



COLORADO CHRISTIAN  
UNIVERSITY  
*Grace and Truth*

*The Lord is...*  
**MERCIFUL  
GRACIOUS  
SLOW TO ANGER**  
*abounding in*  
**STEADFAST LOVE  
& FAITHFULNESS**

# 2024 2025 STUDENT HANDBOOK

The Lord, the Lord, a God merciful and gracious, slow to anger, and abounding in steadfast love and faithfulness, keeping steadfast love for thousands, forgiving iniquity and transgression and sin, but who will by no means clear the guilty, visiting the iniquity of the fathers on the children and the children's children, to the third and the fourth generation. -Exodus 34:6-7 (ESV)

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## **EMERGENCY ASSISTANCE**

Life-Threatening Emergency 911  
Call 911, then contact Security 303-963-3222

### **Campus Security**

Rockmont Hall Lower Level  
Security Officer available 24 hours/day  
303-963-3222 – office phone  
303-596-2415 – primary cell phone (text available)  
[Security1@ccu.edu](mailto:Security1@ccu.edu)

### **Counseling Center**

<https://connect.ccu.edu/pages/counseling-center>

Larry J Crabb Center for University Counseling  
Whitefield Building

Monday – Friday 8 A.M.–5 P.M.

After hours, please call Colorado Crisis Services at  
844-493-8255 or text TALK to 3-8255  
Or call 988 for mental health emergency support

### **Health Services**

Anschutz Student Center  
303-963-3365

<https://connect.ccu.edu/pages/health-services>

Monday-Friday 8:00 A.M.-4:30 pm

### **Residence Life Office**

Rockmont Hall  
303-963-3460

Monday – Friday 9:00 A.M. – 5:00 P.M.

Resident Assistant (RA) on Duty  
Yetter Desk 303-963-3458 Rockmont Desk 303-963-3497  
S, S, M, T, Tr, F--6:00 P.M.- 12:00 A.M.  
Wednesdays: 9:00 P.M.- 12:00 A.M.

### **Residence Life Staff on Duty**

Cell Phone 303-596-2409

### **University Receptionist**

(303-963-3000)

## UNIVERSITY PHONE NUMBERS

Academic Vice President	303-963-3357
Admissions	303-963-3200
Athletics	303-963-3180
Anschutz Student Center	303-963-3023
Campus Activities and Leadership	303-963-3364
Campus Ministries	303-963-3375
Career Resources	303-963-3010
Counseling Center	303-963-3371
School of Education	303-963-3140
Facility Services	303-963-3223
Financial Resources	303-963-3230
Food Services	303-963-3056
5280 Altitude Fitness Center	303-963-3108
Health Services	303-963-3365
IT Help Desk	303-963-3444
Library	303-963-3250
Life Directions Center	303-963-3010
School of Music	303-963-3130
Residence Life	303-963-3460
Rockmont Front Desk	303-963-3497
President's Office	303-963-3350
School of Business and Leadership	303-963-3160
School of Education	303-963-3143
School of Music	303-963-3130
School of Humanities and Social Sciences	303-963-3428
School of Science and Engineering	303-963-3059
School of Theology	303-963-3038
Security	303-963-3222
Mail Room	303-963-3292
Student Life	303-963-3362
Study Abroad	303-963-3010
Service Central	303-963-3230
Student Financial Resources	303-963-3230
Student Life	303-963-3362
Student Success	303-963-3010
Study Abroad	303-963-3010
Switchboard (CCU Mainline)	303-963-3200
Yetter Front Desk	303-963-3458

# UNIVERSITY OFFICE HOURS

## Regular Hours

(hours may vary during university breaks)

<b>5280 Altitude Fitness Center</b> Everyday (closed during chapel)	<b>303-963-3108</b> 6 am-midnight	<b>Library</b> Monday-Wednesday Thursday Friday Saturday Sunday	<b>303-963-3250</b> 7:30 am-midnight 7:30 am-10:00 pm 8:00 am-6:00 pm 10:00 am-5:00 pm 2:00 pm-10:00 pm
<b>Anschutz Student Center</b> Everyday	<b>303-963-3023</b> 6:00 am-midnight		
<b>CCU Textbooks</b> ccu.edu/textbooks		<b>Life Directions Center</b> Monday-Friday  (closed during chapel)	<b>303-963-3010</b> 9:00 am-5:00 pm
	Virtual bookstore		
<b>Campus Ministries</b> Monday-Friday	<b>303-963-3375</b> 9:00 am-5:00 pm	<b>Mail Room</b> Monday-Friday (closed during chapel)	<b>303-963-3292</b> 8:00 am-6:00 pm
<b>Campus Security</b>	<b>303-963-3222</b>	Saturday Summer Hours M-F	10:00 am-2:00 pm 9:00 am-5:00 pm
*security officers are on duty 24/7			
<b>Counseling Center</b> Monday-Friday	<b>303-963-3371</b> 8:00 am-5:00 pm	<b>Residence Life</b> Monday-Friday	<b>303-963-3460</b> 9:00 am-5:00 pm
<b>IT Help Desk</b> Monday-Friday	<b>303-963-3444</b> 7:30 am-6:30 pm	<b>Service Central</b> Monday-Friday (closed 12:30-1:30 Thursday)	<b>303-963-3230</b> 8:00 am-5:00 pm
<b>Health Services</b> Monday-Friday (closed during chapel)	<b>303-963-3365</b> 8:00 am-4:30pm		

### Food Service 303-963-3056

#### **Dining Commons (Anschutz)**

##### Monday-Thursday

Breakfast 7:30 am-9:30 am

Lunch 11:00 am-2:00 pm

Dinner 5:00 pm-7:00 pm

##### Friday-Sunday

Brunch 10:30 am-1:30 pm

Dinner 5:00 pm-7:00 pm

#### **Cougar Den (Anschutz)**

##### Monday-Thursday

7:30 am -10:00 pm

##### Friday

7:30 A.M.-4:00 pm

##### Saturday

12:00 pm-7:00 pm

##### Sunday

12:00 pm.-10:00 pm

#### **Arturo's (Rockmont)**

##### Monday-Thursday

4:00 pm – 10:00 pm

#### **Food for Thought (Leprino)**

##### Monday-Thursday

7:00 am – 4:00 pm

## WHO TO ASK?

Questions about:	Who to contact:
<b>Accommodations—Academic/Housing/Meal Plans</b> Academic testing Academic assistance Service Animals /Emotional Support Animals	<b>Life Directions Center</b> 303-963-3010 <a href="mailto:accommodations@ccu.edu">accommodations@ccu.edu</a>
<b>Roommate Issues</b> Harwood/Waite--Annie Giles <a href="mailto:dgiles@ccu.edu">dgiles@ccu.edu</a> , 303-963-3498 Peaks -Carey Bienert <a href="mailto:cbienert@ccu.edu">cbienert@ccu.edu</a> , 303-963-3466 Rockmont- Laura Bootsma <a href="mailto:lbootsma@ccu.edu">lbootsma@ccu.edu</a> 303-963-3459 Yetter -Collin Quinn <a href="mailto:cquinn@ccu.edu">cquinn@ccu.edu</a> -303-963-3470	<b>Residence Life</b> Contact your RA to discuss roommate issues, and if they are not resolved, please see your RD.
<b>Ministry Hour requirement</b>	<b>Student Life Office</b> <a href="mailto:ministryhours@ccu.edu">ministryhours@ccu.edu</a> <a href="https://connect.ccu.edu/pages/lc-ministry-hours">https://connect.ccu.edu/pages/lc-ministry-hours</a>
<b>Tutoring</b>	<b>Life Directions Center</b> <a href="mailto:tutor@ccu.edu">tutor@ccu.edu</a> 303-963-3010 <a href="https://connect.ccu.edu/pages/lc-student-support-services#student-success">https://connect.ccu.edu/pages/lc-student-support-services#student-success</a>
<b>Writing Center</b>	<a href="http://www.ccu.edu/writingcenter">www.ccu.edu/writingcenter</a>

## RESIDENCE LIFE SAFF

Rockmont Hall

Phone: 303-963-3460

Fax: 303-963-3472

Email: [ccureslife@ccu.edu](mailto:ccureslife@ccu.edu)

### Jared Payton

*Associate Dean of Students for Residence Life and Auxiliary Services*

### Alex Sanjari

*Assistant Director of Residence Life*

Christie Turnbull

*Housing Operations Assistant*

### RD on Duty

303-596-2409

### Resident Directors

Laura Bootsma (RM)	303-963-3459	RH 123*	<a href="mailto:lbootsma@ccu.edu">lbootsma@ccu.edu</a>
Carey Bienert (RC/SN/LP/KC)	303-963-3466	RC 102*	<a href="mailto:cbienert@ccu.edu">cbienert@ccu.edu</a>
Annie Giles	303-963-3498	WA 310*	<a href="mailto:dgiles@ccu.edu">dgiles@ccu.edu</a>
Collin Quinn (YE)	303-963-3470	YE 133*	<a href="mailto:Cjquinn@ccu.edu">Cjquinn@ccu.edu</a>

\*On-campus residence

Residence Life Abbreviations	
ARD	Assistant Resident Director
DP	Duplexes
HA	Harwood
KC	Kit Carson
LP	La Plata
RA	Resident Assistant-Student Staff
RC	Red Cloud
RD	Resident Director-Professional Staff
RM	Rockmont Hall
SN	Snowmass
YE	Yetter Hall

# Colorado Christian University

## Student Handbook

### College of Undergraduate Studies

The Colorado Christian University community seeks to encourage the life of the person as an individual so that students will understand and utilize their unique, God-given gifts and abilities. Growth in the areas of spiritual and emotional maturity, interpersonal relationships, and social awareness, coupled with intellectual life, has remained the fundamental purpose of CCU so that students become firmly centered in the person of Jesus Christ. We intend for students to leave CCU not only prepared intellectually to follow a career where students can serve others and live out their faith but also to change the world around them. This is the spirit of the guidelines defined in this handbook. The guidelines express a commitment to educating men and women while integrating the Christian faith with the learning processes that students will be involved in for the rest of their lives. These guidelines also express the University's commitment to providing an atmosphere for study, personal exploration, and involvement in interpersonal relationships, spiritual life, and growth. These guidelines are designed to ensure that students can develop within an atmosphere most conducive to achieving goals in each of these areas while enjoying living and learning within the spirit of the Christian community.

#### **Our Mission**

Christ-centered higher education transforms students to impact the world with grace and truth. Colorado Christian University cultivates knowledge and love of God in a Christ-centered community of learners and scholars, with an enduring commitment to the integration of exemplary academics, spiritual formation, and engagement with the world. We envision graduates who think critically and creatively, lead with high ethical and professional standards, embody the character and compassion of Jesus Christ, treasure the gospel, and thereby, are prepared to impact the world in their callings.

***Christ-centered community***--Our community of interdependent students, faculty, and staff seeks to honor and obey Jesus Christ, who is present in Spirit and speaks in Scripture, in order to advance God's purposes in the lives of every member.

***Exemplary academics***--Our undergraduate and graduate curriculum integrates faith and learning in a scholarly environment that fosters critical and creative thinking, academic excellence, and professional competence.

***Spiritual formation***--Our academic and student development programs cultivate a deep and enduring faith that affirms the authority of Scripture and embraces Christ as the authentic center of life.

***Engagement with the world***--Our students experience and engage the world in ways that prepare leaders to serve and transform their professions, churches, and communities.



## **Statement of Faith**

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

- We Believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We Believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We Believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We Believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We Believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We Believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We Believe in the spiritual unity of believers in our Lord Jesus Christ.
- These declarations do not comprise all that individual Christians may consider important elements of faith; rather, they establish the essential framework within which members of the University both unite in shared beliefs and explore differences.

## **Statement of Convictions**

CCU is a Christian institution of higher education. Our University rests on a belief system where truth matters and where there is a unifying center (Christ) that holds all things and disciplines together. This has been our conviction since our founding in 1914, and it continues to be our conviction today. But the truth is to be held and lived out in love. Hence our motto, “grace and truth.” (John 1:14-16; Ephesians 4:15)

### *Holy Scripture*

We have always believed in the truthfulness of the Bible. We understand the use of the word “infallibility” in our Statement of Faith to mean inerrancy (as articulated in The Chicago Statement of Biblical Inerrancy), that the 66 books of the Bible, in their original manuscripts, are without error in all that they affirm. Scripture is our supreme authority under Christ. (2 Timothy 3:16; 2 Peter 1:21; Psalm 12:6; John 17:17)

### *The Gospel*

As evangelicals, we believe in Jesus Christ as Lord and Savior. The term “evangelical” comes from the Greek word *euangelion*, meaning “the good news” or the “gospel.” Thus, the evangelical faith focuses on the “good news” of salvation brought to sinners through Jesus Christ. We have a biblical mandate to share this good news everywhere. We also understand the language of being “saved” in our Statement of Faith to mean that we are saved (i.e., justified) by grace alone, through faith alone, in Christ alone, and that true faith will show itself in good works. (Romans 3:21-28; Romans 5:1; Galatians 2:16; Ephesians 2:8-10)

### *Race and Ethnicity*

Believing in a biblical view of human nature, we affirm that all people are made in the image of God and are consequently worthy of respect. Scripture also states that Christ has “ransomed people for God from every tribe and language and people and nation, and ... made them a kingdom and priests to our God.” Therefore, we look at the value of all persons through the lens of biblical truth as image bearers who can have a new identity in Christ. (Genesis 1:26,27; Ephesians 1-2; Revelation 5:9,10)

### *Sex and Gender*

In affirming “traditional family values” in our Strategic Priorities, we mean what Bible-believing Christians have always meant and what we have believed as an institution since our founding in 1914: that God created human beings in His image as male and female, that He ordained that marriage is to be between a man (male) and a woman (female) for life and that sexual intimacy is exclusively for marriage. (Genesis 1:26-27; Genesis 2:24; Matthew 19:4-6; Ephesians 5:22-33; Revelation 19:7-9)

### *The Church and Its Ministries*

When we claim to be “servants of the church,” we mean what we have always believed since our founding that all our employees — administration, faculty, staff, and also Trustees — should be committed Bible-believing Christians and true disciples of Jesus (see No. 2). While we recognize the vital role of pastors and teachers, we also believe in the priesthood of all believers, where God calls every believer to active ministry as a member of His body, the church, so we hold that every Christian at CCU (i.e., all employees, from the office staff to facilities, to faculty, to the president) should see their jobs as ministries to our

students and that all should live lives of obedience to Christ and His Word. (Matthew 16:18; 28:18-20; Ephesians 4:11-13; 1 Peter 2:9)

*Christ-centered Higher Education and Truth*

In its central convictions, CCU stands in the great tradition of Christian higher education in which education must begin with the “fear of the Lord,” must be rooted in the Scriptures and Jesus Christ (“in whom are hidden all the treasures of wisdom and knowledge”) and must affirm the truthfulness of truth and the reality of God’s created order. (Proverbs 1:7; 9:10; Colossians 2:3)

## Strategic Priorities

The CCU Board of Trustees adopted Colorado Christian University's strategic priorities to serve as a guiding compass for the University. They direct the implementation of Colorado Christian University's long-established mission and vision and provide context for our priority – an enduring commitment to Jesus Christ and His Kingdom. The strategic objectives provide a point of convergence for every member of the CCU community and every aspect of life at CCU, from how we teach and learn in the classroom to how we live with and serve others.

Colorado Christian University shall:

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

## APPLICABILITY OF HANDBOOK PROVISIONS

Descriptions of policies, regulations, and services described in this handbook are intended for all College of Undergraduate Studies (CUS) CCU students, either full or part-time. The term student includes persons enrolled at the University in the College of Undergraduate Studies and have attended at least one class, and those who may not be currently enrolled but who have a continuing relationship with the University. All students will adhere to the Student Standards of Conduct. The availability of services to students is subject to change at the discretion of the University.

Program features include, but are not limited to, the following:

### ***Policies***

Standards of Conduct	CCU CUS students
General University Regulations	All CCU students
Housing Regulations/Availability	CCU CUS students

### ***Programs and Services***

Athletics	CCU CUS students
Campus Activities and Leadership	CCU CUS students
Campus Ministries	CU CUS students
Counseling Center	CCU CUS students
Financial Aid	All CCU students
Food Service	CCU CUS students**
Health Services	CCU CUS students
Life Directions Center	CCU CUS students
Residence Life/Housing	CCU CUS students
Security	All CCU students
Senate	CCU CUS students

"All students" refers to any CCU student in any program.

\*CUS designates the College for Undergraduate Studies program.

\*\*Designates departments whose services may be accessed on a fee-for-use basis.

## **STUDENT LIFE**

### **Mission of Student Life**

In keeping with the mission of the University, its educational goals and assumptions, the Department of Student Life strives to support the growth and life of the CCU student through the following:

- An effort to integrate individuals spiritually, personally, socially, physically, intellectually, and vocationally.
- Programs that develop leadership skills and encourage students to assume positions of significant responsibility.
- Promotion of an academic and spiritual atmosphere in all student activities & services
- Encouragement of students to exercise their freedom and judgment while respecting the rights and needs of the campus community.
- Activities that promote service to others on and off campus
- Activities and services that maximize the opportunities for students to understand themselves, what God has in store for them, and through His leading, to grow and develop to their fullest potential.
- Activities that enhance an atmosphere of spiritual growth, renewal, and understanding while continuing the commitment to a relationship with Jesus Christ
- Activities, programs, services, and pathways to help students consider what it means to be a part of a community of learners pursuing God's grace, direction, and teachings.

### **Student Life Office**

Neal Anderson, Vice President of Student Life and Traditional Enrollment

Location: Student Life Office, Anschutz Student Center, 2nd floor

303-963-3362

The administrative responsibility for the supervision and coordination of the Student Life department rests with the Vice President of Student Life and Traditional Enrollment. These areas include Admissions, Campus Ministries, Security, Retention, Student Conduct, Athletics, Intramural Sports, Residence Life, Campus Activities and Leadership, Associated Students, University Health Services, Counseling Center, and a liaison relationship with the food service company. The Student Life Office is located within the Anschutz Student Center.

## **Athletics**

Jon Poag, Athletic Director

Location: Student Life Office Anschutz Student Center, 2nd floor

303-963-3180

Mascot: Cougar

Colors: Navy Blue and Gold

Affiliation: NCAA Division II, Rocky Mountain Athletic Conference; National Christian College Athletic Association (NCCAA) Division I

CCU competes in thirteen sports at the NCAA Division II level in the highly competitive Rocky Mountain Athletic Conference. Through the forum of competition, teamwork, and common goals, the athletics program at CCU seeks to spiritually transform the student athlete's life through building character by means of discipleship, mentoring, and role modeling. CCU provides an atmosphere of spiritual growth and formation that encourages student-athletes to explore their faith from whatever point they are in their relationship with Christ through molding, directing, and guiding them in ways that allow them to question and strengthen their relationship. CCU sponsors men's and women's teams in basketball, cross country, golf, soccer, tennis, volleyball, softball, and men's baseball. The athletic department offices are located in the upstairs portion of the gym.

## **Campus Ministries**

Location: Campus Ministries Building (South Side)

General Contact: 303-963-3375

Paul Faust, Dean of Spiritual Formation Campus Pastor

Contact: [pafaust@ccu.edu](mailto:pafaust@ccu.edu); 303-963-3303

The purpose of Campus Ministries is to provide intentional leadership and coordination for the spiritual formation of CCU students through planned programs and events which facilitate the spiritual growth and development of our students toward Christ-like maturity. Their mission is to provide an on-campus structure for effective worship/chapel, discipleship, and to equip and mobilize students to make Christ known around the world. At CCU, the term "spiritual formation" refers to everything CCU does, in and out of the classroom, to make faith in Jesus Christ the authentic center of the lives of those in the campus community. CCU seeks to educate minds, model holy living, instill passion for Christ, develop compassion for others, engage in authentic Christian community, and stimulate personal growth so that CCU may shape servant leaders to be a transforming force in the church, community and world for Jesus Christ.

There are four major areas of Campus Ministries: Worship, Discipleship, Outreach, and Missions. Campus Ministries is located just west of George Whitefield Center, just south of the Event Center.

## *Chapel/Worship*

The primary purpose or mission of Chapel is to inspire and motivate CCU students in their Christian faith and life toward greater spiritual maturity, and to provide a corporate time of worship and spiritual community (or “body life”).

We view chapel as a critical component of the CCU spiritual formation, corporate worship and spiritual community experience. Chapels are carefully and intentionally planned to “inspire the heart” more than just “inform the head.” Student-led worship teams, chapel speakers, and other approved chapel events seek to provide opportunities to “worship God in spirit and truth” by:

- Encouraging and promoting an intimate, personal relationship with God through worship and spiritually related teaching and instruction.
- Providing inspiring and challenging, biblically-based teaching intended to transform personal lives and promote spiritual growth.
- Complementing the work of the local church and the classroom through creative, effective communication on topics relevant to university students.
- Providing a corporate and spiritual community experience to promote CCU unity in Christ.

Questions or help, contact [chapel@ccu.edu](mailto:chapel@ccu.edu);

or contact the Campus Ministries Department at 303-963- 3375. There is more information about chapel later in the student handbook.

## *Local Church Participation*

CCU is not a local church and chapels do not replace regular church services. As Christian believers, we ARE the Church; we do not merely go to church.

Therefore, students are strongly encouraged and expected to pursue a meaningful relationship and involvement in a local church. It is our hope that every student will become involved in a local church body of their choice throughout the entire time they are CCU students. It is our desire and hope that every student will become involved in a local church on a regular weekly basis. Campus Ministries has a list of local churches and there is a list in the back of this handbook. Students in need of transportation to church can network with other students offering rides via the Campus Ministries office or contact through their RA.



## *Discipleship*

Heidi Ross, Assistant Dean of Spiritual Formation/Discipleship

Contact: [hross@ccu.edu](mailto:hross@ccu.edu); 303-963-3379

Spiritual formation and growth is often best facilitated through an intentionally structured form of discipleship. The purpose and mission of our discipleship program is to follow Jesus together through authentic relationship with God and others. We seek to cultivate a culture of honest, vulnerable, gospel-centered discussion through small groups and individual conversations that encourage and challenge one another toward sanctification and to activate God's Kingdom on earth.

There are multiple avenues on campus for students to pursue deeper personal and spiritual growth during their time at CCU:

- Discipleship Groups (D-Groups) – Weekly group meetings consisting of 5-7 freshman students who gather to deepen their relationship with God and with others through Bible Study, fellowship, accountability, and prayer
- Men's & Women's Ministry – Workshops, guest speakers, special events and/or retreats focused on specific issues related to men and women, their male and female roles and identities, their uniqueness and differences as well as ways they complement and relate to one another, and opportunities for spiritual enrichment and fellowship
- Mentoring – Through formal and informal relationships between students and on-campus faculty/staff as well as off-campus mentors who are devoted to nurturing the spiritual development of students. Students can apply for a Spiritual Mentor by emailing Heidi Ross and completing an application.
- Prayer Ministry – Opportunities for group prayer with other students, faculty & staff
- Small Groups – Bible study or topical study groups for upper-class students. Different groups are offered each semester and led by students, faculty or staff.

## *Student Missions*

[www.ccu.edu/CCU2theWorld](http://www.ccu.edu/CCU2theWorld)

The purpose of the Missions Department at CCU, called CCU2theWorld, is to encourage and provide opportunities for our students to think globally and to be a part of God's reconciling work around the world (2 Corinthians 5:17-20). Regardless of their field of academic study or interest, our goal is that students will leave CCU knowing that God has entrusted the message of reconciliation to all Christians, to be proclaimed both domestically and internationally.

We accomplish this purpose and goal in the following ways:

- Provide a campus-wide special missions emphasis or focus every October.
- Offer short-term mission experiences (domestic and international) to students, staff and faculty.
- Facilitate student leadership development through CCU2theWorld's leadership training program.
- Host representatives from mission organizations on campus to interact with students.
- Partner with other student clubs, organizations, and ministries to promote God's work around the world.
- Coordinate with the School of Theology in offering the Intercultural Ministry Minor.

### *Local Ministries and Outreach*

Believing that gifts are discovered in the stream, not in the well, CCU strongly encourages student participation in local ministries. CCU expects service and ministry in obedience to Jesus Christ and to show God's love in practical ways in this community. There are several student-led, local service oriented and/or outreach/ evangelism ministries which CCU students can become involved in to serve and to share the love of Jesus Christ while they are students. See the campus ministries website for more information.

**Counseling Center:** The Larry J Crabb Center for University Counseling

Location: George Whitefield Building

Dr. Alisa Shanks Ph.D., Director 303-963-3378

To request an appointment, please go to:

<https://connect.ccu.edu/pages/counseling-center>

The Larry J. Crabb Center for University Counseling strives to meet the needs of our students through Christian therapy. Our office is staffed by two licensed mental health professionals, assisted by 8-10 graduate-level counseling trainees to provide services for our undergraduate students. All on-campus counseling services are provided free of charge. Students who need long-term weekly counseling are referred off campus to better meet their needs. Due to the transitional nature of our trainee staff, we cannot promise continuity of care with the same provider for more than one semester. The Counseling Center offers individual therapy (either weekly or every other week), therapy/support groups, and substance abuse evaluations. We do not provide any prescription support for students who need medication to support their mental health needs, but we can refer students off campus for medication evaluation as needed.

The primary focus of the Counseling Center is to provide therapeutic support for students struggling various concerns, such as:

- Depression

- Anxiety / Panic Attacks
- Adjusting to College
- Eating and Body Image Concerns
- Perfectionism
- Relationship Issues (roommate/ friend issues & romantic relationships)
- Sexuality
- Pornography & Masturbation
- Stress management & Coping Skills

Appointments are necessary and can be requested through the CCU Connect Counseling Center page (<https://connect.ccu.edu/pages/counseling-center>). While maintaining legal standards of confidentiality, the Counseling Center works in collaboration with the Department of Student Life and Residence Life staff to promote student well-being and safety. They also collaborate with other departments on campus to provide prevention and wellness programs and discussion groups that address mental health related issues and topics. The Counseling Center staff have provided education and support on such topics as: eating disorders, healthy sexuality, improving relationships, self-care, substance abuse concerns, etc. The Counseling Center will assess for fit, and whether a student's concerns fall within the Center's scope of care. If concerns fall outside the scope of practice of the Center, off-campus referrals will be provided. Additionally, the Counseling Center regularly collaborates with faculty members, LDC advisors, nurse practitioners, and administrators to provide professional training and consultation. When necessary, the Counseling Center can serve as a liaison for students who are seen off campus for therapy. The Counseling Center also supports students when they are pursuing a Voluntary Hardship Medical Withdrawal for psychological reasons.

On rare occasions, CCU may require an individual to seek medical or psychological examination and/or treatment to maintain student status. Students are responsible for payment for off-campus psychological services. When required to do so by law, for the sake of a client or community safety, the Counseling Center will communicate with law enforcement, appropriate CCU administrators, and parents concerning safety concerns.

## **Student Conduct**

Location: Student Life Office, Anschutz Student Center, 2nd Floor  
 Sharon Felker, AVP Student Programs/Dean of Students  
 303-963-3362

The Dean of Students is the University's designee to administer the campus discipline process, including setting and upholding the University's Standards of Conduct. The office also supervises and advises the Student Standards and Accountability Board within the campus judicial process.

## **Residence Life**

Location: Rockmont Hall

Jared Payton, Associate Dean of Residence Life and Auxiliary Services

303.963.3460

[ccureslife@ccu.edu](mailto:ccureslife@ccu.edu)

For Emergencies, please call the RD on Duty at 303- 596-2409 or Security at 303-963-3222.

