered the victim. Special victim services and accommodations include: (a) pastoral counseling; (2) peer/student Ambassador; (3) external counseling services by referral; (4) CNCO by request and/or where deemed necessary by the VPSA or the Office of the President in the absence of the VPSA; and (5) course attendance accommodations.

Due to the complexities of discrimination, harassment, and sexual misconduct discussed in this policy, victims may need additional assistance obtaining one or more of the following imperatives: (1) Campus No Contact Order; (2) filing a police report; (3) a restraining order from the court system; (4) witness statement; (5) change in academic status in one or all classes or even academic program; (6) the imposition of suspension of accused during investigation;

(7) medical and/or psychological resources and support; and (8) peer support. In such cases, the victim (or someone permitted to act in behalf of the victim) should contact the VPSA or Office of the President (in the absence of the VPSA) for assistance.

### **101-1063: Human Sexuality and Gender Identity Policy**

Charlotte Christian College and Theological Seminary (CCCTS) is committed to modeling a biblical worldview that looks to glorify the triune God, recognizing and affirming Jesus as Sovereign in every aspect of the created order and every sphere of human endeavor, including human sexuality. Our mission clearly states that, “CCCTS exists to prepare Christ-centered leaders academically, professionally and spiritually, in order that they may be equipped to address creatively and effectively the needs and challenges of urban communities and society at large.” We firmly believe that “All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works” (II Timothy 3:16-17).

We knowingly and willingly embrace and commit to living out shared biblical standards of conduct that we believe are harmonious with biblical standards and advantageous to a life of spiritual integrity. We aspire to be a Christian community where selfless and caring individuals can engage in answering life’s deepest questions, including the realities of humanity’s fall, reflected in our common sinfulness and brokenness.

Since this institution’s Code of Conduct is supported by the Scripture, sexuality and gender identity is grounded in this institution’s Christian identity. As such, this institution regards the sex at birth as the identification of the given biological gender of every member of this institution. Therefore, any attempts to blur the demarcations between maleness and femaleness—e.g., identifying oneself as a transvestite, transsexual, or transgendered—is contrary to biblical principles. The institution views the actions or intentions of those seeking fundamental alterations of any kind from the individual’s sex identity at birth as a rejection of the biblical and theological underpinnings to which this institution is committed, and therefore grounds for expulsion and permanent barring of a current student, employee, or director, or the denial of consideration for enrollment, hiring, or service of an applicant. The same actions may be taken against any persistent or exaggerated display of cross-dressing, or other relevant manifestation of actions that are deliberately cacophonous with one’s sex at birth, or activist promoting the acceptance of such unbiblical views.

Our commitment and adherence to strict biblical teachings and biblical worldview means that all members of the CCCTS community are expected to follow the teachings of the sixty-six books of the Bible, defined herein as Scripture. We believe in the authority of Scripture and hold that it is the only trustworthy guide for determining appropriate moral judgements. We affirm that human sexuality, as designed by God, is intended to be expressed solely in a heterosexual monogamous marriage. This view is rooted deeply in Scripture going all the way back to the Genesis account of creation and is maintained consistently throughout all of Scripture. It unmistakably teaches that God designed sexual union for the purpose of uniting one man with one woman into a permanent, lifelong commitment, thus becoming one flesh (Gen. 2:23-24; Mark 10:4-12) and bearing children through procreation. Scripture teaches that

God views marriage, sexual relationships, and procreation as good, and that male and female are indispensable colleagues in procreation and a fulfilling sexual relationship.