Located in the lower level of Rockmont Hall the Residence Life Office is open Monday through Friday from 9:00 A.M. to 5:00 P.M. Residence Life staff are available in the residence hall lobby of Rockmont and Yetter Hall during the evenings from 8:00 P.M. to 12:00 A.M. Students should refer all incidents occurring in the community to the Residence Life staff during these hours. After hours, please call the RD on Duty Emergency Cell Phone at (303) 596-2409 or Security at 303-963-3222.

Living on-campus is perhaps the most important decision students can make in their college career, as it provides the greatest opportunity for living and learning in community. In pursuit of accomplishing the mission and vision of Colorado Christian University and guided by the values of the Division of Student Life, the Department of Residence Life seeks, through quality residential programs, facilities, and services, to create a vibrant, healthy, God-centered student community exemplified by service, learning, spiritual growth, and leadership development. This community is facilitated and encouraged by the professional and para-professional Residence Life staff.

The community living program at CCU emphasizes the Christian mind and character within an atmosphere that is conducive to exploration, learning, risk-taking, and concern for the individual, as well as the community as a whole. Thus, living in this community requires students to live with integrity, honesty, and respect, take responsibility for their own actions, demonstrate care and concern for interpersonal relationships, and encourage responsible living among all others in the community.

The Residence Life program seeks to help students enjoy an on-campus living experience that provides opportunities for students to develop holistically. Thus, the Residence Life staff and other community leaders provide programs that encourage the mixing of various students' backgrounds and interests and promote education, uphold the University's Standards of Conduct, encourage positive

roommate relations and mediate roommate conflicts as necessary, and following up on incidents that occur within the on-campus residences.

Resident Assistants, under the direction of professional Resident Directors, are placed in each living area to role model behavior, build and encourage community, act as a student advocates and resources, serve as a liaison between the administration and students, help with facilities problems, and generally pursue the interests of the students within their environment as their foremost goal. These efforts may include confronting individuals about unacceptable behavior, following up on noise complaints, investigating vandalism, planning a group outing, facilitating building-wide programming, serving on-duty during the week, and being available to their students through community and individual meetings.

## Campus Activities and Leadership

Location: Anschutz Student Center, 2nd Floor

Jenna Hallock, Director

303-963-3373 [studentactivities@ccu.edu](mailto:studentactivities@ccu.edu)

In support of aUniversity that envisions graduates who think critically and creatively, lead with high ethical and professional standards, embody the character and compassion of Jesus Christ, treasure the gospel, and who thereby are prepared to impact the world in their callings, Campus Activities and Leadership enhances the student's educational experience through holistic care and leadership development by facilitating interactions and programs outside of the classroom. Programs include:

- Best of Colorado
- New Student and Senior Retreat
- Coffee House Visual and Performing Arts Programming
- Take a Break: Small Event Programming
- Event Approval & Marketing
- Intramural Sports
- Student Leadership Hiring Process
- Student Steals & Deals Programming
- Student Clubs and Organizations
- Campus Activities Board
- Oversight of the Anschutz Student Center and 5280 Altitude Fitness Center
- Management of Anschutz, Leprino, and Fitness Center Work Study Desk Attendants

The Campus Activities and Leadership Department is comprised of the following operational areas that seek to enhance the overall student experience All offices are located in the Anschutz Student Center, 2<sup>nd</sup> floor.

### *Anschutz Student Center*

Open daily, 6:00am -midnight

303-963-3023

The Anschutz Student Center houses the Campus Activities and Leadership Department. It is where you will also find the Game Room located on the 2nd floor of Anschutz and a variety of games such as pool, ping- pong, shuffle board video games, as well as a T.V. If you want to check out any of these game materials, be sure to go to the Anschutz Front Desk and a front desk worker will help you.

- 5280 Altitude Fitness Center: Located on the basement floor of Anschutz. The Fitness Center offers a variety of fitness classes and events throughout the week that you can join. You can also come and use the various workout equipment that ranges from cardio machines and treadmills to weights.
- Bon Appetite Cafeteria: Located on the first floor.

### *Intramural Athletics*

The Intramural Sports Program promotes healthy community life within CCU's student body by providing and coordinating high-quality athletics and other competitive activities. A vast majority of CCU students are involved in intramural athletics. CCU offers team sports such as flag football, basketball, Tiger ball, soccer, and volleyball, as well as a host of tournaments

### *Campus Activities Board*

Campus Activities Board (CAB) is a group of student leaders responsible for planning and executing events for the CCU community. Some of CAB's signature traditional events include King Cougar (a mock male beauty pageant), a Fall Dance and the Spring Formal, O'Malley's Alley (lip syncing competition). CAB also plans community events that vary every year.

### *Student Organizations*

Student organizations support students' sense of belonging and enhance community by providing opportunity for students to pursue or engage in a variety of experiences and passions. Through leadership development, adviser mentorship, budget management, and specific structure, students that participate in student organizations experience creative freedom and find individualized communities and opportunities throughout their time at CCU. Over 50+ different student organizations exist at CCU with new ones being created each year.

### *5280 Altitude Fitness Center*

The 5280 Altitude Fitness Center is for the use of all part-time and full-time registered CUS students. In order to provide equitable workout space for all students, CCU Athletic Teams must use the weight room in the Event Center when engaged in specific team conditioning. Athletes engaging in an individual, non-team workout may use the Fitness Center during open hours. If a whole or partial Athletic team need to use the Fitness Center during a specific time frame for any reason, they must seek permission from the Assistant Director of Campus Activities a minimum of 48 hours before the allotted time. If they are not given permission, the team will need to use other facilities.

## **University Health Services - 303-963-3365**

Anita Liebsch, FNP, Director

Location: Health Services Office, Anschutz Student Center, 2nd Floor

Staffed by a board-certified nurse practitioner, University Health Services provides routine, confidential ambulatory medical care for CUS students. Services offered at health services include, but are not limited to, the following: diagnosing and treating minor illnesses, performing annual physicals, prescribing medications, administering vaccines, and making medical referrals. The University Health Services nurse practitioner works with local physicians when consultation is necessary. A limited number of laboratory tests can be completed in the office, including rapid strep test, rapid covid-19 antigen test, mono test, blood sugar, hemoglobin, urinalysis, influenza A./B, rapid covid19 tests, and pregnancy tests. Blood draws are performed at Health Services with payment through personal health insurance. Allergy shots can be administered with a written physician's order and the serum must be supplied by the student. Health Services can administer immunizations (Tetanus, Meningitis, and Influenza), TB skin tests, limited over-the-counter medications, and loan of crutches when necessary. There is a small clinic fee with each initial illness visit. There are no charges for follow-up visits related to the same illness. Appointments can be scheduled Monday through Friday, by calling 303-963-3365, emailing [healthservices@ccu.edu](mailto:healthservices@ccu.edu), or by scheduling online. Walk-ins will be seen on a first-come, first-served basis as the schedule allows. The office is not open during chapel, on school holidays, school breaks, or during the summer. The University Health Services office is located in the Anschutz Student Center on the 2nd floor.



## STANDARDS OF CONDUCT

CCU seeks to create and maintain an educational environment where individual and institutional responsibilities combine to promote students' holistic development. For the University to achieve this goal within an atmosphere where the rights of its members are respected, it is necessary to establish policies and procedures that govern student conduct. These regulations have been developed to reflect the nature of a student community focused on educational and spiritual growth and the unique situations that arise within such a community of learners. As such, every member of the University community is provided equal rights and benefits in accordance with the expectation that each student demonstrates maturity, intelligence, and concern for the rights of others.

When a person demonstrates a lack of cooperation, respect, or consideration for himself or herself, the standards of the University, or the University community, CCU, acting through its officials and judiciary bodies, will take disciplinary action. Behavior that disrupts the community atmosphere at CCU, whether attempted or committed, cannot be tolerated, and will be addressed. Thus, it is the goal of the student discipline process, as outlined in Proverbs 13:24, to show the love of Jesus Christ for the University's students through prompt correction of behavior that disturbs the University educational community, based on a system of grace and guidance.

CCU students in the College of Undergraduate Studies are asked to assume positions of responsibility in the university judicial system as members of the University Student Standards and Accountability Board (which will be described later in this section) in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority for disciplinary matters, however, is vested in the University administration, the President of the University and his designees, and the University Board of Trustees. Under this authority, the Vice President of Student Life and Traditional Enrollment may assign adjudication of cases to the Student Standards and Accountability Board or administrative hearing officers at his discretion.

It is the intention of this code of conduct to clarify the standards of behavior essential to the University's educational mission and its community life. Consequently, the Standards of Conduct are applicable to all College of Undergraduate (CUS) students and their guests when visiting campus.

### **Purpose**

One of the distinctions of Christian Higher Education is the pursuit of a community that seeks holistic student growth (spiritual, intellectual, personal, emotional, and vocational) in an atmosphere that follows the example of Jesus Christ and Biblical teachings. Active participation in such a community requires students to abide by a common set of standards that reflect CCU's institutional mission and provide an

agreed-upon framework for student behavior.

CCU's Standards of Conduct are an integration of biblical teachings, civil laws, and concern for the respect for the rights of other community members, brought together to help create a campus community that seeks to honor God and one another in the common pursuit of educational and spiritual growth at an evangelical Christian University. As such, students are expected to live in accordance with the teachings of Scripture. Scripture teaches the Lordship of Jesus Christ over all of life and thought and stressed the importance of caring for one's whole being as a temple of the Holy Spirit. Believers are urged to be careful stewards of the mind, time, abilities, funds, and opportunities that have been given by God, and are instructed to love God with all of their being and to love their neighbors as themselves. In this way, CCU students must realize the important responsibility they have to personal righteousness, the practice of justice, the value of evangelistic outreach through word and life, and the exercise of freedom in Christ. The University realizes that most of what Scripture teaches in regard to attitude and behavior are difficult to define in terms of Standards of Conduct yet lie at the heart of relationships with God and with others. Thus, we encourage all members of the University community to address such attitudes and behaviors as they become discernible for positive change to occur.

In addition, all laws of the nation, state, and local community are to be obeyed. Of course, some issues regarding community living are not specifically addressed in Scripture or civil laws, and in such cases, CCU's Standards of Conduct direct students to act with respect for others, consider others' sensitivities and exercise personal restraint to provide an optimal community living and learning environment.

CCU's Standards of Conduct seek to integrate Biblical teachings, civil laws, and community standards based on the consideration and respect for others to help create and maintain a community environment in which all CCU students, whether on- or off-campus, strive to deepen their spiritual commitment and understanding of the Bible; develop their moral character; expand their intellectual abilities; participate constructively in community life; and observe and adhere to the rules and regulations of the University.

CCU encourages its students to take particular care to exercise discretion in their choice of entertainment, relationships, and associations. Students should also be aware of the growing problem of drugs, sexual behavior, and alcohol abuse today, as well as the offensiveness and danger of the use of tobacco. The University recognizes that these practices reduce the effectiveness of corporate testimony and could harm others. To this end, all such activity is banned from the campus and off-campus CCU students are subject to disciplinary review when information regarding alcohol, sexual activity, or drug use comes to the University's attention.

At CCU, we desire to take advantage of a unique opportunity to enhance students' growth through disciplinary matters in regard to developing responsibility for their own behavior, as well as establishing a community that is conducive to successful learning, living, and growing. In addition, learning to live within a common set of behavior standards seeks to increase students' abilities to live with others in a group situation and to function well in the campus community within the University's expectations. Consequently, disciplinary proceedings will be initiated when it becomes apparent that informal procedures are unlikely to produce desired changes in behavior. Accordingly, each student will be treated as an individual within formal disciplinary procedures.

It is assumed that individuals who join the University community will strive to deepen their spiritual commitment and understanding of the Bible; develop their moral character; expand their intellectual abilities; participate constructively in community life; and observe and adhere to the rules and regulations of the University as long as they are CCU students. This refers to all CCU students, including those living on and off campus.

The following are the purposes for disciplinary proceedings at CCU:

- To redirect behavior
- To protect the rights of others in the community
- To encourage and to teach responsibility for one's own actions
- To encourage an educationally-focused student living and learning community
- To discuss and explore with students how one's behavior is an outgrowth of our relationship with Christ.

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

### **Non-Disciplinary Policy**

Although the University seeks to correct students when they exhibit behavior contrary to its mission, CCU also wants to assist and guide students when they are struggling with a personal issue, relationship problem, or an issue normally handled through the discipline process. CCU is unique in that it offers opportunities for students to come forward with their struggles to staff and/or faculty, requesting assistance and correction. Behaviors that would normally be referred to the disciplinary process are handled through an action plan created by the student and the staff/faculty member. More on these policies can be found later in the handbook.

### **CCU Regulations & Applicable Criminal and Civil Laws**

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

Violations of federal, state, and local laws may be referred to appropriate outside agencies for disposition in addition to any University disciplinary action. An action involving a student in a legal proceeding in a civil or criminal court does not free the student from responsibility for his or her conduct in the University judicial system. If the student is charged in both jurisdictions simultaneously, the University will proceed with its own judicial review process according to its own timetable.

The University reserves the right to initiate disciplinary proceedings against students who have been formally charged with off-campus criminal violations by legal or civil authorities. The University also reserves the right to initiate disciplinary proceedings against students who may have otherwise committed an action off-campus, which may be related to the security of the University community or the integrity of the educational process. Such discretion rests with the Vice President of Student Life and Traditional Enrollment or the President of the University. Disciplinary regulations at the University are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms. The University reserves unto itself the right to interpret conduct which is in violation of these regulations.

### **Applicability of CCU's standards of Conduct: On-Campus, Off-Campus, Public Domain**

The Standards of Conduct and the student conduct process apply to the conduct of individual students and all University/College-affiliated student organizations. For the purposes of student conduct, the University/College considers an individual to be a student when a student has enrolled in courses and has attended at least one class and thereafter as long as the student has a continuing educational interest in the University/College.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll (and/or obtain official transcripts and/or graduate) and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the respondent has graduated, the University/College may invoke these

procedures and should the former student be found responsible, the University may revoke that student's degree.

The University reserves the right to refuse or revoke admittance and/or dismiss any person who does not conform either to the stated guidelines and regulations governing student conduct, or to the expressed principles, policies, and expectations of the University. The University also reserves the right to take action against an individual for violating the Standards regardless of how much time has passed since the violation. Finally, the University reserves the right to take disciplinary actions for violations of University standards by graduates awaiting degrees and students who withdraw from school while a disciplinary matter is pending.

CCU reserves the right to take necessary and appropriate action to protect the safety, well-being, and community life of the campus community and the students who comprise it. It may become essential for the University to take necessary and appropriate action as a result of students involved in incidents that:

- Occur off- campus.
- Are in direct conflict with the unique mission of the University.
- May affect the ability for students to function well in the University community, at University sponsored events, or the classroom.
- Occur during summer, winter, spring or holiday breaks.

The authority for deciding what action off-campus constitutes a threat to the campus environment or violates the integrity of the Lifestyle Covenant Agreement or mission of the university, rests with the Vice President of Student Life and Traditional Enrollment .

The University addresses off-campus violations of the CCU Standards of Conduct between currently enrolled University students, or students and other CCU community members, in the Prohibited Conduct section of this Handbook. The Senior Vice President of Student Life and Enrollment holds authority for making decisions regarding any off- campus behavior that is not addressed in this section which may constitute a threat to the campus environment or constitutes an incident unbecoming a CCU student. A student involved in an off-campus incident with another University community member could face charges in the University discipline process and judicial process, as well as civil or criminal charges. Complaints from University community members against University students involving infractions other than violations of the Standards of Conduct will not be the responsibility of the University to investigate or review.

The University Standards of Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the

public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University/College officials. However, most online speech by students not involving College/University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”.
- Speech posted online about the University/College or its community members that causes a significant on-campus disruption.

In the event of complaints from non-University citizens or agencies, the University will cooperate fully with local authorities in the performance of their duties, but it will not have responsibility for adjudicating the complaint unless a specific violation of CCU’s Standards of Conduct is involved in the complaint. The University will reserve the right to act in that instance.

## **General Student Conduct Expectations**

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

- Respect for the rights and human dignity of others, especially in the conduct of relationships.
- Respect for the rights and needs of the CCU community to develop and maintain an atmosphere conducive to academic study and personal life.
- Respect for the University’s academic traditions of honesty, freedom of expression, and open inquiry.
- Tolerance and respect for the different backgrounds, personalities, beliefs, and spiritual traditions of students, faculty, and staff who comprise the CCU community.
- A willingness to assist others needing support, guidance, or friendship.
- Respect for federal, state, and local laws and ordinances.
- Respect for the authorities, policies, procedures, and regulations established by the University for the orderly administration of University activities and the welfare of the members of the University community.
- Adherence to the values, attitude, direction, and tone that Christ set forth when relating to fellow students or community members who have been wronged or have entered a dispute.
- Ownership in a biblically based Christian community committed to confronting sin by its members through love and truth.

## **Notices of Changes in Student Life Policies**

All changes in, additions to, and deletions from existing Student Life Policies, including the Standards of Conduct, will be announced through the Office of the Vice President of Student Life and Traditional Enrollment. These announcements will be posted in selected high traffic areas of the University campus, the residence halls. They will be publicized through social media, email and in the Daily E-News. All changes are applicable to all students when announced and will be implemented according to the timetable advertised.

## DEFINITION of TERMS

Although the University cannot define every term involved in the handbook policies and procedures, it seeks to give general guidance to specific terms by defining them below. The University reserves the right to broaden or narrow these definitions as a particular incident may warrant, and the Vice President of Student Life and Traditional Enrollment has the sole discretion of deciding whether or not a particular incident is covered by a particular definition of prohibited conduct or in other areas of the Handbook. All definitions pertain to those in the code.

**“Active Disciplinary Investigation”** begins at the time any Student Life staff member (including chaplains/RA’s), another University staff/faculty member, or law enforcement become aware of a possible violation. Once the alleged violation becomes known, neither a Christian Community Commitment nor the Non-Disciplinary Agreement can be initiated.

**“Bullying”** is the repeated and/or severe verbal, written, or physical abuse of another person beyond a reasonable expression of opinion which is likely to cause another person humiliation, stress, psychological harm, or which is harassing in nature.

**“Cheating and Plagiarism”** refers to the act of taking another’s ideas, work, or experiences and presenting them as one’s own. This includes copying answers off another’s test, failure to appropriately cite another’s quotes or ideas, or presenting data or information in a manner that does not reflect the true nature of how the information was gathered or obtained.

**“Cohabitation”** refers to living with somebody of the opposite sex who is not a family member either on or off campus.

**“College”** or **“University”** refers to Colorado Christian University (CCU).

**“College or University Premises”** includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by CCU.

**“Conduct Unbecoming”** is any conduct, behavior, attitude or action that is not aligned with the Lifestyle Covenant and the intent of the university to have its students live and learn within a Biblical community pursuing a relationship with God and others that honors Him and encourages fellowship.

**“Consent”** knowing and voluntary and clear permission by word or action to engage in sexual activity by a capable person in a coherent mental physical or emotional state.

**“Controlled Substance”** is any type of substance, the possession, sale and use of which are regulated by law, including alcohol, narcotics, stimulants, and hallucinogens.

**“Course of conduct”** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

**“Dating Violence”** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such



a relationship shall be determined based on the reporting party's statement, considering the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**"Domestic Violence"** is crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**"Gender"** refers to the biological sex assigned by God at birth.

**"Hazing"** refers to any act that causes or is likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in personal or mental harm to any student or other person attending the University. Hazing includes any method of initiation or pre-initiation, either directly stated or implied, into a student organization, housing community, athletic team, or club, or any pastime or amusement engaged in by a University organization that would lead to such harm.

**"Harassment"** is offensive and unwelcome conduct based on a lawfully protected category that is so severe or pervasive that it creates a hostile learning environment. A hostile environment occurs most often as a result of repeated instances of behavior described above. However, a single instance of the described prohibited behaviors, where sufficiently severe, can amount to unlawful harassment.

**"Incapacitation"** Incapacitation means being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of the situation. Incapacity can be found based on someone's physical or mental status, based on developmental disability, or based on alcohol or drug use. A person who knows or should reasonably have known that another person is incapacitated may not engage in sexual activity with that person. *Use of alcohol or other drugs does not, in and of itself, negate a person's ability to give consent.* Alcohol-related incapacity results from a level of alcohol ingestion that is *more severe* than being under the influence, impairment, intoxication, inebriation, or drunkenness.

**"Intoxication"** is the state in which the quantity of alcohol or other substance the person consumes exceeds the individual's tolerance for alcohol or places them over the prescribed legal limit and produces behavioral or physical abnormalities.

**"Lifestyle Covenant"** is an agreement signed by all CCU students within the CUS program committing themselves to a biblical standard of relationships including confronting fellow students who are engaged in behavior contrary to the University standards.

**"Marriage"** is a covenanted relationship between a man and a woman validated by a current license issued by a governmental authority.

**"Member of the University Community"** includes any person who is a student,

faculty member, University official, or any other member employed or invited by the University. The Vice President of Student Life and Traditional Enrollment or his designee will determine a person's status in a particular situation.

**"Policy"** is defined as the written regulations of the University as found in, but not limited to, the Student Code of Conduct, Residence Life Housing Contract, Graduate/Undergraduate Catalogs, General Regulations within the Handbook, any individual CCU departmental policies, and those outlined in the Lifestyle Covenant Agreement.

**"Pornography"** refers to writings, photographs, magazines, film or videos, pictures, websites, advertisements, web postings of pictures or written materials, or other materials intended primarily to arouse sexual desire. Any decisions as to the appropriateness of material done for an academic course, program, or publication offered through CCU academic programs, including how it may be displayed, presented, or published, will be at the sole discretion of the Vice President for Academic Affairs, or her designee. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

**"Preponderance of Evidence"** is the standard of proof in which the party bearing the burden of proof must present evidence which is more credible and convincing than that presented by the other party or which shows that the fact to be proven is more probable than not or "more likely than not", the incident occurred.

**"Responding Party or Respondent"** is a University student or participant in a University Program who is reported to have engaged in a violation of the University Standards of Conduct.

**"Sexual Assault"** includes:

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental incapacity.

**"Sexual Conduct/Activity"** includes any consensual sexual behavior that occurs outside of the covenant of marriage. This includes sexual intercourse, cohabitation, public displays of affection, intimate contact, consensual sexual touching, behavior that exhibits a same-sex romantic relationship, pornography, and actions (for example spending the night with someone of the opposite sex) that may lead to situations of temptation, regret, and immoral conduct.

**"Sexual Harassment"** Includes:

- Quid pro quo harassment.
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity.
- Sexual assault, dating violence, domestic violence or stalking.

**“Spending the Night”** refers to staying with a person of the opposite sex for an amount of time during the regular sleeping hours of the night. (Examples: sleeping over at an apartment, sharing camping space together, sleeping in the car, etc.).

**“Stalking”** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.

**“Student”** includes persons enrolled in courses or programs at the University in the College of Undergraduate Studies and have attended at least one class, and those who may not be currently enrolled but who have a continuing relationship with the University and expect to enroll in a course or program the next semester available. All students will adhere to the Student Standards of Conduct and are responsible to be knowledgeable of the standards currently in force governing the campus community. Additionally, any individual enrolled in the College of Adult and Graduate Studies, but participating in a CUS program such as Residential Life, Athletics, or enrolled in a CUS course, will be considered a “student” for the purposes of the Standards of Conduct stated in the CUS handbook and expected to uphold all policies governing the CUS student population. CUS students who are currently enrolled, expect to enroll, or are admitted and have deposited, are bound by University CUS policies during summer, winter, spring or holiday breaks.

**“Substantial emotional distress”** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**“Threat”** is a statement of an intention to inflict pain, injury, damage, or other hostile action on someone. “University” or “College Official” includes any person employed by the University performing assigned administrative or professional responsibilities.

## PROHIBITED CONDUCT

The following actions constitute misconduct for which students may enter the discipline process. The definition of specific terms within the Prohibited Conduct, or which section of the Prohibited Conduct a student's behavior falls into, rests with the Vice President of Student Life and Traditional Enrollment or his designee. This list of misconduct that the University has set forth gives students fair notice of behavior that will not be tolerated from CCU students but is not to be an exhaustive list. The University reserves the right to administer disciplinary sanctions in situations not expressly covered by the Prohibited Conduct section.

Unless otherwise noted, prohibited conduct applies to all incidents whether on- or off-campus, including on University owned or controlled property, at University sponsored or supervised activities, at functions of recognized student organizations, and in off-campus situations where CCU students are present. Violations of these Standards of Conduct will result in disciplinary action.

### 1. Academic Integrity

- a. Plagiarism-- the presentation of another's work as one's own, whether it be text-based, visual, or audio; using another's ideas, examples, or analysis without giving credit; using one's own work from a previous project and presenting it as new work without reference to the earlier work; using generated artificial intelligence as one's own work without approval of the professor.
- b. Cheating—use of deception in order to avoid fulfilling the specific requirements of an assignment or course and/or in order to receive a higher grade than he or she might otherwise receive.
- c. Fabrication-- to create or make up; to lie or intentionally mislead by errors of omission or commission.

### 2. Alcoholic Beverages

- a. Underage use: Using alcoholic beverages while under the legal drinking age at any time or any place.
- b. Providing alcohol to minors: Contributing to an atmosphere where underage drinking is taking place (i.e. providing a venue for it to take place) or being a conduit to procure the alcohol.
- c. Using, possessing, or selling alcoholic beverages on campus or at University sponsored or affiliated events or activities.
- d. Intoxicated: Being intoxicated or contributing to intoxication at any time and in any place.
- e. Evidence of use of alcohol: Presence of empty alcohol containers on campus or at University sponsored or affiliated events including but not limited to cars, one's person, etc.
- f. Displaying of alcohol paraphernalia (i.e. empty bottles, corks, etc.)

### 3. Christian Community Commitment

- a. Being present where University policies are being violated and failing to

- confront students involved or failing to report.
- b. Contributing to an atmosphere where University policies are being violated.
4. Drug Use, Possession or Distribution
    - a. Possessing, using, manufacturing, cultivating, selling, passing, or distributing any controlled or illegal substance, designer drug, synthetic cannabinoid (i.e. Spice or K2), or prescription drugs. The possession and use of marijuana and medical marijuana is also prohibited even with a prescription. The term use includes, but is not limited to, drinking, ingesting, or introducing any amount of prohibited substance into one's body.
    - b. Possessing and/or use of any drug paraphernalia, i.e. bowls, rolling papers, pipes, hookah pipes, bong, "homemade" smoking devices, and other smoking devices or smoking paraphernalia for intended or implied use of any form of drug.
    - c. Using substances not necessarily considered illegal but are used in a manner to elicit a feeling of being "buzzed", high, or intoxicated (this includes use of marijuana). The use of any substance to alter one's personality, behavior or physical or emotional state is strictly forbidden.
    - d. Misuse of over-the-counter drugs or prescription drugs. This includes inappropriate sharing of prescription drugs.
    - e. Using mail services to purchase, pass, or distribute illegal drugs.
  5. Dishonesty
    - a. Furnishing false information to any University official in performance of their duties including, but not limited to, any University staff or faculty member and food services personnel.
    - b. Forgery, alterations, or unauthorized use of University documents, records, identification, or property.
    - c. Intentionally initiating or causing initiation of any false report, warning of fire, explosion, or other emergency on University premises or at University sponsored events or activities.
    - d. Scanning in for chapel and leaving early without scanning out or notifying a University official.
    - e. Forgery or unauthorized alteration or use of a University document.
    - f. Cheating or interfering with a drug test, or any other administratively administered test, survey, or assessment.
  6. Disorderly Conduct
    - a. Intentionally or recklessly interfering with normal University or University sponsored activities, including, but not limited to, studying, teaching, classes, chapel, research, University business, administration or events, or coaching.
    - b. Interfering with fire, police, or emergency services.
    - c. Annoying, disturbing, or otherwise preventing the orderly conduct of the residence halls, dining areas, activities, administration, surrounding

community residences, or classes of CCU, including, but not limited to, Residence Quiet Hour policies. Students and guests are expected to confine noise to their apartment. Excessive noise will not be tolerated at any time of the day or night.

- d. Engaging in disorderly conduct, intoxication, lewd or indecent exposure, obscene behavior on University premises, at University sponsored events or activities, or within the off-campus community, or at University sponsored events or activities. This includes inappropriate language, comments, or actions at University sponsored events, on University premises, or within the off-campus community. The Vice President of Student Life or his designee will determine the appropriateness of language, comments, or actions in a specific situation.
  - e. Intentionally and substantially interfering with the freedom of expression of others on University premises or at University sponsored events or activities.
  - f. Committing acts not on University property but related to the security of the University community or members thereof, or that compromise the integrity of the educational process at CCU or that disparage the name of the University. Such actions may include any Prohibited Conduct set forth in this section. The sole authority in deciding what actions constitute a threat to the safety, security, or well-being of the CCU community or its members will be vested in the Vice President of Student Life and Traditional Enrollment.
  - g. Aggravation or annoyance of animals on campus (geese, birds, rabbits, etc.).
  - h. Engaging in pranks that damage University or student property, disrupt the normal campus life, and/or harm, or have the potential to harm other persons or interfere with University business.
  - i. Engaging in pranks off campus that damage property, disrupt regular business or personal lives or have the potential to harm other persons or interfere with the business or the everyday daily life of an individual in the community.
  - j. Causing a disruption to the campus community through threats of or attempts to harm oneself causing others in the community to react in a way that compromises their ability to live, study, and be successful in the campus living and learning environment.
7. Failure to Comply/Rude or Uncooperative Behavior
- a. Failing to comply with University rules or sanctions or with the directions of University officials, or acting uncooperative or rude to other students, faculty or staff or in dealing with University officials. This includes, but is not limited to, Student Standards and Accountability Board members, Resident Assistants, Resident Directors, faculty or staff members, or campus security officers, acting in the performance of their duties or to comply with University rules or sanctions.

- b. Failing to appear and give testimony at University disciplinary meeting or hearing, unless excused.
  - c. Violating an alternative agreement such as a Non-Disciplinary Plan, roommate contract, behavioral contract, counseling or health agreement, or other special agreement or contract with the University.
  - d. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this code.
  - e. Failing to or refusing to sign the CCU Lifestyle Covenant Agreement.
  - f. Refusing to participate in a University drug test for student athletes.
  - g. Repeated vehicle citations
8. Inappropriate Conduct Towards a CCU Community Member
- a. Verbal or written threats, abuse, or actions towards any University official (Security Guards, Resident Assistants, Faculty, Staff Members, etc.) in the performance of their duties.
  - b. Bullying: the verbal, written, or physical abuse of another person beyond a reasonable expression of opinion which is likely to cause another person substantial apprehension, humiliation, stress, psychological harm or which is harassing in nature
  - c. Harm: Intentionally or recklessly causing or attempting to, cause physical harm to any CCU community member off-campus, on University premises or at University sponsored activities.
  - d. Harassment: conduct that is so severe and/or pervasive, and objectively offensive, that its effect, regardless of intent, impairs a person's ability to participate in the University's educational programs, activities, living environment, or employment. The harassment must be directed to or based on that individual's membership in a class protected by applicable law.
  - e. Conduct Unbecoming a CCU Student: Any conduct, behavior, attitude or action that is not aligned with the Lifestyle Covenant and the intent of the university to have its students live and learn within a Biblical community pursuing a relationship with God and others that honors Him and encourages fellowship.
9. Property Damage (includes possible property damage):
- a. Damaging (or causing possible property damage) University property or property belonging to other CCU community members living on or off-campus.
  - b. Littering or dumping trash on University operated grounds or common areas, including, but not limited to, University residential buildings.
  - c. Arson or attempted arson.
  - d. Starting or feeding any open fire on University owned or operated property, autos, or storage. (In the CCU on-campus residences, only charcoal and gas barbeques being used for cooking purposes are permitted).
  - e. Intentionally or recklessly misusing or damaging fire or life safety

equipment.

10. Sexual Conduct/Activity

- a. Sexual activity by consensual partners, including, but not limited to, sexual activity, cohabitation, spending the night together (regardless of the type of relationship and the location), of non-married CCU students with others, whether or not connected with the University.
- b. Same-sex relationships: engaging in a romantic same-sex relationship, defending, or advocating for same-sex romantic relationships.
- c. Distributing, possessing, or accessing pornography, which refers to writings, photographs, magazines, film or videos, pictures, websites, advertisements, web postings of pictures or written materials, or other materials intended primarily to arouse sexual desire, including internet access, visiting a strip club or similar establishment, and having inappropriate material mailed via the CCU Mail Room (appropriateness is determined by the Vice President of Student Life and Traditional Enrollment or his designee). Any decisions as to the suitability of material done for an academic course, program, or publication offered through CCU academic programs, including how it may be displayed, presented, or published, will be at the sole discretion of the Vice President for Academic Affairs, or his or her designee.
- d. Bedroom and after hours' visitation violations.
- e. Cohabitation and spending the night together.
- f. Inappropriate displays of affection. The University reserves the right to define and judge what types of public displays of affection are permissible on its campus grounds and at University sponsored events.

11. Sexual Harassment/Misconduct

- a. Quid pro quo harassment.
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity.
- c. Sexual assault, dating violence, domestic violence, or stalking.

12. Smoking—tobacco, e-cigarettes, vaporizers, etc.

- a. Using tobacco or any smoking product on the CCU Campus or any University operated buildings. This includes but is not limited to, cigarettes, cigars, cigarillos, hookah-smoked products, vaporizers, and oral tobacco (spit, spit less, smokeless, chew, snuff), or possessing it on University owned or operated property, or at University sponsored events or activities.
- b. Possession of tobacco or other smoking paraphernalia on campus.

13. Theft

- a. Theft of property or of services belonging to the University or other CCU community members or other public or private entities and knowing possession of stolen property, whether occurring on University premises, at University sponsored activities, or off-campus.



- b. Theft of computer services, or passwords; or unauthorized entry into a computer account not belonging to the student involved; theft or unauthorized use of another individual's food service account, theft or unauthorized use of student identifications.
  - c. Possessing any stolen property from on or off-campus.
14. Unauthorized Presence or Use
- a. Unauthorized presence in/on, entry to or use of University facilities or premises, including, but not limited to, building rooftops, computer labs, the Dining Commons, Event Center, classrooms, student rooms or cars.
  - b. Visitation or Bedroom Visitation: Opposite sex presence in bedrooms at all times. Opposite sex presence in common areas within the on-campus residences outside of visitation hours. This also includes two students of the opposite sex in a bathroom together.
  - c. Sleeping in any common areas of the University including the Student Center, Leprino, Beckman lounge area or camping on the grounds unless approved by the appropriate University personnel.
  - d. Tampering with or altering University equipment from its intended use. This includes propping open doors to buildings or to locked spaces.
  - e. Gambling on campus.
  - f. Providing Child care on campus.
  - g. Use of the pond that is not in alignment with policy.
  - h. Use of a BBQ or similar equipment not in accordance with the policy.
15. Weapons, Flammables, and Explosives
- a. Possessing or using firearms, incendiary devices, dangerous chemicals, or other dangerous weapons or explosives on University owned or operated property.
  - b. Possessing or using items which may not be immediately considered a weapon, but for the safety of the community are prohibited. This includes, but is not limited to hunting weapons, fireworks, dry ice bombs, paint guns, airsoft guns, camping axes, decorative knives, toys that look like weapons (note Nerf-like guns and water guns are ok) and other items deemed by the University as dangerous or hazardous.
16. Other Violations
- a. Violating other published University regulations or policies. Such regulations may include, without limitation, residence policies or the housing contract, academic policies, Lifestyle Covenant Agreement, regulations related to entry or use of University facilities, vehicle regulations, posting and distribution policies or food service policies.
  - b. Violating federal, state, and local law or ordinances, either on or off-campus
  - c. Violations of a Special Nature

It is the wish of the University to create policies for the protection and well-being of the individual. However, at certain times, situations arise of a unique nature not

otherwise addressed in the Standards of Conduct that may require investigation and administrative action. It is not the intent of this summary to address or include all such possible situations. Depending on the nature of the incident, the investigation and hearing may be handled using routine disciplinary procedures or other appropriate review procedures as determined by the Vice President of Student Life and Traditional Enrollment . (i.e., Special Administrative Evaluations).

## DISCIPLINARY SANCTIONS

Sanctions for violating prohibited conduct include any of the following, singly or in combination:

**Disciplinary Warning (Step 1)** - An official sanction given verbally and/or in writing, notifying the student of his or her misconduct and warning that subsequent infractions must not occur.

**Disciplinary Probation (Step 2 or 3)** - An official sanction status that places the student in a position that any subsequent misconduct during the period of probation will result in additional discipline, including, but not limited to, suspension or dismissal from the University. The term of the probation is determined by the Student Standards and Accountability Board or the Student Life staff member conducting the hearing. A student on a step 3 is ineligible for a CCU leadership position and will be removed from his/her current leadership position. If a student holds a leadership position and receives a step 2, the student's leadership advisor will be notified.

**Final Notice (Step 4)** - An official sanction notifying the student that any additional inappropriate behavior will result in removal from the University either in a limited-term suspension or dismissal for at least the remainder of the academic semester. A student's parents\* or guardians\*, LDC advisors, coach (if applicable) and leadership advisor/supervisor (if applicable) will be notified of this action. A student on a step 4 is ineligible for a CCU leadership position and will be removed from his/her current position.

**Disciplinary Suspension (Step 5)** - An official sanction that prohibits the student from attending the University, residing in, or entering into University owned or operated property, participating in any University activities, sports, academic organizations, or trips for a set period of time, typically to include at least one calendar week or the rest of the academic semester in which the offense occurred. The length of suspension will be determined by the hearing officer or board. A Disciplinary Stop will be placed on a student's record at the beginning of the suspension and will be removed at the end of suspension (regardless of when the suspension takes effect or if the student is transferring). If a student receives this sanction within the last third of the semester, the student life official may decide to defer the suspension to the following semester. In that situation, a disciplinary stop will be placed on the student's account immediately and will be lifted after the suspension period has ended. A Disciplinary Stop will prevent a student from obtaining transcripts or registering for classes. Coursework missed during suspension periods may not be made up. The student must complete an exit and re-entry interview with the appropriate University official. A student on step 5 is ineligible for a CCU leadership position and will be removed from his/her current

position.

*Notification of Suspensions* - Parents\* or guardians\*, LDC advisors, coaches (if applicable), leadership supervisors/advisors (if applicable) and other appropriate University offices will be notified of this decision.

**Disciplinary Dismissal (Step 6)** - An official determination canceling the student's registration at the University will usually last for at least the remainder of the academic semester in which the offense occurred and additional semesters as the sanction warrants. Students dismissed from the University for any length of time are not allowed to participate in any CCU activities nor be on University owned and/or operated property unless approved by the Vice President of Student Life and Traditional Enrollment or his designee. In the instance of dismissal all academic grades will revert to "F" grades and monetary reimbursements will not be made for tuition, housing, or any other University fee. A Disciplinary Stop will be placed on a student's record at the beginning of the dismissal and will be removed at the end of dismissal (regardless of when this dismissal takes effect). A Disciplinary Stop will prevent a student from obtaining transcripts or registering for classes. If the student receives this sanction within the last third of the semester, the Student Life official may decide to defer dismissal to the following semester. In that situation, a disciplinary stop will be placed on the student's account immediately and will be lifted after the dismissal period has ended. The Vice President of Student Life and Traditional Enrollment reserves the right to review any Dismissal Sanctions.

Students, who wish to return to Colorado Christian University after the dismissal period has ended, must petition the Office of Student Life to request reinstatement of privileges associated with enrollment. The petitions are sent to the Vice President of Student Life and Traditional Enrollment or his designee. The time at which a student is eligible to submit a petition for reinstatement varies but is detailed in the student's decision letter. While there is no specific format for the petition, any request for reinstatement should address the following:

- The student's current understanding of the factors that contributed to the dismissal
- What the student has been doing during the time away, and in particular, what has been done to address the unacceptable behavior
- Why the student feels ready to return at this time
- What the student will do to ensure that the concerning behavior does not reoccur, including identifying any resources at the University that may be helpful.

*Notification of Dismissal* - Parents\* or guardians\*, LDC advisors, coaches (if applicable), leadership supervisors/advisors (if applicable) and other appropriate University offices will be notified of this decision.

*Disciplinary Withdrawal*- In some instances, the Vice President of Student Life and Traditional Enrollment or his designee may offer the student a disciplinary withdrawal. Under the disciplinary withdrawal, a student will withdraw from all of his/her courses in progress and leave the campus immediately. No tuition refunds would be given, housing/meal plan costs may be prorated. In order to be considered for re-admittance, the student must complete certain requirements during a specified amount of time\* away from the University. These requirements will be outlined in a letter sent to the student  
\*Usually, the remainder of the semester or a full semester depending on the circumstance.

**Disciplinary Expulsion** - An official determination that permanently prohibits the student from attendance at the University; parents or guardians may be notified of this decision. Notification may also appear on the student's transcript for a set period of time. Following that period, a student may petition the University to have the notation removed from the transcript. Expulsion will automatically be applied to any student involved in a drug or alcohol incident three times.

*Notification to other University Officials* - In some cases, the Vice President of Student Life and Traditional Enrollment or his designee may deem it necessary to inform department heads or Deans of Schools in cases involving students majoring in subjects from the respective areas. The School of Education will be notified of any Education majors who receive a step 3 or higher.

### **Alternate Requirements/Conditions/Sanctions**

The University reserves the right to impose alternative requirements or conditions at its discretion in the disciplinary or judicial process. The student receiving one of the following requirements must make arrangements or complete the sanction within 8 business days of it being assigned regardless of the time it is assigned. "Business days" is defined as days the University is open. Such requirements or conditions may include, but are not limited to:

1. Restitution of fines (must be paid within 8 business days).
2. Work or service projects (5 hours of service will be required minimally if this sanction is assigned and must be completed within 8 business days of assignment).
3. Counseling evaluation sessions by CCU or off-campus professionals, which may involve drug, alcohol, or medical assessments. In the case of alcohol or drug violations, assessments are required as a part of the sanctioning (arrangements must be made within 5 business days).
4. Mentoring relationships (arrangements must be made within 5 business days).
5. Educational program sessions or other educational experience (arrangements must be made within 5 business days).

6. Restrictions on participation in campus activities and leadership, residence, parking privileges, or contact with individuals or groups on campus (length will be determined by Student Life Official—usually 1 to 2 semesters).
7. Attending local drug or alcohol addiction programs (arrangements must be made within 5 business days).
8. Eviction from University owned or operated housing (date will be determined by Student Life official).
9. Course withdrawal from a specific CCU class or total academic withdrawal from the University (arrangements must be made within 5 business days).
10. Necessary criminal or civil action with local, state or federal authorities.
11. Alternative requirements or conditions should typically be imposed in addition to normal disciplinary sanctions (i.e. warnings, probation, and suspensions), and not instead of them. If these alternative requirements are violated by the student or if he/she fails to meet conditions set for him/her in the disciplinary or judicial process, a more serious sanction up to and including suspension or dismissal, may be imposed at the discretion of the Vice President of Student Life and Traditional Enrollment or his designees, without further hearing or review. If the alternate requirements or conditions are not met within the allotted time indicated by the discipline letter, a disciplinary stop will be placed on the student's account which will prevent him or her from registering for classes or obtaining a diploma or a transcript. This stop will be removed when the conditions are met. If requirements are assigned the last week of the semester and the student Life official allows for them to be completed in the following semester, a hold will be placed on the student's account immediately and will be removed once requirements have been completed.

### **Summary Sanctions**

Summary Sanctions may include suspension or dismissal of a student and exclusion from University property may be imposed without the hearing process outlined in this section. The Vice President of Student Life and Traditional Enrollment or his designee may take this action if he/ she is satisfied that serious misconduct has occurred and/or that the student's continued presence on campus presents unreasonable risk of danger to himself or herself and/or the campus community as a whole. A student so sanctioned must leave the campus immediately.

As noted above, students may have other sanctions imposed on a summary basis. This includes, but is not limited to, the following: suspension from a campus leadership position; prohibition against presence in residences owned or operated by CCU; prohibition against participation in a University activity, sport, or academic trip; restriction against contacting, communicating, or otherwise interfering with

the activities or privacy of another CCU community member. In accordance with the CCU hearing process, following the imposition of a summary sanction, a hearing will be conducted. The hearing, using the general guidelines set forth in the section on Special Administrative Review or Standards of Conduct as appropriate, will determine whether the student should be reinstated, and the summary sanction removed or be placed on other appropriate disciplinary sanctions.

### **Mutual No Contact Orders**

In the event that a student Life official deems it necessary to refrain one student from having contact with another student because of issues that have arisen in the current relationship, the Student Life official, usually the Vice President of Student Life and Traditional Enrollment or his/her designee, will issue a written No Contact Order. In most cases, this action will be taken after an initial case review by the Student Life official. The university expects students to respect one another including request for cessation of communication or contact. NCOs will not be executed in situations where a student has not addressed the behavior. Note-- this DOES NOT apply in cases of alleged sexual assault/sexual harassment.

An NCO may be issued when there exists a reasonable concern that physical or psychological harm may result from such contact. The University will consider all facts and circumstances that may be relevant to whether an NCO should be issued, including, but not limited to, the following factors:

- When there are allegations, threats, and/or evidence of physical violence by one student against another.
- When there are allegations, threats, and/or evidence of harassment by one student of another;
- When there is a substantial risk of harm from continued contact between students;
- When continued contact between students may have a material impact on campus disciplinary proceedings.
- When a student requests one as a supportive measure in the course of reporting a potential violation of the Policy Sexual Misconduct

A no contact order means that neither student may contact the other student for the period of time specified. This No Contact Order will be in effect for interactions either on campus or off-campus and includes all events sponsored by CCU whether on or off- campus; however, some academic situations may make this impossible. In this case, both students are required to interact with one another in a civilized, respectful manner and only regarding academic issues. The Student Life Office will assist in changing either student's schedules in the event that shared classes will continue to cause issues between the students. In the event that one of the students involved in the No Contact Order wishes to have contact with the other

student involved, communication will be mediated by the Student Life official who put the No Contact Order in place. Any contact between students not mediated through Student Life, whether by the student requesting the No Contact Order or the student who has been ordered not to contact, will be seen as a violation of the order and further disciplinary action will be taken. If one of the students violates the No Contact Order, he/she should report it to the Student Life official so that the staff member may take appropriate action.

Any contact by the student requesting that a no-contact order be put in place for another student will immediately nullify the sanction, and further disciplinary action may not be taken. Students are also encouraged to put into place a permanent civil protection order through the local county authority. The University will enforce all legal protection orders to the best of its ability.

Although a NCO is not considered disciplinary in nature, failing to abide by the terms of the NCO will constitute a violation of the Student Code of Standards.

Due to the size of the Colorado Christian University Campus, NCOs may be difficult to fully execute. NCOs cannot ensure that students will not see one another on campus or be in close proximity to one another. Rather, they serve to limit potential interactions between the parties. If the respondent (student against whom the NCO was issued) has not been held accountable for a violation of the standards of conduct, the complainant may need to make adjustments such as housing moves, transferring out of courses (as available), or forgoing participation in a certain group on campus. If a respondent is found accountable for a violation of standards of conduct, then that student will have to make the adjustments.

#### No Contact Orders and Housing:

If a No Contact Order is issued between roommates/suitemates/apartment mates, both parties will be moved. There will be situations where certain accommodations or spacing issues will not allow for student moves to occur. The Office of Residence Life will evaluate and decide the final outcome/relocation at its discretion.



## **GUIDELINES FOR IMPOSING SANCTIONS**

Authority for determining and imposing sanctions, requirements, or conditions ultimately rests with the Vice President of Student Life and Traditional Enrollment, and his designees, the Student Standards and Accountability board, or Hearing Officers. In using the following guidelines, the Student Standards and Accountability Board (SSAB) or Hearing Officer should give primary consideration to the seriousness of the offense and the prior disciplinary record of the student when deciding upon an appropriate sanction. The prior disciplinary record of the student is not used in determining accountability of the incident in question, but will be used in determining appropriate sanctions outlined in the Disciplinary Sanctions section of this code. Other considerations may include the attitude of the student during the disciplinary process, including his or her cooperation, or lack of cooperation during the incident being reviewed, and recommendations from faculty or staff at the University. However, the Board or officer should typically employ the following guidelines in determining an appropriate sanction, requirement, or condition, unless there are exceptional circumstances that warrant the imposition of an alternative outcome to the hearing. Note that sanctions can be varied from this standard as the hearing officer involved takes all things about the case into consideration.

### **Features of the Process**

The disciplinary process is designed to be interactive between minor, probationary/ suspension, and major violations. Steps add together to accumulate a final sanction. For example, a student violating a probationary/ suspension prohibited conduct can receive three steps in the system. If a student is already on a step 2 violation for another minor violation, the student would automatically be placed on a step 5 sanction. Because of this feature, it is important that the student realize which step he/she she is on, and what possibilities remain if he/she continues unacceptable behavior. Hence, the foundation of the step system is that a student always knows what behavior receives what sanctions, where he/she falls within that system, and an easy view of what is to come should he or she continue their inappropriate behavior pattern. The University's goal is to have the student choose to re-direct his/her behavior, in order to meet University expectations in this area. In some cases, a student could be dismissed for his/her first known violation of the Code of Conduct if separate incidents add together to be placed on a step 6. It is not the intent of the disciplinary process to add up as many incidents as possible, but if separate violations occurred in the past and they become known, it is possible that a student will be held accountable for all of them.

## Disciplinary Records and Sanction Terms

Normally, sanctions are assigned to expire at the end of the current academic year. In the event that sanctions were applied after spring break, they will carry over until the end of the calendar year. Students begin each academic year at 0 steps except in the case of sanctions applied after spring break during the spring semester. Sanctions will be kept in a student's file for their CCU academic career and for seven years after a student leaves CCU to provide reference for jobs, re-admittance, transfer applications, etc. Any fine, restitution, or service requirement that a student fails to complete during the required sanction term may be charged with "failure to comply." In that instance, with discretion of the Vice President of Student Life and Traditional Enrollment, or his designee, sanctions and requirements may be increased and/or lengthened to cover semesters after the normal one-year period. In the instance of drug probation, that sanction is kept active until the student leaves the University, and in the case of subsequent violations of the drug policy, the student may be dismissed or expelled. Transcripts or registration may be withheld until the student completes sanction.

### 1. Minor Violations of the Code of Conduct:

Students violating expected conduct in the Minor Violation section can expect to receive one or two steps in the disciplinary process.

**Step 1** Disciplinary warning (usually verbal).

**Step 2** Written warning. A written letter of discipline is placed in student's file for:

- a. Violations of the Quiet Hours policy in the University residences or other incidents of disturbance of the peace (and items listed in Prohibitive Conduct section, item 10c).
- b. Acts of damage to University property or property of community members (and items listed in Prohibitive Conduct section, item 6a).
- c. Tobacco (including items located in Prohibited Conduct 8) use or possession on-campus, or at University sponsored events; under-age tobacco uses off-campus.
- d. Other violations of University housing policies, general University policies, or safety regulations.
- e. Failure to appear at a University judicial hearing.
- f. Knowledge of a violation of University policy will in result in an automatic 2 steps.
- g. Visitation violations of opposite sex after official hours, or in bedroom (Prohibitive Conduct section, item 11). Additionally, two students of the opposite sex shall not be in a bathroom at the same time. Note: A bedroom violation (for any reason) will result in 2 steps.
- h. Unauthorized presence/use on/in/of University buildings, facilities, and equipment (Prohibitive Conduct section, item 11).
- i. Failure to comply with
  - the timeline of completion of sanctions.
  - roommate contracts.

- University Officials.
- j. Minor pranks (pranks that do not interrupt University business, interfere with personal lives, or cause damage).
- k. Violation of local, state or federal laws or ordinances.
- l. Violation of housing policies not otherwise mentioned.
- m. Conduct unbecoming a CCU Student—conduct that is not defined, but is clearly inappropriate as defined by the mission and values of Colorado Christian University.
- n. Violation of dress code.
- o. Violations of the Sexual Harassment policy: Some examples may include non-consensual sexual touching or stalking.
- p. Minor violations of the academic integrity policy. The severity of the violation is determined by the Vice President of Academic Affairs and the Dean of Students/Asst. VP for Student Programs.

## 2. Probationary/Suspension Violations:

Students violating expected conduct in the probation or suspension area can expect to receive AT LEAST three steps in the disciplinary process.

**Step 3 Disciplinary Probation.** A letter to parents or guardians will be sent in the case of an alcohol or drug violation. A letter to academic advisor, coach (if appropriate) and parents or guardians may be sent in all other cases. At least one additional sanction will be applied.

**Step 4 Final Notice.** A letter to parents or guardians, coach (if appropriate) and the academic advisor will be sent. At least one additional sanction will be applied. Students on this step are reminded that they may be suspended or dismissed from CCU if they continue to engage in behavior contrary to the community standard.

**Step 5 Suspension.** A letter to parents or guardians, coach (if appropriate) and the academic advisor will be sent in all cases. The professors of the courses the student is enrolled in will be notified of suspension. Duration of suspension, including campus housing, will be at the discretion of the hearing board or officer. Typically, suspension is for at least one academic week. At least one additional sanction will be applied.

Students who are found accountable for *drug violations* will be placed on probation status for the remainder of their time at CCU. Any violation of the probation will result in dismissal.

Probation/suspension violations that are likely to result in a minimum sanction of probation or suspension with additional conditions or alternative requirements on the first occurrence include, but are not limited to:

- a. Causing major damage to University owned or operated property (and items listed in the Prohibited Conduct section, item 10).
- b. Possessing, storing or using the items listed in the Prohibited Conduct section, item 15.

- c. Unauthorized entry into a University facility or space (and items listed in the Prohibited Conduct section, item 14).
- d. Propping open a locked door to a University facility
- e. Intentionally harassing or threatening another person, including but not limited to residence or security staff (and items listed in the Prohibited Conduct section, item 9).
- f. Intentionally misusing fire or safety equipment. Automatically includes fines for misuse of fire extinguisher and false notification of emergency (and items listed in the Prohibited Conduct section, item 10d).
- g. Intentionally furnishing false information to the University (and items listed in the Prohibited Conduct section, item 5).
- h. Academic plagiarism or cheating.
- i. Petty Theft (and items listed in the Prohibitive Conduct section, item 14). Students found accountable for theft of roommate's belongings may be required to move apartments or may lose the privilege to live on campus. Students who are removed from campus housing will lose all housing deposits.
- j. Forgery or unauthorized alteration of a University document (and items listed in the Prohibitive Conduct section, item 5).
- k. Possession of stolen property (and items listed in the Prohibitive Conduct section, item 14).
- l. Cohabitation, spending the night together, or sexual activity on University premises or on University operated property, or off-campus by CCU students with other persons connected or not connected to CCU (and items listed in the Prohibitive Conduct section, item 11).
- m. Computer Crime or theft of service, including access to pornography and unauthorized use of another's password/account (and items listed in the Prohibitive Conduct section, item 14).
- n. Possession or use of a controlled substance, illegal drugs or drug paraphernalia on or off-campus or at University events or activities (See Drug Policy) This includes marijuana in any form (edibles, smoked, or medical).
- o. Alcohol Policy Violations: Alcohol possession or consumption on-campus or at University sponsored events or activities. Underage drinking at any time on or off-campus, or presence in an atmosphere where underage drinking is occurring regardless of age. Intoxication at any time either on-campus, during CCU related events, or within the off-campus community (and items listed in the Prohibitive Conduct section, items 2 and 4). Please see Alcohol Policy for more information.
- p. Being present while University Standards are being broken and failing to confront the situation or report to a University Official (see Christian Community commitment).
- q. Engaging in disorderly conduct, lewd and/or obscene behavior, indecent exposure, or intoxication (and items listed in Prohibited Conduct section

- items 6).
- r. Failure to comply with the directions of a University official (or other violations listed in 7 of the Prohibited Conduct section).
  - s. Same-sex romantic relationships, advocacy, defending, or practicing such relationships (listed in Prohibitive Conduct section, item 11).
  - t. Violation of local, state or federal laws or ordinances.
  - u. Pranks on community homes or businesses or on CCU Campus.
  - v. Sexual harassment incidents depending on the severity of the incident. This can include sexual exploitation, stalking, non-consensual sexual touching, or indecent exposure.
  - w. Harassment or bullying
  - x. Dressing or acting differently than the biological sex that God created a student to be (Cross dressing for a specific activity or event must be approved by an appropriate University official).
  - y. Gambling on campus.