Therefore, the marital sexual relationship is as much spiritual mystery as physical fact, as believers seek to become spiritually one with Jesus, we must not pursue any kind of sexual activity that avoids commitment and intimacy, leaving us more lonely than ever—the kind of sex that can never “become one.” Sexual sins are unlike all other sins. Sexual sin violates the sacredness of the human body which was made in God’s image and intended for “becoming one” with another person (I Corinthians 6:16-20). It is in this context of heterosexual monogamy in the bonds of Holy Matrimony that procreation was designed to occur, and it is intended to model the relationship between Jesus and His bride, the church, two becoming one in what Paul calls a “mystery” (Ephesians 5:22-33). This “mystery of oneness” is clearly affirmed by Jesus in the New Testament (Matthew 19:4-12). All sexual intimacy outside of a heterosexual monogamous marriage violates God’s design for marriage and is clearly contrary to the teachings of Scripture.

God’s design of marital intimacy becomes the foundation for our understanding of all acts of sexuality outside of a heterosexual monogamous marriage. Scripture teaches that sexual relations of any kind outside of heterosexual monogamous marriage – adultery, fornication, homosexuality, bisexual, transgender, bestiality, incest, molestation, pornography, or any attempt to change the sex of one’s birth - are inconsistent with the teaching of Scripture and Church history and therefore prohibited of those within the Christian faith.

We hold that chastity for the unmarried person is sexual purity and chastity within marriage to be sexual faithfulness, and that both are affirmed by Scripture and blessed by God. Consequently, as part of living out a consistent, biblical spirituality, one dedicated to the pursuit of Christ-likeness, all members of CCCTS are to avoid sexual intimacy outside of monogamous heterosexual marriage and to refrain from encouraging said action in others. Whatever one’s personal feelings or desires, the call of Jesus on our lives is the same: sexual purity manifest among the married as complete faithfulness and by those who are single by living a pure and unblemished life (I Thessalonians 4:3-8).

As an institution of higher learning, we pledge to extend compassion and care, providing accountability and assistance as we support all members of our community in their desire to live consistently with Christian teaching. We realize that Scripture is offensive to those living a lifestyle contrary to its teaching. Therefore, we are committed to engaging in difficult conversations with humility and love, prayerfulness and care, and all members of the CCCTS community are expected to treat others with respect and Christ-like compassion. Hateful, prejudiced, or vicious interactions are not Christ-like and are not tolerated within the CCCTS community. We further believe and acknowledge that we have all sinned, that we all continue to struggle with our sinful nature, and that we all sin in different ways. God who knows each of us intimately, not only provides redemption through his son, Jesus Christ, but he also promises the fallen forgiveness and delivery of all sin and freedom from its power (Romans 6:5-14). Therefore, each member of the CCCTS community should seek to mature in Jesus Christ, regardless of his or her unique history and challenges, and discern how through forgiveness and freedom to walk righteously with Jesus and others in society.

All students, employees, and directors are responsible for notifying a member of the President's Council of any known violation of this policy. Disciplinary actions will be handled on a case-by-case basis in a pastorally sensitive manner, and can result in suspension, dismissal, and/or the permanent barring of the student, employee, or director from the institution. Similar disciplinary actions may be taken against employees and directors of the institution found in violation of this policy, up to, and including termination.

### **101-1064: Firearms, Weapons, and Explosives Policy**

The possession of all types of weapons is strictly prohibited on the campus of this institution. In fact, it should be noted that the possessing a BB gun, air rifle, air pistol, taser, knives (including switch blade and other sharp bladed cutting instruments), dagger, explosives or fireworks on a school campus is considered a Class 1 Misdemeanor under N.C. Law G.S. 14-269.2 (d).

This policy on firearms, weapons, and explosives applies to all constituents of this institution (i.e., administration, staff, faculty, students, visitors, maintenance personnel, etc.) at all times. The only exception to this rule applies to: (a) those explicitly granted permission by the institution's leadership as part of a strategic and official campus safety and security mechanism; (b) sworn law enforcement and police officers; and (c) persons with a valid concealed carry handgun permit as allowed under Article 54B of N.C. Law G.S. 14-269.2 (k). However, persons with conceal carry must retain the handgun in a closed compartment or container in the holder's vehicle or a locked container (e.g., toolbox) attached to their vehicle. It is the concealed holder's responsibility to keep the vehicle and/or container with the handgun locked at all times while on campus and away from the vehicle. While entering or exiting the vehicle, the concealed holder must assure that the firearm remains in the closed compartment or container, and that the vehicle is successfully locked upon exit.