**Special Note:** In addition to any other sanctions that may be imposed, students found accountable of the first offense of drug or alcohol possession or use, paraphernalia, or being in a situation where drugs are being used, whether on or off-campus, will be required to have a mandatory assessment by the Counseling Center and abide by the outcomes of that assessment. Any student found accountable of a second violation of any part of the Prohibited Conduct related to drugs or drug paraphernalia, or alcohol use during his/her entire enrollment at CCU, shall be liable for immediate dismissal or expulsion. A student involved in a third drug or alcohol violation of any kind during his/her entire enrollment at CCU will automatically be expelled. Drug and alcohol probation are the only statuses that remains active throughout the student's academic career at CCU.

### **3. Major Violations of the Code of Conduct:**

Students violating expected conduct in the major violations section can expect to receive six steps warranting immediate dismissal.

**Step 6 Dismissal** for at least an academic semester of current semester and the following semester or expulsion from the University permanently. A letter to parents or guardians, coach (if appropriate), and academic advisor will be sent. The Registrar's Office, Student Financial Services and the student's professors will be notified of dismissal. The student may be required to complete certain sanctions while he or she serves the dismissal period.

Major violations likely to result in suspension, dismissal, or expulsion on the first occurrence include, but are not limited to:

- a. Selling or distributing any controlled substance or illegal drug (and items listed in Prohibited Conduct section, item 2a).
- b. Intentionally causing physical harm to another person on or off campus,

unlawful detention of another person against their will or seriously threatening harm (and items listed in the Prohibited Conduct section, item 9).

- c. Sexual harassment incidents including non-consensual sexual intercourse.
- d. Arson (and items listed in the Prohibited Conduct section, item 10); Grand Theft (and items listed in the Prohibitive Conduct section item 14).
- e. Intentionally giving a false warning of a campus emergency (and items listed in the Prohibitive Conduct section, item 5b).
- f. Using, discharging, or possessing any weapon, explosive or dangerous chemical on campus or at University sponsored events or activities (and items listed in the Prohibitive Conduct section, item 8a).
- g. Intentionally interfering with University events or business activities, or educational purposes (and items listed in the Prohibited Conduct section, item 6).
- h. Failing or refusing to sign the CCU Lifestyle Covenant Agreement (Prohibited Conduct section, item 7e).
- i. Providing alcohol to minors. This applies to all students whether or not they are of legal drinking age. Any student who provides a way for underage students to drink alcohol can be held accountable and immediately dismissed.
- j. Violation of local, state or federal laws or ordinances.
- k. Refusing to participate in a drug test for student athletes.

Note: Service, fines, restitution, mentoring, medical, or psychological counseling or assessment may be added to any one (steps 1-6) of these steps.

### **Statement on Dishonesty**

Colorado Christian University holds a high expectation of honesty and the role it plays in the Christian Life. When a student is involved in a violation of the policies set forth in this handbook and chooses not to admit his or her accountability, or provides false information to the University, an additional charge of dishonesty will be added to those charges if it has played any part in the investigation of the incident. The University recognizes that a student may have an initial reaction of dishonesty upon being confronted with his or her accountability in a given situation, but it is the University's expectation that students learn to submit to authority and take responsibility for their actions.

### **Repeated Violations**

Repeated or aggravated violations of any section of the Standards of Conduct will likely result in additional sanctions, particularly if the infractions occurred during a Disciplinary Probation period.

### **Term of Sanction**

The term of any sanction imposed as a result of disciplinary infractions will

normally be set at the conclusion of the preliminary review hearing, SSAB hearing or Administrative Office hearing. Normally, such terms will extend to at least the end of the current academic year. Sanctions may be carried over until the end of the calendar year if the incident occurred after spring break. The CUS summer session is not regarded as an academic term. The Vice President of Student Life and Traditional Enrollment, or his designee, shall have the sole responsibilities for setting such terms and may extend, reduce, or otherwise alter the term as he/she sees fit. Students who are found accountable of additional infractions after the end of a sanction term will likely have new sanctions imposed which reflect past violations and penalties.

### **Eligibility for Graduation**

Students are not eligible for graduation or release of transcripts until the completion of judicial proceedings and the performance of sanctions.

### **Restoration Process**

Along with the fulfillment of disciplinary sanctions, a process leading to restoration within the Christian community will be offered to students who so desire. Student Life staff members are prepared to walk graciously alongside students through the experience of forgiveness, healing, restoration, and when possible, reconciliation with other parties.

This process is generally informal in nature and is adaptable to the circumstances of the individual student. It is our hope that students who have received discipline will come to see it as coming from God for their good. Staff will make every effort to walk with students through the hardship and pain of discipline, hoping that the product will be a harvest of righteousness and peace for those who are trained by it (Hebrews 12:7- 11).

# STATEMENT of STUDENT RIGHTS

## **ACCUSED STUDENT** (Also referred to as Respondent)

### **Preliminary Hearing Review Meeting**

During the preliminary review hearing, a Resident Director, the Director of Residence Life or the AVP/Dean of Students, or their designee, will meet with the student to review the incident. During this informal review, a preliminary recommendation regarding the incident is determined by the staff person. This staff person will make decisions based on a preponderance of evidence. If the student chooses to accept this recommendation, the appropriate sanction will go into force and the process ends. If the student does not agree with the decision, he or she may request a hearing. The student must do so within three working days of the Preliminary Review Hearing. At that time, a hearing with the Student Standards and Accountability Board will be set if the case meets the criteria for a hearing. If a hearing is granted, the student will be facing all possible charges involved in the incident.

If a student is contacted for a Preliminary Review Hearing, he/she will:

1. Have the opportunity to read all written reports regarding the circumstances and allegations of the case.
2. Have the opportunity to give reactions to reports and any additional information that might be helpful in resolving the case.
3. Receive oral notification of the results of the Preliminary Review Hearing immediately after the hearing if possible and no later than 24 hours after the hearing.
4. Receive written notification of the results of the Preliminary Review Hearing within five class days of the hearing unless extended by the Vice President of Student Life and Traditional Enrollment or his designee for good cause.
5. Have the opportunity to request a hearing by the Student Standards and Accountability Board.

### **Formal Hearing by Hearing Officers/Administrative Hearing Committee**

Should a student be required to appear at a formal hearing, he/she will be afforded certain procedural rights. Students should familiarize themselves carefully with the following. An accused student will:

1. Be given the opportunity to read all written reports to be presented at the hearing regarding the circumstances and allegations of the case.
2. Have an opportunity to give their reactions to the reports and to offer any additional information that might be helpful in resolving the case.
3. Have the right not to answer any questions that may be asked during the hearing and the assurance that a choice to remain silent will not be treated as



an admission of guilt.

4. Have the right to hear any testimony related to the case that may adversely affect the case and to question persons giving such testimony. In some cases, accommodations will be made to allow so that the reporting party does not have to answer direct questions from the accused student or directly question the accused.
5. Have the right to present witnesses, either to verify character or to substantiate circumstances related to the case. The accused must inform the officer/committee of the names of his/her witnesses prior to the hearing date.
6. Have the right to be accompanied by an advocate or advisor of choice \*\* who is not a party to the case.
7. Have the right to request an appeal based on the criteria outlined in the disciplinary process section.
8. Receive written notification of the results of the hearing within five class days of the hearing, unless extended by the Vice President of Student Life and Traditional Enrollment or his designee for good cause. In most cases, students will receive verbal notifications of the results of the hearing immediately following the hearing. In the case of being accused by another student of a violation, the accused has the right to be notified in writing of the outcome of the proceeding simultaneously; appeal procedures; any change to the result before it becomes final and when the results become final.
9. Have the right to confidentiality in the conduct of disciplinary hearings and record keeping. Except in the cases of suspension, dismissal, or expulsion, such information does not become a permanent part of a student's academic record and is usually removed from University files and records after a reasonable time period following the student's departure or graduation from the University.
10. The University reserves the right to modify these rights and adjust the disciplinary process as it deems necessary in order to assure fairness, order, and the physical and emotional security of the individuals.

## **VICTIM** (Also referred to as Reporting Student or Complainant)

As a victim in the disciplinary process, a student will:

1. Have the right to have University officials inform them of their options in the disciplinary process and to inform the student whether a hearing will be scheduled based on the available evidence.
2. Have the right to have their statement heard and recorded.
3. Have the right to decline to file charges or withdraw charges previously filed at any point in the process.
4. Have the right to choose to have the case heard in front of the Student Standards and Accountability Board or an Administrative Hearing Officer should the case result in a hearing.
5. Have the right to have an advocate or advisor of choice\*\* appear with them for support as they discuss their case with University officials or give testimony during a hearing.
6. Have the right to have the information treated confidentially by University officials during the disciplinary process as required by the Family Educational Rights and Privacy Act,
7. Have the right to offer witnesses who have personal knowledge of the relevant facts in the case.
8. Have the right to be notified in writing of the University's preliminary review of the case as well as the hearing results if one takes place, appeal procedures and any change to the result before it becomes final and when the results become final if the student is a victim of a crime of violence.
9. Have the right to appeal the preliminary review or hearing results to the Vice President of Student Life and Traditional Enrollment if it is believed that the disciplinary or hearing procedures were not conducted in accordance with the CCU Standards of Conduct.
10. Have the right to receive confidential emotional and psychological support from the Counseling Center.
11. Have the right to request that the University prohibit the alleged assailant from contact in any way. The University will accommodate the request to the extent feasible.
12. Have the right to receive a change in course or room assignment if such changes can be reasonably accommodated.

A staff member will review the following options with a student who is reporting that he/she is a victim of a crime/violation of policy (please note the procedures for a Sexual Harassment incident are posted online):

1. File criminal charges with the Lakewood Police Department (In this case the complainant will be interviewed by police investigators and city attorneys and may be called to testify in a court hearing if the case goes to trial).
2. File a civil lawsuit or restraining order request (One would need a private attorney to assist with this options, and he or she may be required to give testimony in court).

3. File a complaint against the student in the CCU discipline process. If one chooses this option, he or she can expect:
  - a. To be interviewed by the AVP/Dean of Students, or her designee, who will explain a person's rights in the judicial process.
  - b. To be notified in writing by the AVP/Dean of Students whether the case will go to a formal hearing following the preliminary review hearing.
  - c. To give testimony and answer questions about the case in front of an administrative hearing officer/committee, the respondent, and an advocate for the respondent, should the case go to a formal hearing. In some cases, accommodations will be made to allow so that the reporting party does not have to answer direct questions from the responding student or directly question the accused.
  - d. To be accorded those rights available to an individual as outlined in the handbook.
4. Inform University officials without filing a formal complaint. In this case the University may:
  - a. Discuss with the accused student the potential consequences of his or her actions if charges were to be filed-either using victim's name or not, as is desired.
  - b. Keep a record for future information without informing the assailant that the University has been contacted by the victim.
  - c. Offer an opportunity with a third-party mediator.

The reporting party/complainant may pursue these options at the same time or any of them separately. CCU encourages victims to file criminal charges against their assailants, but the choice belongs to each student, and the University will help the reporting party/complainant work through his or her choices with appropriate support services through the Counseling Center or other staff resources.

### *Retaliation Policy*

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for bringing forward an allegation or supporting a party bringing an allegation forward is a serious violation of University policy. Acts of alleged retaliation should be reported immediately to the Resident Director, Director of Residence Life or Dean of Students and will be promptly investigated. Colorado Christian University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation. Any individual who retaliates against any individual who has made a complaint or an individual who is providing support for a party bringing the allegation forward will face disciplinary sanctions which can include summary suspension.

To be considered retaliation there must be a causal connection between a

materially adverse action and the act of reporting a violation or participating in a conduct proceeding. A materially adverse action is one that would dissuade a reasonable person from reporting a violation, and includes, but is not limited to intimidation, threats, coercion or discrimination. A determination of whether an action is materially adverse is made on a case-by case basis by the Vice President of Student Life and Traditional Enrollment or his designee.

Please note that incidents that fall under Title IX have different processes. Please see <https://www.ccu.edu/titleix/> for full process information.

**\*\*Advisor of Choice**

Parties may choose from a trained University advisor available through the Dean of Students Office, choose a non-trained advisor from inside or outside the University, or may choose to proceed without an advisor. A party shall not select an advisor with the actual or effective purpose of disrupting the proceedings, causing emotional distress to the other party, or otherwise attempting to disrupt the process. The advisor, upon request of either party, may accompany the party in any disciplinary proceeding, advise the party in the preparation and presentation of sharing of information and advise the party in the preparation of any appeals or sanction reviews. The advisor shall not perform any function in the process other than advising the party and may not make a presentation or represent the party. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with their advisee quietly or in writing or outside during breaks, but may not speak on behalf of the advisee. Delays in the conduct process will not be allowed due to scheduling conflicts with advisors.

The Dean of Students may restrict an individual from participating as an advisor in a hearing when she determines that an advisor’s presence, based on the advisor’s prior relationship or interactions with either the respondent or reporting party is reasonably likely to cause significant emotional distress or to create significant disruption.

# DISCIPLINARY PROCESS

## Deadline for Initiating Discipline Procedures

The University shall not have any responsibility to process cases of alleged violations of the Standards of Conduct if the procedures outlined in the Handbook are not initiated within 90 calendar days after the date of the alleged violation. In the instance of a complaint, or conduct violation, that come to light after a 90-day period, the Vice President of Student Life and Traditional Enrollment, or his designee will have sole discretion as to whether the University will process the alleged violation.

## Responsibility for Disciplinary Records

In accordance with the University's Family Educational Rights and Privacy Act Policy, responsibility for the maintenance, storage, and release of student records related to disciplinary proceedings rests with the Vice President of Student Life and Traditional Enrollment or his designee.

## Discipline Process

1. Incident reports, alleging violations of the University Standards of Conduct from University officials or from other members of the University community or local authorities, will be forwarded to the Dean of Students or a Residence Life official, who will conduct a preliminary review of the facts of the case to determine if further action is warranted.
2. In cases involving residence students, Residence Life officials, upon receiving reports alleging violations of University policies from other students, security personnel, faculty, staff, or student staff will meet with the student to conduct the Preliminary Hearing to review the charges facing them and to recommend possible sanctions. If the sanctions are agreed upon by the student at the resident Life official's preliminary hearing, the enforcement of those sanctions will then take place.
3. If the student is found accountable for policy violations and does not agree with the assessment, the student may request a formal hearing. The case will be referred to the Dean of Students who will review the case to determine if it meets the criteria for a formal hearing. If a formal hearing is warranted, the Dean of Students will set a hearing date. The hearing may be with the Student Standards and Accountability Board or an Administrative Hearing Officer. In most cases, students involved in the disciplinary process at the formal hearing level must appear before the Student Standards and Accountability Board. In cases involving behavior that has prompted additional hearings, the student involved may request an Administrative Hearing Officer. In some cases, an Administrative Board comprised of staff and/or faculty members will be used.
4. In some cases, such as students who reside off-campus but have violated a policy in the residences on- campus or in University owned properties, the

Director of Residence Life will conduct the Preliminary Review Hearing. If the student has violated other University policies, the Dean of Students will conduct the Preliminary Review Hearing.

*If the Dean of Students sets a formal hearing, the student can expect the following to occur:*

1. The Dean of Students will notify the student of the charges against him or her and will summon the student in writing to appear at a hearing.
2. The student will be provided with all written material that will be presented at the hearing. Any CCU community member who was party to the incident may be called by the University as a witness.
3. The student will be provided with a statement of his or her rights in the disciplinary process, as well as a statement of the nature of the process.
4. The student will have the opportunity to have an advocate of his/her choice from the University community accompany them in the process. They will also be assisted by a student advocate from the Student Standards and Accountability Board or another member of the CCU community if a Student Standards and Accountability Board member is not available.
5. The student will have the opportunity to tell his or her side of the incident, call witnesses with critical knowledge of the incident on his or her behalf, ask questions of those who filed reports against him/her, and to summarize his or her feelings concerning the incident.
6. The student will then be notified in writing of the findings of the hearing within five calendar days from the hearing date and have the right to appeal those findings to the Vice President of Student Life and Traditional Enrollment. Typically, an oral verdict will follow the hearing.
7. A student not appearing at a scheduled hearing will be considered as having accepted all charges and sanctions pending against him or her. Because of scheduling conflicts, all students summoned to a hearing will be required to participate regardless of classes, work, or other scheduling conflicts. This includes students appearing as witnesses in the proceedings.

*Note: The faculty and the respective Dean will handle academic integrity cases in terms of what action will be taken within the course. The case will then be referred to the AVP Student Programs/Dean of Students or his designee for other discipline as per the code of conduct.*

### **Criteria for Requesting a Formal Hearing/Statement on Admitting Accountability**

Students who, after being confronted with the inappropriate behavior they have displayed, admit accountability for his/her behavior may not be offered an opportunity to receive a formal hearing in accordance with the judicial guidelines. Typically, the University's judicial processes are for the purposes of finding

accountability and then applying the sanctioned guidelines that have already been established by the University. ***The judicial hearing is not a forum for the lessening of the directed sanction as outlined by the University under this code.*** Of course, when there are clear mitigating circumstances involving the case, it will always be appropriate for a formal hearing, but in the case where a student admits their accountability, the University official involved may assign the appropriate sanction within the preliminary hearing stage and the case will not be adjudicated further. There is no appeal process for sanctions applied as long as they fit within the sanctioning guidelines.

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

Student groups may be charged with violating the Standards of Conduct or other University policies. The group may be held responsible, either individually or collectively, if violations by those associated with the group received tacit or overt consent or encouragement of the group or its officers. Possible violations will be referred to the Vice President of Student Life and Traditional Enrollment, or his designee, for processing under the provisions of the Standards of Conduct. Sanctions for a student group may include revocation of the group's right to exist at the University, as well as other appropriate sanctions. Student groups will be accorded the same hearing and appeal procedures provided for students herein.

### **Note on Student Absence and School Breaks**

Students who are away from the University for a period of time for academic suspensions, disciplinary dismissals, leave of absence, study abroad, etc. and are found in violation of University Policies, during their absence may not be allowed to return as a CCU student.

If the University learns a student has violated a University policy during extended breaks in the year (Fall Break, Winter Break, Spring Break and Summer Break), the University may choose to pursue discipline appropriate to the violation.

### **Formal Hearings**

In the event an accused student is granted a review of his/her case, the case will be adjudicated by an Administrative Hearing Officer or an Administrative Conduct Committee. In most cases, the committee will adjudicate, however depending on the time of year, the readiness of the committee, or the nature of the case, an Administrative Hearing by a Hearing may be more appropriate. The Vice President of Student Life and Traditional Enrollment or his designee will choose the type of hearing for each case.

The Administrative Conduct Committee will consist of the following University staff, students and faculty

- a. One faculty member.

- b. Two staff members.
- c. One student leader selected from the student leaders chosen by the formal student leader hiring process.
- d. One member of the student senate.
- e. Dean of Students who will chair the hearing, but not vote.

The committee is selected. All issues, findings, or sanctions in a case will be decided by a majority vote. The chair will conduct the hearings.

### *Advocate*

Students may invite an advocate to attend the hearing. The advocate must be a CCU staff/faculty/currently enrolled student. The advocate may attend the hearing but may not speak for the student or ask questions of the hearing officers/committee. Use of this advocate is done at the student's own discretion. The student may also choose to select an advocate from the CCU community.

### *Testimony*

Should the hearing officer or committee decide that additional evidence or testimony is required to resolve the case; a second hearing date may be scheduled with the student to review this information. The officer or committee will have the right to request the presence and testimony of witnesses relevant to the case. As a condition of their enrollment at CCU, students are required to appear as witnesses and give testimony, unless excused for a justifiable reason by the Dean of Students. Witnesses who refuse to appear may be held in violation of the University's Standards of Conduct and referred to the Vice President of Student Life and Traditional Enrollment or his designee, who may elect to initiate disciplinary proceedings.

### *Attendance at Hearing*

The only individuals allowed to attend the hearing are the hearing officers/committee and

- The accused student.
- The accused student's advocate or advisor.
- Witnesses called
- Witness called by the accused student.
- The reporting party's advisor/advocate.
- In cases where a local law enforcement member was a witness to the incident, he/she may be asked to testify at a hearing.

Note: Please see additional information on advisor attendance at a hearing.

### *Advisor Attendance*

The advisor, upon request of the responding student, may accompany the student



in any disciplinary proceeding, advising the respondent in the preparation and presentation of sharing of information and advise the respondent in the preparation of any appeals or sanction reviews. The advisor shall not perform any function in the process other than advising the student and may not make a presentation or represent the party. The respondent is expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with their advisee quietly or in writing or outside during breaks but may not speak on behalf of the advisee.

### *Deliberations/Standard of Proof*

In deliberating verdicts, the officer/committee will typically make decisions based on a preponderance of evidence after reviewing, but not limited to, all testimony from witnesses, written statements, and other relevant information. In evaluating conflicting testimony or statements, the board or officer will determine which version of events is more credible.

### *Appeal Process*

Following the hearing and decision of the board or officer, the student has a right to appeal the findings or results of the hearing to the Vice President of Student Life and Traditional Enrollment. Appeal requests must be made in writing within three academic days (except for in the case that there would be a gap caused by a school break such as Thanksgiving, Christmas and Spring Break) after receipt of the written results of the hearing.

Appeals from students held accountable will only be granted on the following grounds:

- a. The sanction imposed is grossly disproportionate to the offense (including consideration of the student's prior offenses or willingness to cooperate).
- b. The student was not accorded his or her rights as outlined in the Standards of Conduct, and this failure significantly affected the student's right to receive a fair hearing.
- c. The decision of the Board or officer was not supported by substantial evidence.
- d. New evidence has become available since the initial hearing that would have significantly altered its results.

Appeals of decisions may also be made by any other party to the proceedings. Such appeals will only be considered on the grounds that the officer/committee failed to follow provisions of the Standards of Conduct; the testimony presented in the case was false or given fraudulently and that such actions prevented a fair and thorough review of the facts of the case; or that a board member or the Hearing Officer had a conflict of interest, which prevented him or her from considering the case in a fair and impartial manner.

In most cases, the Vice President of Student Life and Traditional Enrollment will

only review a written appeal request, the case file, and written findings of the board or officer. The case will not be re-heard by the Vice President of Student Life and Traditional Enrollment. In cases involving suspension, dismissal, or expulsion, the Vice President of Student Life and Traditional Enrollment may also wish to review the case with the student, any witnesses, or other appropriate parties prior to making a decision. Under normal circumstances, imposition of sanctions will be deferred pending the review of the appeal request.

NOTE: The Vice President of Student Life and Traditional Enrollment automatically reviews all recommendations of long-term suspension, dismissal, or expulsion from the University before the sanction is carried out. Following review of the appeal request, the Vice President of Student Life and Traditional Enrollment may elect to void the decision of the board or officer, uphold the decision, alter the sanction, or return the case to the board or officer for a new hearing. The decision of the Vice President of Student Life and Traditional Enrollment on all appeals is final.

### *Differing Sanctions*

There may be cases in the discipline process where students involved in the same incident will receive differing sanctions. It is our goal through sanctioning guidelines that this is a rarity. However, when one student accepts a standing in the discipline process and another seeks to go further and have an administrative hearing, there are possibilities that the sanctions will be different. Upon the occasion of an outcome for a particular student in the process, other students who accepted their discipline sanction will not automatically be changed to the decision that the hearing process produces. The University will, however, give the student who accepted his or her standing in the process an opportunity to re-open his or her case and opt for a formal hearing.

### *Reasonable Accommodation for Students with Disabilities*

Any student with a disability involved in this process has the right to request reasonable accommodation in order to ensure their full and equal participation. Students wishing to request reasonable accommodation should make those requests directly to The Dean of Students. Examples of reasonable accommodation include but are not limited to sign language interpretation, real-time communication access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.

# CIRCUMSTANCES AFFECTING HEALTH OR SAFETY

## Special Administrative Evaluation

The University reserves the right to deny admission, continued enrollment, or re-admittance to any student who presents behavior whose personal history and background indicate that his/her presence at the University would endanger the following: his/her health, safety, or welfare; the property or welfare of the members of the academic, or greater CCU community; or interfere with the orderly and effective performance of the University (in the classroom, residence halls or any other part of University business), or its official's, functions.

A student may be subject to special requirements or sanctions, including dismissal or suspension from the University, for actions not otherwise covered in the Standards of Conduct if it is determined from the student's behavior that he or she:

- Lacks the capacity to understand the nature of the charges against him or her, or to respond and participate in the disciplinary process.
- Poses a danger to self or others.
- Has become gravely disabled—that is, lacks the ability to care for himself or herself.
- Through their behavior or medical condition has become a disruption to the orderly function of the University.

In such instances, the case will be referred to the Vice President of Student Life and Traditional Enrollment who will schedule an evaluation of the student by appropriate medical or mental health professionals on or off-campus. The student may also elect to seek an independent medical or mental health evaluation for the purposes of this review. All costs associated with any evaluation will be the responsibility of the student.

## *Evaluation Team*

If necessary, the Vice President of Student Life and Traditional Enrollment will convene an evaluation team to review the case and make appropriate recommendations. The team will normally consist of:

- A member of the Counseling Center staff or University Health Services staff.
- The student's Life Directions Advisor.
- An additional faculty member or administrator designated by the Vice President of Student Life and Traditional Enrollment.
- The student's Resident Director (if on-campus student).
- The Vice President of Student Life and Traditional Enrollment, his designee, or both.

The team will review all issues and information relevant to the student's condition and his or her ability to continue at the University. In conducting their evaluation,

the team will:

- Have access to all records concerning the student, with the student's signed consent, including the results of the professional medical or psychological assessment.
- Have the right to call in any person who can supply information relevant to their analysis.
- Conduct all of their proceedings in strict confidence and in compliance with state and federal non-discrimination laws.

The student will have the right to appear in front of the team to present evidence in support of his or her continued enrollment at the University. An advocate drawn from the University community or his or her immediate family may also assist the student in making the presentation. The student also has the right to be informed of all information covered by the team.

All evidence presented to the team will be given due consideration in the decision-making process. Following the review of all relevant information the team will report its findings and recommendations on continuing the enrollment status of the student to the Vice President of Student Life and Traditional Enrollment. The Vice President of Student Life and Traditional Enrollment will then make the final determination as to whether the student should remain at the University, and if so, under what conditions. In the event that a student is suspended or dismissed, the Vice President of Student Life and Traditional Enrollment may also elect to impose conditions for the student's reinstatement.

***Note: The decision of the committee is final. There is no appeal.***

A student who fails to cooperate with either the evaluation process or with the conditions set for his or her continuance at the University may be suspended on a summary basis as noted above.

In cases where it is believed that the student's behavior poses a danger of causing imminent harm to self or others, the student will be referred or transported to the proper safe environment and may be summarily suspended or dismissed from the University immediately. Typically, in such cases, appropriate medical and law enforcement agencies, as well as family members, will be notified. The evaluation process should then take place following the student's suspension and removal from campus.

Students who are asked to leave the University under this provision, in all but disciplinary cases, will be withdrawn from their courses and refunded the appropriate amount of tuition and room and board.

## **Student Health or Safety**

There are many demands on college students and sometimes the demands exceed the resources one has for managing them. In other cases, biological factors may play a part in a person's ability to cope or not to cope with stress effectively. In most situations, a combination of environmental and biological factors may contribute to a student feeling highly stressed and overwhelmed. CCU staff members are committed to helping struggling students get the help they need in order to be successful in their pursuits as students and as members of the CCU community. If the University deems a student to pose a threat to self or others, the student will be referred to the CCU Counseling Center. The Counseling Center will assess the student and will send students to the Colorado Crisis Services Walk-In Center or other similar resource for further assessment when appropriate. If the student refuses to submit to an assessment, the student may be summarily suspended from the University pending the Special Administrative Evaluation process. Following the assessment, the Director of the Counseling Center will make a recommendation to the Vice President of Student Life and Traditional Enrollment or his designee regarding the student's continued enrollment and participation in activities at the University. If the student disagrees with the recommendation, he/she may be summarily suspended pending the Special Administrative Evaluation process.

Because it is important to have support when students are experiencing physical or mental health issues, a university official will contact the student's parents/guardians when a student is admitted to a hospital, emergency department, or to a mental health facility. Additionally, if an ambulance responds to a health situation on campus and the Emergency Medical Technician (EMT) suggests that the student be transported to the hospital, it is the University policy that the student cannot refuse and must be transported. Parents/guardians will be contacted so that they can provide support and direction for the student's care.

## **Eating Disorders**

Eating disorders represent a significant mental health concern for a student's physical and mental wellbeing. Depending on the extent to which a person is participating in unhealthy eating and exercising behaviors, eating disorders can be life-threatening. The person who has a serious eating disorder may not be aware that he/she has the disorder or may deny the struggle. When a student or staff member suspects that a student may have an eating disorder, the concern should be reported immediately to the Director of the Counseling Center. The Director of Counseling and the Director of Health Services will contact the student to evaluate any medical concerns. . If it is determined that the student is a danger to himself or herself because of disordered eating and other behavior patterns, parents or other family members may be contacted by the Director of Health Services. The student may be required to undergo a medical evaluation at one of the local Eating

Disorders Treatment facilities in the Denver area. The Counseling Center Director will then determine the appropriate course of action for the student to access the care they need, based on the results of all evaluations. This treatment recommendation may include inpatient treatment, outpatient treatment or a combination of both, along with other associated services to support the student who is struggling. The student must follow the recommended course of action, or they may need to medically withdraw from the University to seek a higher level of care. Students whose health is impacted by an eating disorder, and who do not want to pursue the recommended course of action, may be subject to a Special Administrative Evaluation.

### **Student Absence due to Hospital Stay Or Referral/Self-Admittance due to Mental Health Issue**

If a student must be hospitalized for a prolonged period of time due to a medical or mental health issue OR was referred to or self-admitted to the ER or Crisis center due to a mental health issue, he or she may return to on-campus living only after the treating physician has spoken with the CCU Director of Counseling Services (mental health issue) or CCU Director of Health Services (physical health issue). The appropriate staff member will discuss a student's return to on-campus living with the treating physician to determine if appropriate. This is to ensure that the medical or mental health issue is being well-managed, and the student can function in an on-campus living environment and in the academic setting. If the student was hospitalized due to concern of harm to self or others, the student will be required to provide a written statement from a licensed physician or licensed mental health professional. This statement must indicate that the student is no longer a risk to himself or herself and others, that he or she is under the care of a licensed physician or licensed mental health professional and that there is a viable safety plan in place if the student's suicidal/homicidal ideation returns. Any student who varies from the plan set forward by their treatment team, and agreed to by the student will risk being removed immediately from campus.

Living in a college residence hall is very different than living at a person's childhood home or even an off-campus apartment. The university needs to complete a due diligence process to ensure a living environment that can be conducive to academic, social, and emotional success for all students. Depending on the situation, there may be some restrictions to returning to live on campus and/or participating in classes. The CCU community can provide an atmosphere where students dealing with physical or psychological issues can be successful in coping with these issues while attending CCU. The University, however, is not a treatment facility, and when students cannot be successful in all aspects of campus community because of their personal struggles, it may be necessary to consider whether remaining enrolled at CCU is the right choice in the midst of dealing with significant issues. If not, the student may need to withdraw from the University

and seek medical or mental health help before being allowed to return to campus.

A student who wishes to continue to live on campus and attend classes must

1. Agree to keep the University Counseling Center or Health Center notified of any assessment or evaluation made by a doctor or a mental health professional. Following a hospitalization, the University must receive discharge paperwork and speak to the discharging physician to discern whether living in an on-campus residence is appropriate.
  - a. If the student will not allow that information be made available to the Director of the Counseling Center or the Director of Health Services, the student will not be allowed back into the CCU community pending the Special Administrative process.
2. Upon receiving an assessment and pertinent information, the Vice President of Student Life and Traditional Enrollment or his designee will ask the question: "Is our environment one in which the student can function and not be a disruption to other students given the current medical or psychological state of the student?"
  - a. If the University is not convinced that the student will not be a disruption to community, the University will ask the student to leave the University for a set period of time while the student can get the medical or psychological treatment needed.
  - b. If the student disagrees with the decision, the Special Administrative process will begin which will allow the student to appeal the assessment and obtain his/her own assessment by an outside medical or mental health professional.

Vice President of Student Life and Traditional Enrollment

When the University becomes aware of a student being admitted to a mental health facility, the student's Emergency Contact will be notified by a University Official.

### **Student Return to the University (Medical/Hardship Withdrawal)**

Students who were granted a voluntary hardship medical withdrawal from the University and wish to return must submit a petition to the Vice President of Student Life and Traditional Enrollment or his designee to determine whether the psychological or medical care received has resulted in the healing needed to resume participating in the rigors of a CCU education. The petition requirements are below. Voluntary Hardship Medical Withdrawals for psychological reasons require that the student request a letter from their psychological provider expressing their combined logic for why the student has made therapeutic progress and is ready to return to campus Life. The Director of Counseling or the Director of Health Services, whomever appropriate, will review the information from the provider. They may also request to speak with the provider to gain additional clarity. Once the Counseling Center has validated the progress, she will

pass along the information to the Vice President of Student Life and Traditional Enrollment to review along with the student's petition. The petition should outline:

- The student's current understanding of the factors that contributed to his/her leaving the University.
- What the student has been doing during the time away, and in particular, what has been done to address the issues that contributed to the withdrawal.
- Why the student feels ready to return at this time.
- What is the student's plan to encourage a healthy and successful environment upon returning to CCU?

Upon review, the Vice President of Student Life and Traditional Enrollment may ask the student to complete specific requirements and upon completion, the Vice President of Student Life and Traditional Enrollment will review progress to make a determination to allow the student to return to the University.

Vice President of Student Life and Traditional Enrollment



## NON-DISCIPLINARY PROCESS

Although the University has every intent to correct students when they exhibit behavior contrary to its mission, CCU also wants to assist and guide students when they are struggling with a personal issue, relationship problem, or an issue normally handled through the disciplinary process. Therefore, CCU has created unique policies that allow students to change their behavior without threat of disciplinary measures. Below is a more detailed description of each policy and the requirements for each. Students should note the staff and faculty are available to help students assess specific situations. They are available to assist students in identifying better ways to confront students in a violation or to talk through specific situations to help determine the best course of action.

### Non-Discipline Agreement

As Paul outlined in his writing to the Galatians (4:8-14), the staff and faculty at CCU feel challenged and take great pride in assisting students who are struggling with hard, but real Life issues. In the instance of a student coming forward to an RA, RD, or a faculty or staff member on their own initiative or through the Mutual Accountability Commitment, there will be no disciplinary implications. If a student communicates to a RA, that RA must pass along the information to their RD to be considered for a non-discipline agreement. The student will, however, need to adhere to the guidance and resources given to help them, and it will be the University's expectation that the student completes a plan to help overcome the area in which they are struggling.

It is our hope that after a student has taken the first step to come forward, they will find that the resources, support, and help that are available were worth the risk. The problem will remain confidential, and the plan of action to help the student deal with the problem will be arrived at mutually with staff, the student, and any other resource that the student may wish to call upon.

**This policy does not cover students who, because of an impending or ongoing CCU disciplinary investigation\*, come forward before the investigation finds them accountable for inappropriate behavior.** This policy also does not cover students who have been involved in an alleged policy violation where the police were involved. As soon as the student involved shows any sign of non-cooperation with the process, including missing counseling appointments, or continues in the undesired behavior, parents or guardians will be brought into the situation and the student will enter into the formal disciplinary process.

If a student seeks a non-discipline agreement regarding an incident that involves several students violating University policies, it is expected that the student will share information regarding these students. The student may then be asked to provide testimony in subsequent hearings.

The purpose of this policy is to help students redirect their behavior. It is not meant to “get around” the discipline process. All non-disciplinary agreements will be forwarded to the Dean of Students and placed in the student’s file. The Dean of Students will review all non-discipline agreements and has authority to deny an agreement if it is believed it was initiated outside of the purpose of this policy. In addition, students cannot continue to add to a non-discipline agreement when he/she violates a policy not covered by an existing non-discipline agreement. Students currently participating in a non-discipline agreement and are found in violation of a step 3 or higher may not be allowed to continue as a student. Cases will be evaluated on an individual basis.

A non-discipline agreement is not valid in the case of sexual assault, harassment or any step 6 violations. In the case where a student does come forward with one of these types of violations, he/she may enter the discipline process, but in some cases, at a lower sanction level.

As a part of the non-disciplinary process, the student will submit to the following guidelines as outlined in the non-disciplinary information sheet such as:

- An ongoing mentoring relationship with a faculty or staff member.
- An ongoing personal counseling relationship with the campus counseling center, or if necessary, an off-campus facility at the student’s expense.
- Signing a waiver of confidentiality with the Counseling Center so that Student Life officials can monitor the counseling attendance, stopping use of the substance or behavior that is contrary to University policy, taking a particular assessment, if necessary, for drug or alcohol behavior, and resigning from leadership position if deemed appropriate for the situation.

It should be clear that a student in the non-discipline process that is found continuing in the inappropriate behavior, or if he or she fails to meet requirements of the Non-Disciplinary Agreement after he or she has come forward, will enter into the discipline process, including being subjected to appropriate sanctions outlined for that violation of policy in the Standards of Conduct. If a student comes forward about a drug or alcohol policy violation and is found in violation in a subsequent drug or alcohol violation, he or she may be dismissed immediately.

If a student leader enters into a non-discipline agreement while serving in a position on campus, the advisor/supervisor of that position will be notified. If a student is selected for a leadership position while involved in a non-discipline agreement, further requirements may be imposed during the time of service. Examples of requirements may include but are not limited to continued counseling or mentoring.

# STANDARDS OF CONDUCT POLICY DESCRIPTIONS

## Academic Integrity

As a community seeking to live by the truth of Jesus Christ, the University values personal integrity and academic honesty as vital components of a Christian educational experience. We believe that trust among community members is essential for both high quality scholarship and the effective operation of the University. As members of this community, all students, faculty, staff, and administrators are responsible for ensuring that their behavior is consistent with the highest standards of integrity.

As outlined in the academic catalog and student handbook, academic dishonesty includes, but is not limited to, the following categories: fabrication (lying), plagiarism, multiple submission of work without faculty permission, obtaining unfair advantage, cheating on tests, obtaining unauthorized access to academic or administrative records, or aiding or abetting other students in acts of dishonesty, either by being an accomplice or by failing to report known cases of academic dishonesty.

### *Definitions*

**Fabrication**—to create or make up; to lie or intentionally mislead by errors of omission or commission.

**Plagiarism**— the presentation of another’s work as one’s own, whether it be text-based, visual, or audio; using another’s ideas, examples, or analysis without giving credit; using one’s own work from a previous project and presenting it as new work without reference to the earlier work. Although not exhaustive, the following list contains examples of academic integrity violations:

- Submitting someone else’s work and representing it as your own
- Copying words, ideas, or visuals (graphics, PowerPoints, photos, videos, or similar digital reproductions), from someone else without giving credit
- Copying sentences, structures, resolutions of problems, codes, or synthesis generated by artificial intelligence (AI) and representing it as your own
- Intentionally giving incorrect information about the source of a quotation
- Changing words and copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work
- Copying a computer file (i.e., a program, document, spreadsheet, presentation, database, utility, or another’s work product of any description), and representing it as your own work

**Cheating**—Any time a student uses deception to avoid fulfilling the specific requirements of an assignment or course and/or to receive a higher grade than he

or she might otherwise receive.

- Splitting up the work on an assignment with another classmate if the assignment is not designated to be a team assignment and representing it as one's own work
- Multiple submissions without permission of all faculty involved or self-plagiarism— Copying material students have previously produced and submitting it as if it were a new work product without faculty knowledge and permission
- Obtaining Unfair Advantage—obtaining, by any means, an unauthorized advanced copy of a test or assignment before its intended release date and time
- Aiding and Abetting—helping another person to plagiarize or cheat; providing answers to assignments to another person
- Unauthorized access to academic or administrative records

### *Procedures*

When a faculty or staff member has a reason to believe that a student has violated the University's academic integrity policy, that particular faculty or staff member shall meet privately with the student and confront him/her with the suspicion (Matthew 18:15). The faculty or staff member will carefully investigate to determine if there is sufficient evidence that an academic integrity violation has, in fact, occurred. If not, the faculty or staff member will drop the matter without prejudice.

If the faculty or staff member determines that there is sufficient evidence to conclude that the student has violated the CCU academic integrity policy, the faculty or staff member may apply a sanction after taking such things as the following into consideration:

1. Whether the infraction was a technical error requiring instruction and not discipline
2. The student's intent (negligence or carelessness versus intention to deceive)
3. The severity of the violation (lack of a citation versus massive copying of text or utilizing someone else to do the work)
  - a. For first-time violations of a less severe nature, sanctions could range from a grade reduction of at least one full letter grade to a failing grade on the assignment in question.
  - b. A first-time violation of a severe nature may result in a failing grade on the assignment or a failing grade for the course.
  - c. A second violation within a single course may result in an administrative withdrawal from the course with a grade of WF upon the recommendation or concurrence of the Vice President of Academic Affairs-CUS.
  - d. Students who violate academic standards in more than one course during a semester may be administratively withdrawn from the courses with a

grade of WF. This information may be obtained from the records of the Vice President of Academic Affairs.

4. The student persists with dishonesty after a professor confronts the student with the professor's suspicion or evidence of dishonesty. A repentant student is afforded more grace than a student who is belligerent or continues to deceive.

*Faculty or staff member reporting process:*

1. The faculty or staff member will report the evidence of an academic integrity violation and suggested sanction on an eform that routes to the dean of the School.
2. The dean of the School will review the faculty or staff member's report for substantial support of the faculty or staff member's suggested outcomes.
3. If the academic integrity violation is confirmed, dean of the School will then report the violation and suggested sanctions to the Vice President of Academic Affairs and the Dean of Students.
4. An appeal process (below) may be followed. After the time limit for the appeal process expires, or if the student admits the violation, the faculty member then reports the academic integrity violation on a Maxient form to the Dean of Students.

Students who wish to appeal the academic decision must write a letter of appeal to the dean of the School in which the course is taught within five days of when the student learns he/she is accused of an academic integrity violation. If the dean of the School is also the professor who has cited the student with an academic integrity violation, the student will appeal to the Vice President of Academic Affairs-CUS. Another dean will be appointed by the VPAA-CUS for investigation and advice.

The decision of the Vice President of Academic Affairs-CUS is final. The Dean of Students will review all student records and will recommend additional sanctions (steps) in accordance with the University's disciplinary guidelines. Students violating the Academic Integrity policy can expect to receive a sanction of 2-5 steps depending on the severity of the violation.

## **Alcohol**

The CCU campus is a dry campus, and it is expected that its underage students will not engage in behavior that includes alcohol consumption. Possession or use of alcoholic beverages in University owned or operated facilities, during University sponsored academic, athletic, or University trips (conferences, mission trips, athletic competitions or any trip in conjunction with Colorado Christian University), and during University sponsored activities, is prohibited, no matter

what the age of the student. Contributing to the consumption of alcohol or knowing about alcohol use by underage students at any time, any place is expressly prohibited. Alcoholic beverage containers (beer bottles, beer cans, wine bottles, hard alcohol bottles and other items like this list), posters, and other items promoting and advertising alcoholic beverages may not be displayed in residence halls, or any other setting on campus.

Students violating any part of this policy may be subject to the disciplinary process as expressed in the Standards of Conduct outlined in this handbook, as well as subject to local, state, or federal authorities for prosecution. Intoxication of any student, regardless of age at any time, on campus property either owned or operated, or at any time off-campus will result in disciplinary sanctions.

Of-age students are allowed to use their discretion as to whether alcohol use will be a part of their lives in off-campus settings. It is the University's hope that students will weigh this decision and pray earnestly about it, processing how alcohol use will affect their ministry and calling on their Life. The University, however, will not tolerate underage drinking of any kind, and of age students found in an environment where underage drinking is present will be entered into the discipline process at the appropriate level. In this sense, the University is asking that its of-age students role model the inappropriateness of underage drinking by confronting students in situations where illegal behavior is occurring. **The University will not tolerate students, whether of legal drinking age or not, supplying alcohol to minors, contributing to an atmosphere where underage drinking can occur, or serving as the conduit to procure alcohol for minors.** This violation will be treated as an automatic step 6 violation. In addition, students who are of legal drinking age and are found accountable for "knowledge of a violation of University policy" may face a higher sanction than those students under the legal drinking age.

Students who find that they are struggling with alcohol, its use, and its role in their lives, are encouraged to come forward on their own will with no threat of disciplinary action, but instead will receive help, guidance, and love. See the Non-disciplinary section of the Standards of Conduct.

Below is a partial list of state laws, regulations, and penalties regarding sale and use of alcohol, tobacco, and other drugs. Due to the volume of statutes, we are unable to list them all. For a complete listing, please visit the Colorado Revised Statutes (CRS) publication website.

*Possession, consumption & furnishing:*

Colorado Revised Statute, Title 18: Criminal Code

- Illegal possession or consumption of ethyl alcohol by an underage person: CRS 18-13-122

- Furnishing cigarettes or tobacco products to minors: CRD 18-13-121
- Unlawful administration of gamma hydroxybutyrate (GHB) or ketamine: CRS 18-13-123
- Uniformed controlled substances act of 1992, offenses and penalties: CRS 18-18-4
- Sentencing in criminal cases: CRS 18-1.3

### *Driving Under the Influence (DUI & DWAI)*

Colorado Revised Statute, Title 42: Vehicles & Traffic

- Alcohol and other drug offenses: CRS 42-4
- Penalties & procedure: CRS 42-17

### **Barbeque/Grills**

Students may use and operate barbeque grills in the residential community as long as the grills are outside and at least 10 feet from any building or combustible material. The use and operation of barbeques, including propane, natural gas, and charcoal barbeques, hibachi grills or any open flame cooking device, on combustible decks and balconies of apartments or within ten feet of any combustible material is prohibited by the 2018 International Fire Code Section 305.2. Neither barbeque grills nor fuel may be kept in apartments, decks, and patios, or in front of stairwells or breezeways. No other sort of open flame is permitted in the residences or on CCU property without event approval through Campus Activities.

### **Bikes and Motorcycles**

All bikes and motorcycles, on the Lakewood Campus, are required to be registered and display a valid CCU bike/parking permit.

- Every bike or motorcycle on/in CCU property must be registered with the proper CCU permit. This includes bikes stored in residence halls or storage units.
- Bikes stored outside must be properly locked to the bike racks provided on campus. A bike locked with only a cable lock is not considered properly locked (they are easily defeated by bike thieves). A u-lock or equivalent lock is required.
- If a bike is located that is not properly locked, or is not registered, it will be locked by CCU Security and the owner will be required to contact Security for access to the bike. A \$10.00 fee will be charged for a bike to be unlocked and returned to the owner. Intentional damage to a CCU bike lock will result in additional fees charged for a replacement lock.
- U-locks are available at the Security Office. These u-locks are provided as a loan and are free of charge. U-Locks should be returned to Campus Security when a student is no longer living on campus.
- Bikes locked to anything but the bike racks will be removed and the lock may

be broken in order to move the bike.

- Bikes found propped up by trees, laid in the grass or rocks or anywhere, besides the bike racks, will be moved.
- Bikes and other recreational equipment may be kept in the residences with roommate agreement but must be kept out of the way of fire escape pathways. Bikes may be kept on the balcony of 2<sup>nd</sup> and 3<sup>rd</sup> floor apartments, but may not be kept in the stairwells or breezeways. Bikes may not be kept on 1<sup>st</sup> floor patios.
- Bikes left over the summer must be tagged with the current year's Summer Bike Registration Tag obtained from the Security Office. The bike must be relocated to a designated bike rack on campus before the student leaves for the summer.
- Bikes located on campus the Wednesday after CCU Commencement, that are not tagged with the current summer identification tag, will be donated to charity.
- All motorcycles are required to display a valid CCU parking permit (see Vehicle Operation Policy). Motorcycles may not be kept in apartments, on porches/decks, or in storage units, and must be parked in designated areas outside. Motorcycle parking is available on the east side of Snowmass.

#### Operation of Bikes and Motorcycles on while on the campus:

- Bicycles and motorcycles are required to adhere to the campus speed limit (15 MPH).
- Bicycles and motorcycles must be ridden in a safe manner while operated anywhere on campus.
- Bicycles and motorcycles are required to yield to all pedestrians.

## **Bullying**

CCU has as its core value the propagation of a Biblical community encouraging others towards the pursuit of a relationship with Christ, serving others, and personal exploration among believers of how God has purposed them to impact His church. Within this, CCU affirms the dignity and worth of each student and employee wishing to create environments where all community members thrive spiritually, relationally, and physically. Bullying has been defined as “any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Orchestrating an atmosphere, especially within a roommate group, where other students are recruited or encouraged to rally against another student so as to create an isolated, harassing, or uncomfortable environment.
2. Placing the student or students in reasonable fear of harm to the student's or students' person or property
3. Causing a substantially detrimental effect on the student's or students'



- physical or mental health
4. Substantially interfering with the student's or students' academic performance
  5. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school."

## **Christian Community Commitment**

CCU desires to have a campus where students are living out true Christian community. One goal is to create a safe place for students to be vulnerable and real regarding struggles in their lives. It is an aspirational goal for students to engage with one another in ways that promote vulnerability and reduce shame, while also exhorting one another toward behavior that is consistent with God's Word and the Lifestyle Covenant Agreement.

Christian community is defined in the Bible through many "one another verses."

- "Love one another." John 13:34, 13:35, 15:12, 15:17; Romans 13:8; I Thessalonians 4:9; I Peter 3:8, 4:8; I John 3:11, 3:23, 4:11, 4:12; II John 5
- "Be at peace with one another." Mark 9:50
- "Live in harmony with one another." Romans 12:16
- "Serve one another in love." Galatians 5:13
- "Bear one another's burdens." Galatians 6:2
- "Encourage one another." I Thessalonians 4:18, 5:11; Hebrews 3:13, 10:25
- "Spur one another on to love and good deeds." Hebrews 10:24
- "Confess your sins to one another and pray for one another." James 5:16
- "Be kind and compassionate to one another." Ephesians 4:32
- "Forgive whatever grievances you may have against one another." Colossians 3:13

CCU wants the campus to abide by these verses and use them as a guide for how to engage in relationships.

Because the University is deeply committed to the high standard of a Christian community, we come together under certain standards to live, learn, and foster a deeper relationship with God. Although the campus community has agreed to live by the Lifestyle Covenant Agreement, there may be instances where community members do not abide by the principles laid out in the agreement. CCU feels it is an obligation and privilege of our community members to confront others when they stray from God's Word and the Biblically-based values, morals, and commitments that are set forth by the University through the Lifestyle Covenant Agreement and Student Handbook.

While acknowledging that CCU is a university and not a church, the process for confrontation and restoration is laid out in Matthew 18:15-16, "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to

you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses.”

By agreeing to live in a Christian community setting, the University asks that we all work together to ensure that no student struggle alone with the sin in their life. According to the principles of Matthew 18, the University hopes that each student will have the love for their brothers and sisters in Christ, and that it would motivate them to lovingly confront significant struggles in their fellow students’ lives in an effort to encourage and exhort them towards Christ and Christian living. This may include confronting sin that affects the heart such as anger, lust, jealousy, etc., or a sin that manifests itself in outward behavior, such as underage consumption of alcohol, alcohol abuse, using illicit substances, engaging in sexual activity outside of marriage, or using pornography.

When a student’s Lifestyle is inconsistent with the Lifestyle Covenant or Student Handbook, CCU expects that students will confront and encourage one another. To help students understand the expectations in different circumstances, the following provides clarification to the expectation.

#### **“I saw” or Knowing Presences**

If a student is present while a University Standard is being violated and witnessed the violation, the University expects the student to confront those violating the University Standard. If those confronted stop violating that standard that is the end of the situation.

If those confronted do not stop violating the standard, it is the University’s expectation that the confronting student, sharing the same beliefs about community and having concern for the student’s health and safety, will approach University officials about the student in question. This is not seen as “tattling” or snitching, as in a negative way to get them in trouble; but rather a form of “telling” or reporting in order to help and promote their overall well-being. This “telling” reflects a mutual commitment to genuine Christian concern and a commitment to University standards. If the confronting student does not report the violation, then he/she can bring the University discipline process upon themselves, if the violation is discovered by the University. The confronted student(s) will also face appropriate discipline process.

If the incident is discovered by the University and learns that nobody confronted the situation, any student involved in the incident may be entered into the University discipline process.

#### **“I was told”**

If student A is told by student B of their struggle with violating a University

Standard, the University expects that out of care for student B that student A will, with grace and truth, encourage student B to stop the behavior and seek assistance. In the instance of confrontation, the University encourages an open and honest discourse, in love, that will lead to a plan of action for how student B will find key resources to help him or her through his or her struggle to gain victory over the behavior. This includes counseling, accountability groups, staff/faculty mentoring, the non-discipline process or personal accountability with student A. If it becomes evident to student A that student B is not making a sincere effort to change the behavior, the University expects that student A would report the behavior to a staff member. It is the University's goal to help students access the resources necessary to help them address these issues.

### **"I heard"**

When students hear about violations of the University Standards through 3rd party situations or social media, the University hopes that the student would address the situation as it seems appropriate. For example, if a student hears information about somebody who is close to them, the University hopes that the student will approach the other student in the manner stated above in the "I was told" section. Even though this information may not have been shared directly with the student, the University hopes that because of the relationship that the student would want to help their friend in a manner that would encourage them away from the inappropriate behavior. If a student hears information about somebody they don't know, we hope that the student will not participate in spreading information about that person and that the student will encourage anybody who knows the student in question to responding in a manner as stated in the "I was told" section. The University recognizes that students may hear information that they are not sure is true or not true so students are encouraged to approach others with respect and in a non-accusatory manner. Students should keep in mind that confronting others should be out of concern and care of the other student.

### *Resources*

Students are encouraged to speak to their Resident Assistant (RA), Resident Director (RD), D-Group Leader, LDC Advisors or other trusted staff or faculty member if they are unsure of how to approach another student about their behavior. Students can rest assured that by seeking out consultation from somebody named above, they are not "turning in" or "reporting" another student, they are simply asking for help in how to confront somebody regarding their inappropriate behavior. Students will not be asked for names in this situation. The only exception to this is if the University is concerned for the safety of the student.