Any person found in violation of this policy and relevant laws will be swiftly disciplined by the institution. The discipline may include (but not limited to) termination of employment, a student's suspension or expulsion and the permanent barring of the violator from the institution and its campus. In addition, such person(s) will be reported to relevant law enforcement for city or state for appropriate prosecution. All members of this institution are required, under this policy, to immediately report any person in violation of this policy to the VPSA, or any Campus Security Authority (i.e., any Administrative Director, an Academic Advisor or Department Head).

### **101-1065: Emergency Notification**

Should a situation arises that threatens, disrupts, or has the potential of disrupting normal schedule of campus activities or threatens the safety of visitors, members of this constituency, the property of the institution, of there is a general need to convey important information to the campus family relevant to persons' well-being or public safety; the institution will utilize an Emergency Notification System (ENS) to disseminate alerts and warnings. These alerts and



warning will be sent via SMS text message to the cell phones of persons registered to receive such.

To facilitate the successful transmission of relevant emergency alerts and notification, all students, faculty, and staff are encouraged to register their cell phones to receive such alerts and notification. Furthermore, constituents are encouraged to keep their cell phone information/number current in the ENS in order to receive emergency alerts and notification when transmitted.

For the safety of all constituents of our campus community, the institution encourages all students, faculty, and staff to carefully read and follow all information transmitted in any emergency alert or notification. Updates to any such alerts or notification transmitted may be published on Populi, the institution's main website, local media houses (depending on the nature of the emergency alert or notification), and/or via the same notification.

### **101-1075: Sanctity of Human Life Policy**

Charlotte Christian College and Theological Seminary (CCCTS) draws its understanding of the Sanctity of Human Life on the teachings of the sixty-six books of the Bible, herein referred to as Scripture, and holds all human life to be sacred and is to be respected and protected from conception to death. The selfish taking of human life through any method is considered abhorrent, as well as being contrary to Scripture and to the institution's missional core. Therefore, CCCTS stands against abortion, infanticide, euthanasia, mercy killing, etc., and considers such acts to go against Scripture and to be morally wrong. Further, we hold that violence against innocent human beings is therefore violence against God. We hold that such acts violate the character of God and the sanctity of those made in His image. (Exodus 20:13, Genesis 1:26-27, 9:6, Psalm 127:3, 139:13-18)

CCCTS understands that in rare cases triage decisions related to pregnancies and end-of-life decisions must be made. The end-of-life decisions of diseased-ridden bodies are difficult, due in part, to modern methods available to prolong one's physical life and should be made prayerfully and in consultation with one's doctor, family, and pastor.



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*Standing above all the others,  
Charlotte Christian College and Theological  
Seminary  
excels in theological education!*



Permission to access the private property of Charlotte Christian College and Theological Seminary (CCCTS) may be revoked or denied at any time, at CCCTS's discretion. Proper attire is required for all guests and students at all times. Please note that unless authorized, CCCTS prohibits possession of weapons of any type in its buildings and grounds, including both visible and concealed weapons and those for which the owner has obtained a valid permit. The distribution by guests and students of handbills, literature and other materials is not permitted. By entering upon the grounds or into the buildings of the CCCTS campus, guests and students agree to allow CCCTS to capture and use their likenesses or images in its publications. All guests and students voluntarily assume all risks of personal or bodily injury, and of theft and damage to their personal property, incidental to entrance upon the property including, without limitation, injury from property conditions, acts of third parties, etc. Guests and students agree that CCCTS and/or those who may be acting on its behalf are not responsible for such injuries, theft or damages, or any related expenses,