### *Student Safety*

If a student's safety is at risk, and another student is aware of it, then the student who is aware should approach the student they are concerned about and

immediately access the resources that will help them to be safe. Most times this will include contacting a Student Life professional and/or the Counseling Center to help the student of concern obtain support and resources. This includes illegal drug use, suicidal thoughts or a plan for suicide, domestic violence, and or unwanted sexual encounters.

### *Discipline Process*

Please note that while students do have the freedom to walk alongside of a struggling student in the “I was told” and “I heard” categories, if the University becomes aware of the situation through other means, the student violating the University standards could still be entered into the Discipline process.

## **Classroom Discussions**

Students and professors within the classroom setting are encouraged to participate in open dialogue at CCU. When those discussions include comments about existing CCU policy, students should feel free to express their ideas without threat of discipline. These discussions should always be respectful of others views and disagreements should be handled in a Christ-like manner. Students may disagree with University policies and discuss these disagreements with peers; however, students who encourage policy violations or allow them to continue without confronting the student in question through the Christian Community Commitment may face disciplinary actions.

## **Computer Crime**

Computer crime is a violation of both federal and state laws. Any form of computer crime is also viewed as a breach of the University Code of Conduct and is taken very seriously. Computer crime is defined (CRS 18- 5.5-102) as follows:

- Any person who knowingly uses any computer, computer system, computer network, or any part thereof for the purpose of devising or executing any scheme or artifice to defraud; who obtains money, property, or services by means of false or fraudulent pretenses, representations, or promises; who uses the property or services of others without authorization or commits theft, is charged with having committed computer crime.
- Any person who knowingly and without authorization uses, alters, damages, or destroys any computer, computer system, computer network, or any computer software program, documentation, data contained in such computer, computer system, or computer network, is charged with having committed a computer crime.
- If the loss, damage, or thing of value taken in violation of this section is less than one hundred dollars, computer crime is a class 3 misdemeanor; if one hundred dollars or more but less than four hundred dollars, computer crime is a class 2 misdemeanor; if four hundred dollars or more but less than fifteen thousand dollars, computer crime is a class 5 felony; if fifteen thousand dollars

or more, computer crime is a class 3 felony.

Inappropriate use of a computer on the University network for the viewing of pornography or other inappropriate material which conflicts with the unique nature and mission of the University will result in disciplinary action. Students may lose their computer privileges for an indefinite time. All use of University technology must be within the guidelines of the University policies and Acceptable Use Policy.

## **Compliance with University Official**

(See also Failure to Comply in Prohibited Conduct)

Respect for authority is an important principle for all individuals to understand. Students are to comply with the directions of University officials which include Security Officers, Resident Assistants, and all other faculty and staff of Colorado Christian University. Complying means that the student will answer questions directly when asked, stay calm and treat the other person with respect. If there is a dispute regarding the matter, the student should respectfully disagree with the person in a clear and concise manner. If the matter is not able to be resolved, he/she should speak with the person's immediate supervisor at the next possible time. University officials are operating in the fulfillment of their roles and are to report behavior as they see it. It is understandable that the student may not be happy about the situation, but the student should still act in a respectable manner and refrain from rude or unclear behavior. If the student needs something clarified, he/she should ask for that clarification and refrain from assumptions. Students who fail to comply with directions of a University official will be entered into the discipline process. This policy also includes compliance with vehicle use policies on campus. Students with excessive tickets will be placed into the discipline process

## **Conduct Unbecoming of a CCU Student**

The CCU community seeks to encourage individuals to understand and use their unique, God-given gifts and abilities within a Biblical community so that all members may pursue a wider and deeper relationship with Christ and learn of His purpose for their lives. The university's hope is to see growth in the areas of spiritual and emotional maturity, interpersonal relationships, social awareness, and intellectual abilities, producing students centered in Jesus Christ who are genuinely and actively pursuing His direction in their relationships, behavior, actions, and attitudes. The university puts forth a commitment to providing an atmosphere for study, personal exploration, involvement in interpersonal relationships, spiritual life, and growth that is conducive to students achieving goals, while enjoying living and learning within Biblical community. Living a Biblical Lifestyle in all its hopes and encouragements is central to the university's foundation in providing an atmosphere where students can spiritually thrive.

When a CCU student exhibits behaviors, actions or attitudes that go against the direction of the Biblical community that the university is striving to achieve for its students, additional sanctions or disciplinary actions may be introduced.

Examples of conduct unbecoming a CCU student are, but are not limited to:

- An attitude that is not Christ like; dealing with others in a manner not worthy of a person in pursuit of the Lord's direction and presence in their Life.
- Language, comments, and dealings that demonstrate the student is failing to exhibit the Fruit of the Spirit.
- An aversion to Christ-like dialogue in the student's actions and deeds within their daily Life.
- Actions that go against the pursuit of holiness in the student's Life.

## **Disorderly Conduct**

Students may not participate in any activity or protest that disrupts or interferes with the right of other students, faculty or staff to participate in the educational program and/or perform duties imposed by the college; disrupts the normal operations of the college and infringes on the rights of other members of the college community; lead or incite others to disrupt scheduled and/or normal activities within any campus building or area; or be a part of any intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus. Please also see Demonstration Policy.

CCU reserves the right to remove from the residence halls and/or campus any student whose behavior impedes the well-being and/or daily routine of other students, staff, or faculty.

Please also see Prohibited Conduct: Disorderly Conduct.

## **Dress Code**

While community members may have different convictions regarding clothing, they are asked to follow the guidelines set by the University because they have agreed to uphold the standards set by Colorado Christian University. These standards do not suggest how one's attire determines whether an individual is a committed Christian. These standards reflect the conservative, Christian nature of the University. Students are asked to dress in a manner that is modest, appropriate, and consistent with the conservative Christian values of Colorado Christian University. This includes avoiding clothing that is excessively revealing, provocative, or sexually suggestive. Students are encouraged to dress in a way that upholds their dignity while respecting the dignity of others.

*Our dress code policy is grounded in the belief that our bodies are temples of the Holy Spirit (1 Corinthians 6:19-20) and that we are called to honor God in all aspects of our lives (1 Timothy 4:12), including how we present ourselves (Matthew 5:16; 1*

*Corinthians 10:31). Modesty, as defined by biblical standards (Psalm 51:10), is not merely an external requirement but a reflection of an inward heart attitude of humility, respect, and self-control (Galatians 5:22-23).*

- *Skirts/dresses should not be so short that a person cannot bend down without being revealing.*
- *Shorts should not reveal underwear or the posterior and should cover at least the top third of the thigh.*
- *Shirts should not be low-cut or show mid-driff.*
- *The following are prohibited without covering: halter tops, spaghetti strap tops, crop tops, mesh or see-through tops, and men's tank undershirts.*
- *Clothing should not have slogans that are inconsistent with university values. Clothing that advertises or promotes alcoholic beverages or drugs is not permitted.*
- *Shoes must be worn in academic buildings, the dining commons, the chapel, public areas of residence halls, and the student center.*
- *For safety reasons, it is advised that students wear shoes when walking around on campus. Students playing sand volleyball or Frisbee (or similar activities) in the grassy areas, walking in the parking lots or paths should be wary of broken glass, etc.*
- *Shirts should always be worn in public areas on campus. This includes the sand volleyball court, the law, and 5280 Fitness Center.*
- *While at CCU events, swimwear should be one-piece suits for women or two-piece, providing equal coverage. Men should wear boxer-style swim trunks (no speedo type)*
- *Undergarments worn as primary clothing or clothing that reveals undergarments are prohibited.*

*\*common areas include the library, offices, the lawn,....*

*Specific Daily Dress for class and chapel:*

*Meets Standards for Class/Chapel*

- *Pants, jeans without holes, dresses, and appropriate length, neat (no holes) shorts/skirts.*
- *Collared or dress shirts or tops; modest, neat, and appropriately designed t-shirts with messaging/graphics in harmony with the conservative nature of CCU.*
- *Athletic gear that is modest and clean: no short shorts (i.e., running-style shorts that are tight and very short); no sports bra only or middle showing. Tight pants, such as yoga pants or leggings, should be accompanied by a modest top that provides some posterior coverage.*

*Does Not Meet Standards for Class/Chapel:*

- *Tops—anything listed above*
- *Pajamas/Onsies*
- *Ragged clothing*
- *All items listed above in general guidelines.*

Students violating dress code standards will be subject to disciplinary sanctions in the minor violations section of this handbook.

In addition to the above standards, the University upholds a view that we are “fearfully and wonderfully made” in the uniqueness and image of God and, therefore, strategically and purposefully made as the biological sex identified at birth. Because of this belief, the University will not allow a student of a particular sex to dress and act differently than the biological sex that God created them to be. Please see the Gender Identification policy.

## **Drugs**

The following section describes the University’s policy regarding the sale, manufacture, distribution, possession, and use of illegal drugs on or off University property or at University-sponsored events or programs under federal, state, and local laws.

As a part of the campus commitment to be drug-free, the University upholds all laws against distribution, use, knowing about, and possession of any controlled substance on- or off-campus, in university-operated facilities, and at University events or activities. Students engaging in activity, which includes the presence of illegal drugs or the abuse of legal prescription drugs in any way on campus or at any time in the off-campus community, will be dealt with swiftly and quickly. It is the University’s solid belief that illegal drugs of any kind are wholly inappropriate in the lives of its students. The University will cooperate fully with local and federal authorities when dealing in situations involving them. The University hopes that any student who finds himself or herself faced in a situation where drugs are being used will immediately leave the situation or call the appropriate authorities.

Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and possession of marijuana (smoked or edible) continues to be prohibited for all CCU students on or off campus. In addition, all CCU students are prohibited from using synthetic marijuana (i.e., K2 or Spice or any other synthetic product that, when consumed, mimics the effects of cannabis). Students are prohibited from possessing marijuana on or off University property or attending classes or University events under the influence of marijuana. They are not allowed to sell or distribute marijuana in any way. The



use of marijuana under medical marijuana laws will not be recognized.

In addition to illegal drugs, students are prohibited from using prescriptions that are not prescribed to that individual and substances that are meant to illicit a feeling of being “buzzed”, high or intoxicated. Using any substance to alter one’s personality, behavior, physical or emotional state or to enhance academic or athletic performance is strictly forbidden.

Violators of this policy will be subject to disciplinary sanctions as outlined in the standards of conduct section of this handbook. Students who find themselves in a dependence situation involving drugs are encouraged to come forward to a Student Life staff member on their own with no threat of disciplinary action and a promise of help, assistance, and love.

## **Gambling**

Colorado Christian University offers its students a unique opportunity to live and grow in a Christian learning community. Because of the University’s commitment to fostering Christ-centered Lifestyles, the University is sensitive to the role that gambling may play in students’ lives.

The University’s sensitivity to gambling reflects conflicting interests. On the one hand, the singular danger associated with gambling is that it can become an addictive behavior that is contrary to the Christ-centered Lifestyle that Scripture and the University seek to foster and is highly destructive to oneself and others. Implicit in a gambling Lifestyle is the danger that the Christian’s stewardship of resources God has placed in one’s care may be abused. This Lifestyle may also produce a negative impact on the CCU community and may cause damage to or alter relationships when one student gains while another student loses. On the other hand, the University recognizes that card games can be valuable as a community-building and recreational activity and values those ways of enhancing community among the individuals of the CCU student body.

As a result, within this spirit of community-building and recreation, the University permits its students, when on campus, to engage in card games so long as they are occasional and have at their center a community-building aspect and are not for monetary or other valuable gain. Games that become competitive, aggressive, or financially burdensome to any participants are prohibited. Raffles, bingo, and pools are also prohibited, considered public gambling by the state, and a state permit is required by law. The University will not sponsor programs that encourage gambling in any form, including raffles, pools, casino trips, or casino nights, whether on or off-campus.

The University urges its students to weigh appropriate factors and to ask God’s

leading before choosing to engage in gambling card games. Some factors to consider would be (1) one's ability to keep the activity under control without succumbing to an addiction and (2) one's example being offered to others, especially to a "weaker brother" who could be led by one's behavior into an addiction.

## **Gender/Personal Identification**

Based on the mission of Colorado Christian University, its standards, and its uniqueness as a living and learning environment that honors Jesus Christ, the University recognizes that some students may struggle with their gender identity and wish to explore living as a particular sex other than the one identified at birth. When a student is cooperative and willing to explore these feelings in an appropriate setting and not act out the feelings, the University will allow them to continue being a part of the Colorado Christian University community if they are pursuing counseling and a mentoring relationship that will help them discuss appropriately who God made them to be. In this process, The University will uphold a view that we are "fearfully and wonderfully made" in the uniqueness and image of God and, therefore, strategically and purposefully made as the biological sex we were born as. Because of this belief, the University will not allow a student of a particular sex to dress and act differently than the biological one that God created them to be. Students will be assigned housing according to their biological sex (given to them by God at birth). When a student decides to identify as a gender other than their biological sex, by requesting a change of pronouns or surgical response to their sense that they are in the "wrong" body, it is in theirs, and the University's, best interest for them to leave the University community. It is also in the best interest of the University and the student for them to separate themselves from the CCU community if she or he pursue a medical course of action to physically change their biological sex to that of another sex.

Colorado Christian University also does not permit students to publicly identify as furriers or engage in furry-related activities on campus or at university-sponsored events. This includes but is not limited to, wearing furry costumes, adopting furry personas, or organizing events related to furry culture.

## **Guests**

Students are always responsible for the actions of their guests whether it is in a classroom, chapel, on the Frisbee golf course, or elsewhere on campus. Students are also responsible for their guests' parking and should advise them accordingly. Students who have guests parking on campus must obtain a guest parking pass at the Security Office. Guests who disregard the care and consideration of other students, faculty, and staff, or who disturb the normal functioning of the CCU campus may be removed and barred from returning to campus, even if to visit a

CCU student. Please also see the guest policy under Residence Life Policies.

## **Harm**

Living together in a University community requires respect for the rights of fellow members of that community to pursue their academic goals and to participate in lawful campus or University activities. As in any community, certain forms of responsible conduct must be adhered to in order to ensure the physical functioning and safety or security of that community. All University community members share the responsibility and are expected to maintain a climate of behavior that does not foster acts of violence, threats, and aggression. Acts of violence, threats, and aggression are misconduct.

- a. Physical violence of any nature against any person, on or off campus. Physical violence includes, but is not limited to, (i) fighting; (ii) assault; (iii) battery; (iv) the use of a knife, gun, or other weapon except in reasonable self-defense; (v) physical abuse; (vi) restraining or transporting someone against his/her will; or (vii) any action that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm.
- b. Hazing refers to any act that causes or is likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in personal or mental harm to any student or other person attending the University. Hazing includes any method of initiation or pre-initiation, either directly stated or implied, into a student organization, housing community athletic team or club, or any pastime or amusement engaged in by a University organization that would lead to such harm.

## **Lifestyle Covenant**

The CCU community seeks to encourage individuals to understand and use their unique, God-given gifts and abilities. Our hope is to see growth in the areas of spiritual and emotional maturity, inter-personal relationships, social awareness, and intellectual abilities, producing students centered in Jesus Christ. We intend for students to be intellectually prepared to pursue a career where they can individually serve others, live out their faith, and affect change in the world around them.

The Lifestyle Covenant Agreement expresses a commitment to educate men and women in the process of integrating their faith and education. This agreement also expresses our commitment to providing an atmosphere for study, personal exploration, involvement in interpersonal relationships, spiritual life, and growth that is conducive to students achieving goals, while enjoying living and learning in community. All students are required to sign and abide by the Lifestyle Covenant as a condition of enrollment at CCU. Students not signing this agreement are subject to immediate dismissal or suspension.

## **Pets**

No pets, except fish, are allowed at all in the University residences. Pets are allowed on campus ONLY if they are restrained by a leash and controlled by their owner. The Lakewood Animal Control Office will be called to pick up any animals left unattended and/or uncontrolled on campus. At no time are animals allowed in classrooms, events, chapel, cafeteria, or any other CCU facility, except when assisting a person with a medical need documented by an approved physician and approved by the Vice President of Student Life and Traditional Enrollment or his designee.

## **Pond Usage**

The CCU pond is open for recreation use to CCU Students, Staff and Faculty under the following regulations:

- The pond will be open for use March 1-November 1 yearly. The pond will be closed if the temperature is below 60 degrees F during those months.
- The pond is open dawn until dusk.
- Paddleboards and other recreational equipment may be checked out from the Yetter front desk. All equipment must be returned to the Yetter front desk after each use. Permitted individuals may use personal equipment such as kayaks or paddle boards.
- Only equipment checked out from CCU may be used on the CCU pond.
- Swimming is prohibited in the CCU pond.
- Life preservers must be worn while riding paddleboards at all times.
- There is no Lifeguard on duty, so permitted persons should use the pond at their own risk.
- Please follow all posted rules and regulations for pond usage.
- The pond will be closed whenever it is iced.

## **Fishing Regulations:**

- No bait is to be used in the pond. Only artificial flies and lures are allowed.
- Fishing is for full-time students, faculty, and staff. The pond is not open for other than CCU users.
- A Colorado State Fishing License is required.
- Be responsible for trash, fishing line, etc.

## **Pranks**

(see also disorderly conduct under prohibited conduct)

Pranks that damage University or student property, disrupt the normal campus life or university business, and/or harm, or have the potential to harm other persons, are prohibited in the residence community and on CCU property. Such activity may result in disciplinary action and fines for property damage and/or custodial work.

## **Same-Sex Romantic Relationships**

As the topic of homosexuality has become sensitive, some Christians have attempted to alter or avoid the scriptural admonition against the sin of same-sex sexual behavior, either by reinterpreting the scripture, or by arguing that the meaning of the scripture, while clear, was not intended by the authors for these times. Christians know that God’s way is offensive to the world, but sometimes we forget that God’s way can also be offensive to other Christians as well. In response to these attempts, Christian scholars at CCU and elsewhere have concluded that these attempts to discount the biblical injunctions do not withstand scrutiny and that the unambiguous rejection in scripture of same-sex sexual activity remains in force for believers today. It is with these scholars that we as an institution join.

God created human beings to show forth God’s image as male and female in relationship (Gen 1:26-28), and the biblical ideal is the expression of sexuality within a heterosexual, Lifelong, monogamous union (Mk 10:4- 12). However, God’s ideal for human sexuality, as with every aspect of humanity, has been interrupted by humanity’s rebellion and God’s judgment. As a result, some human beings experience confusion regarding their gender identity and/or sexual orientation. When students at CCU find themselves with questions regarding their gender identity, or sexual orientation, they are encouraged to come forward and take advantage of the University’s Counseling Center services and pastoral resources to help guide and direct them through their struggle. All disclosures of same-sex attraction or behavior which occur within our Counseling Center therapy sessions and/or Campus Pastor are held confidential by law.

At times (depending on the situation) it may be necessary to remove a student from specific involvement such as athletic team participation, leadership positions, or other University activities either temporarily or permanently. The University will allow students to continue their enrollment at the University as long as they can remain celibate, and as they undergo counseling and mentoring. All students who are not married are required to remain celibate, whether they are same-sex attracted or opposite-sex attracted. It is the University’s desire to walk with the student through their struggle with their sexual orientation. If a student does engage in a same-sex relationship, violates the policy on same-sex behavior, or exhibits same-sex intimate relationship behavior anytime during the mentoring, he or she will be disciplined within the terms of the sexual conduct/activity policy.

## **Sexual Conduct/Activity Relationships (Consensual)**

(or the appearance of)

Grounded in Christ-centered traditions and principles, CCU’s values hold sexual intercourse and other forms of sexual contact to be the unique expression of covenanted love within heterosexual marriage and are oriented toward family

Life. As a result, the University holds that any sexual activity outside of heterosexual marriage is inappropriate and is a direct violation of our CCU Lifestyle Covenant. Further, the University holds that cohabitation, sexual touching, spending the night together, and sleeping together are likewise inappropriate. Unmarried couples are expected to refrain from staying overnight in the same location unless accompanied by another responsible adult (not another student) to whom they can be accountable. Students enrolled at CCU engaging in such activity, either on- or off-campus, conflict with this policy and are subject to disciplinary action. The University will not tolerate premarital or extramarital sexual activity whether between a man and a woman or between two people of the same gender. CCU endorses healthy heterosexual relationships that uphold God's desire for sexual purity, and which seek to honor Him through a holistic biblical relationship. Students engaged in such heterosexual relationships are encouraged to practice only discreet and appropriate displays of affection in public. The University reserves the right to define and judge what types of public displays of affection are permissible on its campus grounds and at University sponsored events. Additionally, students should also be mindful of their displays of affection in private. Inappropriate conduct (for example, sleeping in the same bed together) will also be addressed.

A student who is known or suspected to be participating in a relationship, outside of heterosexual marriage, involving sexual activity will be confronted about that activity by a University staff member or another member of the community. In that instance, a student who is willing to stop inappropriate behavior and engage in professional counseling and mentoring will be allowed to continue at the University under the discipline guidelines set forth in this handbook. But a student who continues with inappropriate sexual behavior, will be subject to further discipline including, but not limited to, suspension or dismissal from the University. A student who comes forward voluntarily with admission of inappropriate sexual behavior will be subject to the non-disciplinary policy set forth in this handbook and will find a community of support and encouragement within required pastoral and counseling care.

Students engaged in a proper heterosexual relationship are expected to show due regard for the personal privacy of their roommates. When such regard is lacking, roommates are encouraged to confront the inappropriate behavior themselves through the Christian Community Commitment, and then, if that fails, to seek the assistance of Residence Life staff members. In that event, the students failing to show due regard may be moved to another room, or sanctioned through the discipline process, or both.

### *Pregnancy*

The University wishes to assist those students involved with an unplanned pregnancy while in attendance at CCU to consider the options available to them

within the Christian moral framework. These include marriage of the parents, single parenthood, or offering the child for adoption. If the father of the child is also a CCU student, the University will expect that the father upholds the standards of the University in the areas of sanctity of Life and financial support for the mother and child. In some cases, the student may be expected to submit a commitment to that support to remain at the University.

University officials, namely student Life staff, are available as resources to help guide, counsel, and direct students who find themselves in this situation. Students who come forward will function outside of the disciplinary framework and will complete a non-discipline agreement. When feasible, the University's goal is to keep the students in school for as long as the pregnancy permits so that the students can gain all the University course credit they can possibly achieve. A full range of university resources, including Health Services, the Counseling Center, pastoral care, and a liaison with a Christian adoption agency, are available to students in this time of need. The Counseling Center is available to support any students in addressing this unexpected Life change and in making a healthy decision regarding what path to pursue, such as adoption or parenting the child.

In addition, once the baby is born, the University will continue to assist the student in completing her degree as much as it is possible; however, students will not be allowed to bring the baby to classes or some University events.

## **Smoking**

The University strives to enhance the general health and well-being of its students and to support individuals to be tobacco-free. To support this commitment, the University intends to provide a tobacco-free environment. Smoking and the use of tobacco and tobacco products are prohibited in or on all University owned or leased property, including vehicles. CCU also reserves the right to pursue students smoking on campus perimeters and may ask students to move away from the university altogether.

Smoking of any nature and any use or possession of tobacco including, but not limited to, cigarettes, cigars, cigarillos, e-cigarettes, pipes, water pipe hookah, herbal cigarettes, smokeless cigarettes, and oral tobacco (spit, spit less, smokeless, chew, snuff) products on the CCU campus, including residences, classrooms, and all administrative offices, is strictly prohibited and may result in disciplinary sanctions. Smoking is prohibited anywhere within the boundaries of University-owned or leased property and vehicles.

The University would also ask community members to think about what role smoking has in a Christian's Life, especially in the areas of role modeling and keeping the Christians' earthly temples clean. The University hopes that all

community members would not have smoking as a part of their lives. The University asks that students respect the neighboring community and their property and to refrain from smoking on sidewalks and roadways around the University.

### **Social Media/Online Communication Networks/E-mail Privacy**

Colorado Christian University is aware of the growing usage of Instagram, Snap Chat, Facebook, TikTok, Twitter, and other similar social media platforms to network and communicate with other peers here and elsewhere. It is important to share some cautions and concerns about its use.

First, students should be careful about how much and what kind of identifying information is posted on these social networks. Most of these networks are open to anybody. It is unwise to post information like date of birth, social security number, address or phone number since it could leave students open to identity theft or stalking. Students should also be aware that information posted could reveal information not only about themselves, but also others they associate with. These networks provide numerous privacy settings for information contained in its pages; students should use these settings to protect these kinds of private information.

Second, students should consider these networks as a place to confront others or to settle disputes. Many of these conversations are open to the public and comments can be hurtful to others and damaging to their witness. The University urges students to handle their conflicts in a Christ-like manner.

Third, students should be aware that potential, current, and future employers can often access information placed on these types of networks, and many are increasingly using it in this way. Students should consider any information posted on these networks as potentially providing an image of them to a prospective employer.

Fourth, students should know that while these networks/directories are hosted outside the Colorado Christian University server, violations of University policy posted on YouTube, Facebook, Instagram, Twitter, etc. (i.e., harassing language/behavior, possible alcohol or drug policy violations, etc.) are subject to investigation and sanction via the University Student Code of Conduct, and other relevant University policies.

The University recognizes that students here and elsewhere use such online directories positively to connect with and interact with other students. At the same time, however, users should be aware of such directories' potential downsides and dangers.



E-mail messages (including any attachments) sent to or by a CCU staff/student/faculty is for the sole use of the intended recipient(s) and may contain confidential and privileged information.

Any dissemination, distribution or copying of this message (including any attachments) is strictly prohibited unless approved by the sender.

### **Unauthorized Presence**

Students may not climb onto the roofs or any part of the Colorado Christian University buildings for any reason, including retrieving Frisbees or any other item. Only CCU personnel have the authority to be on the roof or climbing on CCU buildings. If a Frisbee or other item does land on the top of a building, students should go to the security office to report the missing item. If it is a Frisbee, the student may check out a replacement Frisbee to continue the game. Students will need a CCU student ID to check out a replacement Frisbee. In addition, students may not jump from balconies.

Students may not drive on CCU grounds unless approved by the operations department. This includes the soccer fields, bridges and any other part of the CCU campus not designated as a driving path or parking spot.

The University advises that no relative of a resident or student not living in a particular apartment should be left alone in another student's apartment at any time as this may cause conflicts with roommates when items are missing or have been misused. Any student "carding" into another condo will be subject to discipline and a fine for property damage.

At no time is camping allowed in any form in parking lots, on-campus green spaces, in trailers or tents, or any situation. This also includes living out of one's car. Students camping as part of a campus program must be approved through Student Activities. Sleeping in the public areas of any campus buildings is not allowed.

Tampering with or altering University equipment from its intended use is strictly prohibited.

### **Weapons/Flammables/Explosive Devices**

Students, staff, or faculty may not possess or store weapons (regardless of whether a person has a concealed weapon permit) on University property. This includes vehicles parked on Colorado Christian University's property. Anyone aware of weapons on campus must immediately report it to Campus Security. Weapons include but are not limited to BB guns, pellet guns, stun guns, blow guns, paintball guns, airsoft guns, swords, knives with a blade of more than three inches (excluding kitchen knives), brass knuckles, crossbows, slingshots, tasers, camping axes and any object that is brandished or used as a weapon. Students violating this policy through possession or use are subject to disciplinary actions. Anyone

possessing a weapon, except for those authorized by the University to carry a weapon, will be subject to disciplinary sanctions outlined in the standards of conduct and criminal charges. Weapons intended for decoration or display or which hold sentimental value are prohibited. This policy excludes props for University theater productions. Props must be approved by the supervising faculty member.

Items used aggressively or for violent purposes are prohibited and may constitute a violation of this policy.

The ignition or detonation or possession of anything that could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion, or similar means is prohibited. Possession of any material that constitutes fireworks, explosives, or chemical explosives is not permitted on any property owned or operated by the University or off-campus University-sponsored events.

The Vice President of Student Life and Traditional Enrollment, or his designee, will have the sole responsibility of deeming a particular object to be a dangerous weapon and/or explosive and for authorizing any permitted weapons to be carried on campus.

# SEXUAL MISCONDUCT

Including Sexual Harassment, Sexual Assault, Stalking,  
Domestic Violence, and Dating Violence

## Sexual Discrimination Policy

Colorado Christian University is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 (Title IX). As such, discrimination on the basis of sex will not be tolerated in any of CCU's education programs or activities. Such discrimination includes but is not limited to sexual harassment, sexual violence, gender-based bullying, hazing, stalking, domestic violence, or dating violence. This policy also provides equal opportunity in admissions, activities, employment, or athletics. Student workers fall under the jurisdiction of human resources which will jointly resolve complaints with the Dean of Students.

Questions or concerns regarding the University's procedures and Title IX may be directed to one or more of the following resources:

- Rick Garris, Assistant Vice President of Human Resources, Title IX Coordinator—303-963-3290 or [rgarris@ccu.edu](mailto:rgarris@ccu.edu)
- Sharon Felker, Dean of Students, Deputy Title IX Coordinator contact for undergraduate complaints—303-963-3369 or [sfelker@ccu.edu](mailto:sfelker@ccu.edu)
- Lauren Williams, Assistant Director of Human Resources, Deputy Title IX Coordinator - 303-963-3211 or [lwilliams@ccu.edu](mailto:lwilliams@ccu.edu)

The University will make every effort to complete the grievance process for complaints of sex discrimination promptly. The reporting party will receive periodic status updates on the progress of the complaint and any subsequent appeals.

During the investigation and/or grievance process for complaints of sex discrimination, the University may take several interim actions to ensure the preservation of the educational experience and the overall University environment of the party bringing the complaint. These actions may include but are not limited to imposing a no-contact order on the responding party, changing the residence hall room for one or more involved parties, changing academic schedules or assignments of one or both parties and interim suspension of the respondent.

Please see the full policy and process for reporting sexual harassment at <https://www.ccu.edu/titleix>

Please see the Definition of Terms Section of this handbook for information on the specific details of violations as well as terms such as consent and incapacitated.

Sexual misconduct violations may be handled in one of two ways. If the incident meets the criteria for a violation under Title IX, the Title IX process will be followed (<https://www.ccu.edu/titleix>). If the incident does not meet the criteria for a violation under Title IX, but the incident could be a violation of University policy, the student conduct process will be followed.

Incidents involving the following are considered sexual misconduct and violations of University Policy regardless of where they occur. Definitions of the following can be found in the Definition of Terms section of this handbook:

- Sexual Assault
- Stalking
- Domestic Violence
- Dating Violence
- Sexual Exploitation

## **Reporting Sexual Misconduct**

A person who believes she/he has been a victim of sexual misconduct is strongly encouraged to make a report as soon as possible. Students may report to any staff member, the Title IX Coordinator, or Deputy Coordinators, and to the Lakewood Police Department at (303) 987-7111 or 911. University personnel are required by law to assist victims in contacting the appropriate law enforcement authorities if the victim so chooses. However, the student has a right to decline to notify such authorities. Timely reporting of sexual assaults is an integral part of preventing the commission of similar crimes by the same individual in the future. Please note that the University will try to protect victim confidentiality to the extent permissible by law. In some cases, where a clear and present danger is evident, the University may not be allowed to keep the information confidential.

The University considers the reporting and adjudication of Sexual Misconduct cases on campus to be of paramount importance. The University does not condone underage drinking, illegal use of drugs, or other violations of University policy inconsistent with our evangelical beliefs or our Student Code of Conduct; however, during the course of a Student Conduct or Title IX inquiry or investigation, the University may extend full or limited immunity from disciplinary sanctioning to affected parties, witnesses, and those reporting incidents and assisting the affected party, and may also extend such immunity to the Respondent. Full or limited immunity applies only to University proceedings and is at the University's discretion when applicable to our Student Conduct and Title IX guidelines or policies. Students in this process may be covered by the non-discipline policy and, as such, may be assigned an action plan to address the issue at hand (i.e., drugs or alcohol).

## **Standard of Proof**

The standard of proof in determining the outcome of a sexual misconduct accusation is based upon a preponderance of evidence after reviewing, including, but not limited to, all testimony from witnesses, written statements, and other relevant information.

## **Retaliation**

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation, or assisting in providing information relevant to a claim of harassment is a serious violation of University policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Colorado Christian University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Any individual who retaliates against any individual who has either made a complaint of sexual misconduct or has participated in an investigation of a complaint of sexual misconduct will be subject to disciplinary action according to the corresponding area's policies.

To be considered retaliation there must be a causal connection between a materially adverse action and the act of reporting a violation or participating in a conduct proceeding. A materially adverse action is one that would dissuade a reasonable person from reporting a violation and includes but is not limited to, intimidation, threats, coercion, or discrimination. A determination of whether an action is materially adverse is made on a case-by-case basis.

## **Sanction Statement**

Any student found responsible for violating the provision on Sexual Harassment will likely receive a sanction of probation up to dismissal.

## **Sexual Misconduct-Risk Reduction Tips**

Students are reminded that CCU Standards of Conduct state that consensual sexual activity among CCU students is prohibited during their enrollment as students unless they are married. The information provided below is not intended to condone activity such as pre-marital sexual activity or overuse of alcohol but to help reduce the possibility of a sexual misconduct situation.

A student who believes he/she has not given consent to a sexual act should be aware that although the University Standards of Conduct prohibit pre-marital

sexual activity, the University will provide support to the victim and will not place blame on any student who was not a willing participant in the sexual activity. If students are concerned about past behavior while a student at CCU, the student can come forward in a non-discipline agreement.

Risk Reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to blame the victim and with the recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act.

Students are advised, to the best of their ability, to try to refrain from being in a situation that could be potentially harmful. A victim is never to blame for an act committed against them. The University also asks all its students to be aware of their surroundings and to try to maintain their safety. Students are also reminded of Romans 12:10: "Be devoted to one another in love. Honor one another above yourselves." Students should be respectful of one another as a child of God and never take advantage of somebody sexually.

- Discuss sexual limits as early as possible in a dating relationship, using the standards of the University as a foundation.
- Do not push sexual boundaries once they are set.
- If you are overly aroused, you may make a decision that doesn't fit with your values. Get out of the situation.
- Tell a sexual aggressor "No" clearly and firmly, while recognizing that your expression of a clear "No" may not be honored.
- When you hear "No," stop what you are doing and leave the situation. Talk about what happened later.
- Just because your partner's body eventually responds to the sexual touch, does not mean that the encounter is consensual. Listen for a "No." Pay attention to physical cues. If he/she is not engaging or responding, they may have a stress or shock reaction. Consensual sexual acts do not typically result in stress or shock reactions. Stop the behavior and check-in.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Do not be a sexual aggressor.
- Find someone nearby and ask for help.
- Acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated or high person as a sexual exploitation opportunity.
- Realize that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to pushing boundaries that you might not push when you are sober.
- Take care of your friends and ask that they take care of you. A real friend will speak up if they notice that you are about to act outside your values.

Respect them when they do.

## **Bystander Intervention**

### Pro-active

- Believe that violence is unacceptable and say it out loud.
- Treat people with respect.
- Speak up when you hear people making statements that blame victims.
- Talk with friends about confronting sexual misconduct.
- Don't laugh at sexist jokes or comments.
- Look out for friends at parties and bars.
- Get the police or other authorities involved.
- Ask a friend in a potentially dangerous situation if he/she wants to leave.
- Make sure he/she gets home safely.

### Reactive

- Tell someone else.
- Get help.
- Ask a friend in a potentially dangerous situation if he/she wants to leave.
- Make sure he/she gets home safely.
- Ask a victim if he/she is okay.
- Provide options and a listening ear.
- During 8am-5pm business hours, call the Counseling Center and ask for a crisis appointment.
- After hours, call the local crisis center for support at 844-493-8255.
- Get the police or other authorities involved.
- Take your friend to a local emergency room to complete a rape kit which gathers evidence should they later decide to press charges.

## **Additional Information**

If a student finds him/herself in the position of being the initiator of sexual behavior, the student owes sexual respect to their potential partner. These suggestions may help students to reduce their risk for being accused of sexual misconduct.

CCU policy prohibits all pre-marital sexual activity. If a student initiates sexual activity, whether consensual or non-consensual, the student is breaking a policy and can face discipline ranging from probation to dismissal. If students decide to proceed with consensual pre-marital sexual activity, they are under the risk that the students will face disciplinary action:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.

- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent, about someone's sexual availability, about whether they are attracted to you, about how far you can go, or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse tension, and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.
- Respect the Lifestyle Covenant that you signed.
- Think about your relationship with Christ and how moving forward can create an obstacle to continued growth.
- Remember that pre-marital sex goes against God's plan and STOP.
- Respect the person you are with and their relationship with Christ.
- Until you are married, the sexual choices you are making are with someone else's future spouse. Treat them how you want someone else to treat your future spouse.



## RESIDENCE LIFE POLICIES

By signing the housing contract, on-campus residents agree to abide by all of the following Residence Life policies as well as all policies listed elsewhere in the Student Handbook. In some cases, Residence Life policies apply to all students. Students who live off-campus are asked to get acquainted with all of the policies.

Please view the Colorado Christian University web page to view housing and meal plan information, including housing options and accommodations, meal plan options, campus living, and rates.

The guidelines outlined in the Residence Life Policies section govern CCU's discipline, behavioral, and housing policies. However, when situations arise involving existing policies that have not been specifically addressed in the handbook, the University reserves the right in such situations to alter the following set of policies in order to promote the welfare of its on-campus residents and the integrity of the residential experience at CCU.

Violations of any of the following Residence Life policies may result in one or more of the following actions: disciplinary action, fines, eviction, mandated room changes, or any other alternate sanctions, as described in the Guidelines for Imposing Sanctions.

### Definitions

- First-Year Students – Students in their first full year of college following high school graduation (regardless of the number of college credits completed while in high school).
- Second-Year Students – Students in their second full year of college following high school graduation (regardless of the number of college credits completed).
- Third- and Fourth-Year Students) – Students in their third or fourth full year of college following high school graduation (regardless of the number of college credits completed), or who are 21 years old before the beginning of the academic year.
- On-campus residence halls – All apartments and other student housing facilities operated by the University.
- Apartment – refers to any type of on-campus residence.

### Contract Dates

The Housing Contract for the 2024-2025 academic year covers all student housing and dining agreements between Colorado Christian University and the student. The 2024-2025 academic year runs from August 26, 2024 through May 8, 2025. The CCU residences are open, and the contract rates cover housing accommodations and dining plans from August 26, 2024, through May 18, 2025,

excluding Winter Break (Christmas vacation). During Winter Break, the residences are closed from December 19, 2024, at noon through January 10, 2025, at 9:00am. On-campus residents who desire to move in early, move out late, or stay in CCU on-campus residence during Winter Break must apply for that privilege and will be required to pay additional daily charges.

## **GENERAL RESIDENCY AND DINING REQUIREMENTS**

### **Housing Residency Requirement**

Residential living is viewed by the University as an important part of a student's complete educational experience. All full-time (12 credit hours or more), unmarried, 20 years old and younger, first and second-year students taking courses in the College of Undergraduate Studies are required to live on campus and have a campus meal plan through the University food service plans.

There is no waiver from the first- and second-year residency requirement except for students to live at home in the Denver metro area with parents or legal guardians. In addition, since the University requires all first- and second-year students to automatically sign up for housing, those under the age of 21 who wish to live off campus with parents or legal guardians must submit a completed "Residency Requirement Waiver" form to the Residence Life Office. Waivers from the residency requirement are extremely rare, but requests may be made by submitting a completed "Residency Requirement Waiver" form. Students will be notified via email of the University's decision to uphold or waive the residency requirement generally within five business days of the request. Students who do not comply with the housing residency requirement will be automatically assigned an on-campus housing space and billed at the corresponding rate.

Housing contracts are effective throughout the entire academic year. Thus, students who change class standing during the fall-to-spring semester break are still required to complete the terms of the housing contract for the full academic year. Furthermore, the University must approve any student who is taking less than 12 credit hours and living in on-campus housing. More information regarding all of these policies may be obtained from the Residence Life Office.

### **Food Service Requirements**

All unmarried first- and second-year students under the age of 21 living in on-campus (University-operated) housing are required to take meals on campus through University food service plans. Students in their first year of college following high school graduation, regardless of the number of college credits completed, are required to choose one of the two Plan A options. Second year students may choose either of the options in the Plan A or Plan B options.

Third- and fourth-year students living on campus are not required to take a food

service plan but may choose any of the available meal plans. In addition, students living off-campus may also select any meal plan and take their meals in the CCU Dining Commons.

There are several types of meal plans. The following 2 meal plans use meal swipes, which can be used in the Dining Commons for all-you-can-eat options and in other areas across campus for a set “meal exchange.”

- Weekly Meal Plans—12/15/18 meals per week. Unused meal swipes cannot be transferred to the next week. The meal plan restarts at midnight each Saturday (12:00 A.M. Saturday morning).
- Block Meal Plans—80/150/190. These meals can be used at any time of the semester. Unused meals are not transferred to the next semester.

The following plan can be used in any dining outlet across campus.

- Dining dollars—This includes variable amounts between \$100 and \$500 available in increments of \$100. Dining dollars must be used in the current semester. Any unused dining dollars are forfeited.

Meal plan costs and details are listed here: <https://www.ccu.edu/campus-Life/residence-Life/meal-plans/>

Students select their meal plans for the upcoming year on the housing application and may change their meal plan(s) to another approved plan for the upcoming semester through the Add/Drop Deadline (usually the second Wednesday of each semester) of that semester by calling or emailing the Residence Life Office at [ccuresLife@ccu.edu](mailto:ccuresLife@ccu.edu). Meal plans will not be changed to a lesser plan and refunds will not be given for the current semester after that date; however, students may opt for a larger plan at any time during the semester.

Waivers from or requests to reduce meal plans from the food service requirements are extremely rare, but requests may be initiated by submitting a completed “Meal Plan Selection Form” to the Residence Life Office by the Add/Drop Deadline of the semester for which the waiver is being requested. Students will be notified in writing of the University’s decision to uphold or waive the food service requirement generally within five business days of the request.

Waiver requests for financial reasons will be considered ONLY if the student’s financial situation has changed since the housing lease was originally signed. To request a change under this category, the student must submit a written explanation as to how his or her financial situation has changed since the signing of the contract and, consequently, how he/she will be incapable of fulfilling the meal contract obligations. This written request should be sent to [ccuresLife@ccu.edu](mailto:ccuresLife@ccu.edu) and must include:

- A letter from the student’s parent or guardian outlining the financial

- change; or showing proof of independent status.
- An explanation of how financial change is due to factors that are out of the student's control.
- Any additional documentation, in accordance with individual appeals, may be required in this process.

Waiver requests made for dietary or medical reasons are reviewed by the Life Directions Center. Students visit: [www.ccu.edu/undergrad/Life-directions-center/accessibility/accommodations/](http://www.ccu.edu/undergrad/Life-directions-center/accessibility/accommodations/) to begin the ADA paperwork. If a student has a documented need for a special diet, because of a documented health condition (including allergies), the student will meet with a representative for the CCU food services provider. A doctor's description of the health condition and necessary diet must be submitted with the waiver request. Additionally, the University will consult the Food Services Manager to attempt suitable accommodation for the student's health needs while maintaining the required meal plan.

Other financial hardships and scheduling conflicts with work, school, athletic, and other activities and commitments will not be considered for a waiver from the food service requirements. Students who do not comply with the meal plan requirement will be automatically assigned an appropriate meal plan and billed the corresponding rate.

## **HOUSING POLICIES**

### **Check-in and check-out**

Upon arrival at CCU, each student in residence will complete a room condition report form (RCR) and will be allowed to make notes on the condition of the room they are about to occupy. This form is located on the housing portal under "Housing Forms". It is critical at this time that all damage and conditions of the room are noted so that at the time of check-out the student will not be charged for them. At check-out, the apartment must be cleaned completely, including all appliances. Cleaning charges will be charged when cleaning has not occurred according to the University's standards at the time of check-out. Please see a list of charges in the Residence Life Office for specific information. During check-out, a University staff member will walk through the apartment with students, noting the comments that were made on the original RCR.

At check-out, residents will be charged, either as a group of residents or an individual resident, for any additional damage or unsatisfactory conditions present. Failure to check out properly will result in an improper check-out charge plus any additional damages found, forfeiture of the housing deposit, as well as the full room and board charge until a proper check-out is processed. The room key charge will be \$100 if the key is not returned at check out. Replacement costs

of missing or damaged furniture will be added to the student's charges. Students have 30 days to pay or contest housing damage charges after they are added to the student's account. After 30 days, charges cannot be contested, and a hold will be placed on student accounts with outstanding damage charges.

Students may conduct regular check-out of their apartments beginning on Monday morning of finals week each semester. Students checking out of apartments prior to the Monday morning of finals week must complete mid-semester check-out requirements, which may be obtained through the Residence Life Office. Summer on-campus residents must check in and check out of apartments following the directions of the Department of Residence Life.

## **Class Attendance and Campus Residency**

Students living in on-campus housing who have stopped attending classes for more than 2 weeks will be asked to vacate their residence unless permission is granted by the Director of Residence Life. Students desiring to live on campus while not attending classes may apply for non-student housing through the Department of Residence Life and, if approved to live on campus, will be subject to all Residence Life policies.

## **Damages**

Whenever damage occurs in the residence community, students will be held financially responsible (to repair or replace damaged buildings or furnishings) and are subject to immediate disciplinary action. If the individual responsible cannot be identified, financial responsibility will be determined in the following manner:

- Residents of the apartment are responsible for all damage that occurs in their apartment.
- Residents of the stairwell or building are responsible for any damage within the outer stairwell or building area.
- Residents of the entire hall or building may be responsible for damage occurring out and around that hall in common areas and areas immediately around the premises.

As stated in the housing contract, should there be loss or damage to a student's personal property, the University will not be responsible for those damages, regardless of the cause of the damage(s) to the personal property. As such, residents are encouraged to carry renter's insurance or maintain insurance coverage through a parent's or guardian's homeowner's policy.

In previous years, much damage has been attributed to playing sports in the apartments. Such actions not only result in damage but also may constitute a violation of courtesy/quiet hour regulations.

## **Deposit**

The housing deposit (\$100) reserves a student's on-campus housing for the academic year. When a student has completed the terms of the contract, the deposit will be credited to the student's account once all outstanding housing or other University charges have been paid and check-out procedures have been properly followed. If a student's contract is terminated during the academic year or summer session, or if a student fails to follow proper check-out procedures or has outstanding housing bills (including damage and other things), the deposit will be forfeited. Students will not receive a housing deposit refund in the case of academic suspension or disciplinary dismissal.

Students requesting cancellation of their housing lease/contracts on or before May 15 (for those applying for the fall semester), December 15 (for those applying for or not returning to CCU in the spring semester), or May 1 (for those applying for the summer semester) may receive the full refund of the Housing Deposit. Students requesting cancellation for the fall semester on or before May 31 and for the spring semester on or before December 31 may receive a 50% refund of the Housing Deposit. Any cancellations occurring after these dates will result in forfeiture of the full Housing Deposit. No refunds of deposits will be given to students who decide not to live in on-campus housing or who apply for housing after these respective dates.

## **Entering and Searching Student Rooms**

The University respects the right of the student to the privacy of his/her rooms. However, for reasons of safety, health, general welfare, official business, maintenance functions, cleanliness inspections, or reasonable grounds to suspect that a violation of University policy is taking place, the University reserves the right to enter a student's room to search through his/her personal possessions and will do so without notification, if necessary. During vacation periods throughout the year, the University reserves the right to clean, check, or repair residence rooms. Whenever possible, the University will notify students in advance of maintenance work to be done in the rooms and shall exercise all reasonable care with the personal belongings of the students. The University will not be responsible for lost or stolen personal items in student rooms. The University reserves the right to remove any object or material which would violate a University regulation or Standard of Conduct, from a student's room. Disciplinary action may be taken against any student found in possession of such items. All University policy violations found by a staff member, who enters a student's room, no matter for what reason, will be documented and referred to the student disciplinary process.

## **Intent to Vacate**

Any student intending to leave University housing must complete and submit a "Housing Lease Cancellation Request" at least 30 days prior to moving out. This form can be obtained from the Residence Life Office. Failure to obtain approval within the above timeframe will result in the loss of the housing deposit and possible improper check-out fees. Contracts for housing are signed for the entire year, and a release from the housing contract must be applied for and/or obtained before a student can move out of University housing. Most students moving out mid-year will lose their housing deposit.

## **Keys and Lockouts**

Keys to Peaks, Duplexes, Harwood, and Waite apartments and Student IDs for East Campus, Yetter, and Rockmont are issued to students upon arrival. If a key is lost at any time during the year, the lock will be replaced at a charge of \$100, and all residents of that apartment will be issued new keys. Apartment keys are not to be duplicated or given to others for any reason. Student ID Cards used as keys must be reported missing immediately. A replacement Student ID card must be purchased.

Students locked out of their non-Residence Hall apartments may come to the Residence Life Office (during office hours, Monday through Friday, 9:00 A.M. to 5:00 P.M.) to check out a key for 5 minutes to enter their apartment, which must then be brought back immediately. On the fifth lock-out, a resident will be charged for replacing the lock and new keys (\$100). Students living in the Residence Halls will need to see the front desk staff in the lobby to have their doors unlocked. Students locked out of their apartments (after Residence Life business hours or if Residence Life is unavailable) should contact Campus Security for assistance. Campus Security Officers will respond as soon as possible to unlock the door. Security will document the unlock request and require photo identification in all circumstances.

Security of the individual apartment rests with the students. Thus, students are encouraged to deadbolt their apartment door whenever they are leaving and during breaks. Also, students may not prop or leave their doors open when no one is in the apartment. At no time may residents alter the locking mechanisms in any way (including using rubber bands, tape, etc.) that prevents the doors from closing and automatically locking. Finally, using an alternative means of entry to an apartment, such as carding in, is prohibited.

## **Laundry**

Laundry facilities for Harwood and Waite Halls are open 24 hours a day, 7 days a week. Residents of all other living areas have laundry facilities in their apartments but may utilize the community laundry services if needed. Any tampering with or

theft from the laundry facilities will result in disciplinary action.

## **Lease**

All students living in an on-campus residence are required to sign a housing contract. Signing the contract states the student's intent to abide by the Residence Life Policies and Standards of Conduct as outlined in the Student Handbook and in other University documents related to housing policies. The contract applies for the entire academic year and may not be broken unless the Director of Residence Life grants a release from the contract.

The housing contract is a binding document; therefore, release from contract obligations is only available under limited conditions listed below and must be approved by a University-appointed panel. Please note that the housing contract and corresponding financial obligations remain in effect until a student receives written notice that the Associate Dean of Residence Life has approved his/her appeal. Any student who wishes to break their housing contract, which is in effect for the entire academic year, must do the following:

Obtain a "Housing Lease Cancellation Request" from the Residence Life housing portal under "Housing Forms." Fill out the appropriate form noting the reasons for the release or waiver. The release or waiver will be considered only under the following criteria:

*Medical Condition* – The student's medical condition requires changing the living environment. To request release under this category, the student must demonstrate the necessity of such a move with a doctor's note and a personal outline of the change in physical or emotional health anticipated due to a change in living situation.

*Extreme Change in Financial Situation* – The student's financial situation does not allow him/her to live on campus. To request release under this category, a student must submit a written explanation of how his/her financial situation has changed since the signing of the contract and, consequently, how he/she will be incapable of fulfilling the housing contract obligations. This written request explanation must include:

- A letter from a student's parent or guardian outlining the financial change or showing proof of independent status.
- An explanation of how financial change is due to factors out of the student's control.
- A detailed cost analysis of the student's projected living expenses for proposed off-campus housing and the living expenses the student would incur in on-campus housing. Categories to include in the comparison include rent (copy of lease required), all utilities, food, car expenses, car



- and apartment insurance, gas, internet, phone, etc.
- Additional documentation, under individual appeals, may be required in this process.

*Not Attending CCU as a Student* – The student is not attending CCU on its Lakewood Campus for the term in which he or she is requesting a release. Any student who is found to request a release under this category and then register for classes will have the housing contract reinstated upon their enrollment at CCU. Any student leaving the University or withdrawing before the semester begins will automatically be released from the housing contract. However, students will not receive a housing deposit refund for academic suspension or disciplinary dismissal.

The Director of Residence Life will notify the student in writing of his/her decision. Students will not be released from their contract until the Vice President of Student Life and Traditional Enrollment has agreed to the release. The student's housing contract and corresponding financial obligations remain in effect until the student receives written notice that their appeal has been approved from the Director of Residence Life; therefore, until written notification, all students requesting a lease cancellation should be prepared to live on campus. Students released from the lease obligations must follow through with their housing plans as stated in the cancellation request, or the student will be responsible for housing and dining costs for the semesters for which their lease was released. Students not released from the contract will be responsible for fulfilling the terms of the contract.

Most students released from the housing contract will lose their \$100 housing deposit.

## **Mail**

The Mail Services Center exists to meet the mail and copy needs of the CCU community. All student mail is received by the Mail Services Center staff and is entered into the electronic distribution system that notifies students via email or text that there is mail ready to be picked up. No package or box will be released by Mail Services Center employees without the presentation of this printed notification form.

Mail should be addressed as follows: Student Name  
8787 W. Alameda Ave Lakewood, CO 80226

## **Special Considerations—Rockmont/Yetter**

The following policies relate specifically to Rockmont and Yetter:

**Basement Access/Storage** – Student access to the basement will be restricted. Students who wish to store or retrieve items from storage must check out their key and be granted access by the front desk staff. Please see the student storage section in the student handbook for more information on storage areas.

*Elevators* – There should be no intentional overloading or jumping in the elevators. Elevator doors may not be propped open for any reason. No stopping the elevator other than for emergencies.

*Lobby/Front Desk* – The lobby area of the Residence Hall is a public space and must always remain clean and orderly. The front desk will be staffed with student workers and/or RAs 24 hours a day, 7 days a week, who can assist with grab-and-go food purchases, lockouts, and other needs. Desk Attendants are required to document incidents as they occur. Various kinds of athletic and game equipment are available in the main lobby to be checked in/out from the desk. Students will be liable for any broken or missing items upon return.

*Lobby/Pod Furniture* – All lobby and pod furniture must remain in their designated areas. Any student found to be in possession of lobby/pod furniture in their room will be entered into the discipline process. Students are not allowed to sleep on the Lobby/Pod furniture and should refrain from public displays of affection.

*Pods* – The Pods are a public space and must always remain clean and orderly. Pod furniture must remain in its designated spot so as not to block the main flow of traffic in the hallway. TVs must always be kept at a reasonable volume and must be shut off when visitation hours are over. Content on the pod/lobby TVs is subject to review by the Residence Life staff, including the front desk staff. Once quiet hours begin, all noises in the pod, including TV volume, must comply with the quiet hour policy. If the noise level in the lobby or pods interferes with student living conditions, students will be asked to be courteous of fellow students and keep the volume to a minimum. All televisions in the pod areas will be turned off at the beginning of quiet hours.

*Restrooms* – Residents and guests may not use the bathroom in an opposite gender apartment. The use of opposite-gender bathrooms is a violation of the visitation policy, as they are in student bedrooms. There are restrooms located on the east side of the main lobby, in Yetter and in the lower level of Rockmont.

*Stairwells and Entries* – Students must only enter the building from the main lobby entrance. Students may exit the building from either end of the hall, but the doors must always remain closed. Doors may never be propped open or altered to keep from shutting and locking. The stairways must remain free from personal belongings and students may not loiter or study on the stairwells at any time. Students are cautioned about letting in unknown individuals. Any visitors to the building must enter from the main entrance. Students letting individuals into the building from the stairwell doors may be entered into the discipline process.

*Sporting Activities* – All sporting activities are restricted from the Residence Hall

unless noted in the lobby. This includes any thrown or rolled objects such as Frisbees, the bouncing of basketballs, golf balls etc. Students cannot ride any wheeled or non-wheeled recreational equipment in the building. Care should be taken that the wheels of bicycles are cleaned before entering the building.

*Trash/Trash Shoot* – Students are responsible for emptying the trash in their rooms regularly. Trash shoots are located on either end of the hallways. Students should take notice of the trash shoot size restrictions and not force any items down the trash shoot. Students should also take great care in ensuring trash bags do not leak while carrying them down the hallway. The community trash cans located by the elevators and in the lobby are not for bags of trash or to be used as dumpsters for any room trash. Any student found to violate this policy may be entered into the discipline process.

*Visitation* – Members of the opposite gender must leave the apartment before visitation hours expire/start. The main lobby on the first floor will have 24-hour visitation as long as the front desk is staffed. Quiet hours will be enforced at the designated times.

## **Room Changes/Consolidation**

The University reserves the right to make room for re-assignments and temporary assignments as necessary. If an opening occurs within an apartment, the remaining occupant may be given the following options: move into another apartment where there is a space available, contract their space as a single room, and pay an additional charge if determined by Residence Life to be an option based on occupancy (see Single Room Policy), or have someone move in with them. The University reserves the right to place another student in any apartment where a vacancy occurs at any time and without prior notice.

Room changes may not be made during the first two weeks of the semester. A student desiring a room change after the first two weeks of the semester because of a conflict within the apartment must first discuss the conflict with his or her apartment-mates to resolve differences. If an agreement cannot be made, and there is still a desire to move, the RA should be consulted to enter the Roommate Mediation Process for additional mediation. If the conflict still exists, the students will meet with a university counselor to continue to discuss their desires and attend any follow-up meetings as prescribed by the counselor. If reconciliation cannot be reached and the resident feels there is no possible resolution, he/she may discuss their situation with a Resident Director. If a room change is approved by a Resident Director or other appropriate University staff, the student can move by direction from the Residence Life Office.

Students who move into another bedroom (within the assigned apartment) or to another apartment without prior written approval from the Department of

Residence Life will be forced to return to their assignment, face disciplinary charges, and/or pay improper check-out fees of up to \$100.

## **Schedule of Charges**

The Department of Residence Life publishes a current schedule of charges, which is available in the Residence Life Office. Students can consult this schedule to know what to expect to be charged for early check-ins, damage and cleaning charges, improper or late check-outs, guest stays, lock replacement, trash removal, etc.

## **Single Rooms**

When space is available, the University offers single-room agreements at an additional cost to a limited number of students. Students desiring a single room may use the housing portal to look for a single room or may contact the Assistant Director of Residence Life to inquire about availability. CCU, however, reserves the right to cancel any single-room agreement at any time and for any reason.

## **Storage**

The University has units that are available to be reserved by students. Units may be reserved for one semester at a time and are available for use for the duration of the summer upon approval for summer storage. Students desiring to reserve a storage unit should contact the Residence Life Office. The University does not assume responsibility for damaging items in University storage units. Students may not store combustible fuels, weapons, motorized vehicles, or other hazardous materials. Students found violating any of the above rules or any University policy in conjunction with their storage unit will be entered into the discipline process.

## **Vacation Closures**

The residence apartments will officially close during winter break and the day before graduation in the spring. No students may be in their apartment without written authorization from the Director of Residence Life during these times. In addition, during winter break, students who desire to pick something up from their apartments or enter their apartments for any reason must first check in with security and receive approval before accessing their apartments. The University reserves the right to close the residences for other periods at its discretion. Food Service for students will also be closed during all vacation and break times. The University is not responsible for losing or damaging students' personal belongings during break times. Appropriate check-out procedures, including locking deadbolts and securing doors and windows, should be taken to assist with securing personal possessions. Students are encouraged to take out renter's insurance for their personal items.

## **ACCOMMODATIONS, ALTERNATIONS, AND STUDENT RESPONSIBILITY**

### **Alteration of Rooms**

A student room should be a comfortable and familiar place to live. Therefore, some room decorations and alterations may be desired to accommodate personal preferences. However, no decorations are allowed that would impact the apartment's structure. Painting of rooms by students is not permitted. If the student believes that his or her room needs new paint, a request must be submitted to the Facilities Department through the "Work Order" process. Paneling, corkboard, mirror tiles, and other glued or nailed items are prohibited. No room alterations, such as loft beds, hammocks, or bike racks, may be attached to walls, ceilings, or decks. Satellite TV is not allowed. Alterations made that do not comply with these policies may be replaced or removed at the expense of the students.

Under no circumstances are students allowed to move furniture from their unit. Students may not put University furniture on their balconies nor swap or exchange furniture with another unit. Stadium seating is prohibited, and beds must not be used for anything other than sleeping. In the case of bunked beds, mattresses must be at least 24" from the ceiling. Furniture may not be stacked or elevated in any way, except University owned bunk beds being bunked as intended by the manufacturer. Only the metal connectors available in the Residence Life Office may be used for bunk beds. Risers may be used but must be made of high-density polyethylene; cinder blocks or other materials may not be used as risers. If a bed is unused, it may be disassembled, and the parts stored in the apartment. It may not be used to hold a couch. In apartments, waterbeds, hand-built lofts, or pre-built loft beds are prohibited.

All furniture must be in good condition and accounted for at the end of the year. All furniture and furnishings, cabinet doors, handles, drawer pulls, etc. in CCU rooms and apartments must remain intact and in place. Unauthorized removal of furniture from these locations may result in a fine. Students are held accountable for missing furniture, broken furniture, cleaning the apartment, and any other damage occurring over the course of their occupancy of the room.

### **Apartment Use**

The on-campus residences are designed and intended for students to sleep, study, and carry on normal residential activities. Operating for-profit businesses out of the on-campus residences may distract students from fulfilling CCU's educational mission and is therefore prohibited in the on-campus residential environment. While it is understood that students, during regular residential activities, may conduct some business out of their apartment (such as selling or buying items online, etc.), when those activities are done at such a frequency that they become a business enterprise, students are prohibited from conducting such business in

and from their apartments. The responsibility for determining what constitutes a business use of an apartment is held solely by the Associate Dean of Residence Life & Auxiliary Services.

## **Appliances**

The electrical wiring in the residences is not designed for unlimited or overloaded use. Students are reminded not to leave electrical equipment unattended or overload wall sockets or extension cords. Open heating coils, hot plates, frying utensils, and other cooking appliances must only be used in the kitchen area. Microwave ovens that do not exceed 600 watts are permitted in the apartments. No air conditioners, washers, or dryers may be installed in the apartments.

## **Babysitting**

Due to safety and liability concerns, students may not babysit in the on-campus residences. Only children 12 years and older may stay on campus following the regular Guest Policy.

## **Barbeques**

Students may use and operate barbeque grills in the residential community as long as the grills are outside and at least 10 feet from any building or combustible material. The use and operation of barbeques, including propane, natural gas, and charcoal barbeques, Hibachi's, or any open flame cooking device, on combustible decks and balconies of apartments or within ten feet of any combustible material is prohibited by the International Fire Code. Neither barbeque grills nor may fuel be kept in apartments, decks, and patios or in front of stairwells or breezeways. No open flame is permitted in the residences or on CCU property.

## **Common Areas and Balconies**

Common areas are defined as those areas shared with other community members outside of their apartments. These areas must be clean and open, and students may not dump or store trash or storeroom furniture. Balconies of residences, although not used by other students, can be seen by the University community and must be kept clean and presentable and are not to be used as storage areas. Any balcony not meeting this standard will be cleaned at residents' expense. Students may never throw trash or other items off the balconies.

## **Decorations**

Room decorations are encouraged so long as they do not create health and fire hazards, cause damage to the room, or are deemed contrary to the mission and Christ-centered nature of the University. Students are not allowed to hang posters, pictures, or other decorations in on-campus apartments using nails, screws, tacks, or other items that put holes in the walls. Due to the damage they cause to the

apartments and the potential injury to persons, dart boards are not allowed in campus residences. Christmas decorations are not to include live trees. Artificial trees are acceptable. Empty alcohol containers are not permitted in apartments for any reason. Student room posters, signs, or other information must be limited to inside the apartment and not shown to the outside community. Window postings facing outside may be removed or altered at the discretion of the University. CCU also reserves the right to remove any window, wall, or door postings inside the room or facing outside the room which it deems offensive and, if damage occurs, to hold the student(s) financially responsible and subject to further disciplinary action.

## **Fire Safety/Flammable Materials**

Living in campus residences requires each student to be responsible for abiding by all rules, particularly those designed to provide safety to individuals residing in the community and their property. Because of the seriousness of this matter, students are encouraged to read all policies related to candles, appliances, barbecues, decorations, firearms, and fireworks, fire extinguishers, emergency procedures, smoking, and littering. Additionally, students are not permitted to bring gasoline-operated items, gasoline, white gas, propane, natural gas, or other similar flammables into the residences. Candles and incense may not be burned but can be used for decoration purposes (with a white wick only).

Hallways and stairwells must be kept clear of any trash, furniture, or bikes. Fire drills will be held periodically, and all students are expected to comply with directions given to them by any authority from the University or the city of Lakewood. Failure to comply will result in disciplinary action.

Any discharge of a fire extinguisher must be immediately reported to Campus Security.

## **Furniture**

Students living in Yetter or Rockmont will not be allowed to bring in outside furniture for their rooms and pod areas. Only small, one-seat style chairs will be allowed (i.e. camp chairs, folding chairs, bean bags etc.). It is at the discretion of the Director of Residence Life to determine if the furniture is appropriate for the size of room. Students found to be in violation of this policy will be asked to remove furniture in question in a timely manner and may be entered into the discipline process.

Students living in all other residential areas may choose to bring outside furniture to be used in their residence hall but must know the origin of the item(s). Students may bring new furniture from home or other trusted sources. However, students should use extreme caution when bringing furniture purchased at secondhand

stores, yard sales, or other venues where the history of the item is unknown because these items may contain bedbugs or other types of insect infestations. To the best of its ability, the University ensures that prior to students moving in; all residence hall rooms are free of pests, including bedbugs. If bedbugs or other types of insect infestations are found in a room after students move in, the student(s) residing in that room/apartment may be required to reimburse the University for all or a portion of the cost associated with removal. Since the costs could rise to several thousand dollars or more, students should be extremely diligent in following this policy.

## **Housekeeping and Maintenance**

The maintenance and custodial staff work diligently to keep the buildings and apartments in good condition. They are a very important part of the CCU community and should be treated as such. Residents are expected to clean up after themselves in public areas for the benefit of all community members. Assessments for extra cleaning in common areas, around the building grounds, or in individual rooms will be charged to stairwell, pod, apartment, or hall members. Residents are encouraged to report problems with their apartment facility or any part of the living area immediately to the Facilities Department for service. Work orders may be submitted online. When damages or problems are not due to normal wear and tear, students will be billed for the costs of repair.

Individual apartments are expected to be kept clean over the course of the student's stay and will be checked periodically for health reasons. Any apartment that is not in acceptable condition will be given a timeline for cleaning to be completed or the University will clean the apartment at the residents' expense, evict the residents, enter them into the discipline process, or enforce a combination of any one of the above.

## **Littering**

Residents are expected to refrain from throwing trash onto campus grounds. Residents may not store up large amounts of trash or throw trash or other objects out windows. Dumpsters are provided in all residence areas and are expected to be used regularly. Residents will be charged for the removal of trash found in common areas. Students may only place trash outside their apartments after 5:00 P.M. on the day that Trash Club picks up the trash.

## **Pets**

No pets except fish are allowed in residences as per Colorado Health statutes. Students may have fish in 25-gallon or less fish tanks, but all other pets, including other aquarium dwellers, are prohibited. A student having a pet in the residences will be asked to remove it immediately. If the pet is seen again, it will be taken by University staff and given to a City of Lakewood animal control officer. In addition



to disciplinary action, the student will be financially responsible for any damage done by the pet. The University also asks students to refrain from feeding wild animals, including birds, on University property, including the residential apartments' balconies.

## **Screens**

All screens on University apartments are placed there for safety and, therefore, are not to be removed. Damaged or removed screens must be replaced at the resident's expense.

## **COMMUNITY LIVING**

### **Courtesy Hours**

All hours other than those deemed as quiet hours are under the courtesy hour protection policy, in which a community member may request another resident to lower the noise level for purposes of studying, sleeping, etc. Any student who confronts other residents about bothersome noise should expect full cooperation from that student in resolving the nuisance. If the disruption continues, campus security or other University staff, upon being asked for assistance, will resolve the situation, using disciplinary action when necessary. Courtesy hours are set so that the residence's atmosphere can be flexible enough to provide students with an opportunity to have a place to sleep and study. Any student not cooperating with a request from another student, staff, or community member will be subject to disciplinary action.

### **Guests**

The privilege of both visiting and hosting others carries an equal responsibility to consider the rights, feelings, values, and principles of the members of the CCU community, as well as those of the specific apartment and residential community. Care and consideration for the other occupants of the room or apartment should take precedence over the right of a roommate to entertain a guest in the room. This care and consideration extend to situations where guests may be visiting campus, but not staying in a campus apartment. Students are always responsible for the actions of their guests whether it is in a classroom, chapel, or elsewhere on campus. Guests who disregard the care and consideration of other students, faculty, and staff, or who disturb the normal functioning of the CCU campus may be removed and barred from returning to campus, even if to visit a CCU student.

The University believes that the overnight visit is always an infringement upon the privacy and convenience of the persons sharing the space and thus, should only occur with the consent of the others sharing the space. Overnight guests of residence students, whether they are University students or guests not connected with the University, are permitted under the following conditions:

- The guest must comply with University rules and regulations.

- The student host/hostess is responsible for the guest's conduct and must obtain their roommate's consent for the stay.

A "Guest Registration Form" must be obtained and completed, and then approved by the appropriate staff member in the Residence Life Office before the overnight stay begins.

A temporary "Guest" Parking Permit must be obtained for any guest parking a vehicle on the campus. Guest parking permits are issued by Campus Security only.

An overnight guest is normally limited to a stay of no more than three nights. Stays for more than 3 nights must be approved by the host's Resident Director prior to the stay and may be subject to a charge due prior to the stay.

No guests of the opposite sex (including family members) are permitted to stay in an on-campus residence. This applies to CCU students as well as non-students. Guests must be at least 12 years of age, or older. CCU allows family members, including parents, to visit campus apartments and use their student's meal plan in the dining commons as long as all other guest policies are adhered to. The utmost sensitivity to the dynamic of a parent's presence, however, by parents and appropriate family members, is especially necessary, and parent and family stays should be done on a limited basis. Visitation/overnight stays by guests during move-in, mid-terms, and finals periods are generally restricted and will be handled on a case-by-case basis.

Repeated visits of a guest to a specific room, especially when staying up to visitation hours on a consecutive basis, will be confronted by Residence staff. Visitation hours are set for guest visitation; however, a guest who is continually present can inconvenience and bother other roommates and consequently will be asked to limit his/her visitation to the satisfaction of the roommate involved. Any roommate of a student hosting a guest who is inconvenienced by a guest's stay is asked to contact a Residence Life staff member for assistance in addressing the problem.

Students should take care when they invite guests to campus especially when they are new acquaintances to the student. Students have many opportunities to meet new students through ministry work, internet chat rooms, or during normal visits to a neighborhood store. Students are advised to use discretion when establishing new relationships and to take precautions regarding their well-being. While it is the student's prerogative to meet new people and establish relationships, it is important to respect the safety and well-being of other CCU students. If a student intends to invite a guest who is a stranger to his/her roommates, the student is responsible for seeking roommate permission before the guest is on campus.

## **Holidays**

During University holidays (Labor Day, Thanksgiving Break, Spring Break, Christmas Break, Good Friday, etc.) and end-of-semester periods, the University may decide to adjust any residential policies (such as visitation hours, following weekend visitation hours rather than weekday hours). This temporary adjustment policy will be posted in the Residence Life Office for each holiday if policies are being adjusted. Students should presume that regular policies are in effect unless posted differently.

## **House Governing System**

From time to time the University may designate certain areas of the Residence Life system as House Governing areas. Normally junior and senior students will have an opportunity in these areas to designate by vote their community's rules and policies. The policies for that area will remain for that area only. Underclassmen visiting these areas will be held to the regular policies of the campus residences. Residence Life staff will assist in the voting process and advise the community on which policies are available to be voted on. The University reserves the right to delineate which policies can be changed and those that cannot be changed by the student vote.

## **Quiet Hours**

The University residences are under quiet hours from 10:00 P.M. to 8:00 A.M., Sunday through Thursday, and during the weekend (Friday and Saturday nights) from 12:00 A.M. (midnight) to 8:00 A.M. During quiet hours, it is the University's expectation that the community noise is at a level that students can sleep and study. During this time, noise in the residences should not be heard in the stairwell or apartments above or below. Any conversation in the stairwells or outside around buildings should be kept to a low level. The basketball court and volleyball court near Yetter Hall and Waite are closed at 10:00 P.M. Students can expect to be documented for a quiet hour violation immediately during this period, and continued noise during this time may result in a temporary eviction off-campus. If a residence staff member contacts a student during this period for a noise violation, the student should consider him/herself documented for violating quiet hour policies. The University has the right to supplement quiet hour times during the semester to accommodate mid-term and/or final exams. In addition, it is essential to note that the city of Lakewood maintains a noise ordinance effective at 10:00 P.M. every night.

## **Roommate Conflicts**

The University understands that from time to time conflicts arise between roommates that cause Life within the apartments to be stressful and unhealthy. During these times, the University recommends that the students in conflict try to communicate with each other regarding any conflicts as the first step toward

finding resolution and reconciliation. RA's are available to help coach students regarding how to have such a conversation with a roommate or friend.

If a conflict cannot be resolved interpersonally, students are encouraged, as the next step, to use their RA's to mediate such conflicts in the interest of coming to a workable solution. In times when one roommate comes forward to a Residence Life staff member concerned about a conflict or a disciplinary situation, he/she will be given several possible options:

- Go back to the student(s) in question and confront the behavior,
- Have a Residence Life representative mediate the dispute or situation
- Have a Residence Life staff member confront the situation.
- Do nothing, which immediately gives the student coming forward some time to think and pray about the situation.

In these instances, a Residence Life staff member will ask the student coming forward to sign a document acknowledging the path that the student wishes to take in solving the situation.

If a student desires mediation assistance from a Residence Life staff member, the following process will be followed to assist students in reconciling and finding reasonable arrangements in roommate conflicts. Our roommate resolution process is a three-step progression of mediation. Most resolutions should be reconciled at the Resident Assistant or Counseling Center levels.

*Step 1: RA/RD Intervention:*

The ARD/RA level should be the first chance to engage in a potential roommate conflict. RAs are expected to be actively involved in their residents' lives. This involvement should create a proactive recognition of growing resident conflict. RAs will be trained to assess the level of mediation necessary in a given situation. The use of the Roommate Contract will be a guideline to facilitate an initial meeting with residents. It is important for RAs to honor the process and make appropriate referrals

*Step 2: Counseling Center Roommate Mediation:*

The next level of mediation will incorporate our Counseling Center staff. These trained counselors will provide objective, solution-focused facilitation. Counselors possess training in mediation and conflict resolution techniques. Counselors will focus on resolutions/solutions and not as much on personality-type interventions. All Counseling Center roommate interventions will be scheduled.

### *Step 3: RD Discussion:*

If, after the counseling step, roommate conflict persists, the respective RD will review the mediation process and assess whether any additional mediation is necessary. After gathering all the required information, the RD will make recommendations for other types of intervention. These types may include individual counseling, roommate change, or other pertinent interventions. The goal is to reconcile and restore.

### *Mediation Guidelines*

The following are helpful guidelines for the mediation/conflict resolution process described above. For more tips on talking to a friend or roommate about a conflict, please feel free to discuss your specific situation with any Residence Life staff member.

- Mediation should not take more than 1 hour.
- Any mediation facilitated by counselors or RDs should be done in an office/professional setting.
- Mediations are solution-focused, meaning that all parties must be interested in finding tangible ways to reverse interactions between residents. This should not be focused on personality issues. Only relevant history that will help result in a resolution should be given merit.
- The role of a mediator is not to solve the issue or mandate; instead, the goal is to facilitate purposeful dialogue and educate residents on patterns of behavior, communication, and how to resolve problems of difference. Mediators should never suggest that someone is right or wrong; instead, they may point out inconsistencies and help facilitate win-win solutions.
- Mediators should educate residents on how to listen and communicate respectfully. This is done through setting boundaries.
- Mediators will be sensitive to understanding where students are developmentally and what each person can do to encourage each in their growth process.

### **Visitation**

These suggestions and policies are based on the need for respect and consideration among roommates and to assist couples in maintaining the purity of their relationships. Apartment visitation by the opposite sex is to be conducted with discretion. It is suggested that other individuals be present in the apartment while a guest of the opposite sex is visiting. Students who are having difficulty with roommates taking advantage of the visitation policy should consult their roommates first and then bring the situation to the attention of the RA in the community.

- In all freshman areas and for all freshman students, guests of the opposite sex are allowed from 10:00 A.M. – 10:00 P.M. Sunday – Wednesday and 10:00 A.M. – 12:00 A.M. Thursday through Saturday. (The opposite sex

must be out of the apartments in all freshmen living areas from 10:00 P.M. to 10:00 A.M., Sunday through Wednesday, and from 12:00 A.M. to 10:00 A.M., Thursday through Saturday.)

- In all upper-class areas and for all sophomore, junior, and senior students, guests of the opposite sex are allowed in the apartments from 10:00 A.M. to 2:00 A.M. seven days a week (guests of the opposite sex are required to be out of the apartment from 2:00 A.M. to 10:00 A.M.)
- All students are never allowed in the bedrooms (including the doorway) of apartments of the opposite sex in all CCU on-campus housing.
- Freshman visitation hours apply to freshmen in all University operated housing. Thus, freshman students may not be in an upper-class apartment after freshman visitation hours if a member of the opposite sex is present or if it is an apartment of the opposite sex.
- Upperclassmen who live in or are visiting freshmen living areas must follow freshman visitation policies while in those areas. Those upper-class students who visit upper-class living areas may follow upper-class visitation policies when in those areas.

See also the Cohabitation Policy and the Guest Policy. Note: Students who violate the bedroom visitation policy will automatically receive two steps in the disciplinary process within the sanctioning guidelines.

Opposite sex visitation is never allowed in the bedrooms.

- Rockmont Studios follow the same visitation guidelines as noted above. However, since the apartment is both a bedroom and a living area, members of the opposite sex may not be alone in a studio apartment unless the door is propped open entirely. If three or more students are present including members of the opposite sex, the door may be closed.

Note on bathrooms:

Students may not use the showers in the apartments of opposite-sex students. In Rockmont and Yetter, students are not allowed to use the bathroom in the bedrooms of an opposite sex student. In the Peaks and Row apartments, students are allowed to use the restroom of an opposite-sex student but not allowed to shower.

# GENERAL UNIVERSITY POLICIES and PROCEDURES

## ACADEMICS

### Academic Appeals

The process for students to appeal grades is as follows:

1. The student will request in writing that the faculty member reconsider the grade that was given.
2. The student may appeal in writing to the dean of the appropriate School before the end of the semester following the one in which the grade was assigned.
3. Within 10 days of the dean's decision, the student may submit a written appeal of the dean's decision to the Vice President of Academic Affairs.
4. Students may appeal other academic decisions, other than an academic integrity violation, as follows:
5. The student will submit a written appeal to the dean of the appropriate School before the end of the semester following the one in which the decision was made.
6. Within 10 days of the dean's decision, the student may submit a written appeal of the dean's decision to the Vice President of Academic Affairs.

### Academic Catalog

The catalog provides students with the best information available concerning the University and its programs at the time of publication. While every effort is made to provide accurate and up-to-date information, the University reserves the right to change, without notice, statements in the catalog regarding policies, academic offerings, standards of conduct, and charges for tuition, fees, and room and board. Since the University continually modifies and improves the curriculum to meet the needs of students, the catalog serves not only as a guide but as an agreement between the student and Colorado Christian University. A student who enrolls in the University will be allowed to graduate under the academic requirements for the program in which the student is enrolled as described in the academic catalog published at the time of his or her initial enrollment or selection of a major, as long as the student has maintained continuous enrollment. A student who has not been enrolled for 366 days must apply for readmission and complete a degree program under the regulations published in the catalog that is in effect at the time of re-enrollment.

## **Academic Standing**

### *Good Standing:*

- a. A student is in good standing if he or she has a cumulative 2.0 grade point average and is showing satisfactory academic progress. Students in the BSN programs must maintain a cumulative GPA of 3.0.

### *Academic Probation:*

A student who has completed 6 graded credits at CCU is placed on academic probation if his or her semester GPA is below 2.0 or his or her cumulative GPA falls below 2.0. BSN students should refer to the BSN handbook for program-specific policies.

- a. If for the probationary semester the student's grade point average is above 2.0 for the semester but the cumulative average is still below 2.0, the student will remain on academic probation. BSN students should refer to the BSN handbook for program-specific policies.
- b. Students on academic probation are ineligible for certain activities and programs. See the statement on "Conditions of Academic Probation" in the catalog.
- c. Entering students who are conditionally admitted (CAD) are on academic probation and therefore will abide by the following guidelines: limited to enrolling in 13 hours of credit, registering for a 1 credit Student Success course, (fall) or attending applicable group Student Success meeting(s) and adhere to an Accountability Contract (spring). Students must earn a 2.0 or above grade point average and must not receive more than one grade below a C- (including W, FX, and FW. See Conditional Admittance policy). Failure to fulfill these requirements will result in academic suspension for the next semester. Please see the suspension process in the academic catalog for further information. Conditionally admitted students who are academically suspended have the right to appeal their suspension; however, please note that if a student has multiple grades below a C- (including W, FX, and FW) within that first semester, it is not likely that an appeal would be accepted. (Approved Hardship/Medical withdrawals are evaluated individually to determine whether or not a student would be suspended.)

### *Academic Suspension:*

- a. A student on academic probation will be academically suspended at the end of any semester in which the student's semester GPA falls below 2.0 and/or they receive more than one grade below a C- (including W, FX, and FW). BSN students should refer to the BSN handbook for program-specific policies.
- b. Students who are academically suspended will be notified as soon as possible at the end of the term. They will also be given information concerning their rights of appeal and the reinstatement process. This



information can also be found in the catalog.

## **Adding and Dropping Courses**

Students may add or drop courses online (using Student Planning) during add/drop periods or by consulting their academic and completing a form available on reforms through CCU Connect. Deadlines for adding and dropping courses for traditional undergraduate students are listed in the calendar section of this handbook. Students are responsible for confirming course schedule changes made at the time of submission. Refunds are made on the basis of the schedule in the Financial Information section of the CCU Academic Catalog ([www.ccu.edu/catalog](http://www.ccu.edu/catalog)). When students drop just one or two courses, refunds will only apply when the remaining credits are below the block tuition rates (12-18 hours) or a student drops a class in the overload category.

In the College of Undergraduate Studies, a grade of “W” (withdraw) is assigned to courses dropped after the Wednesday of the second week of the fall and spring terms and before the thirteenth week of the semester (Please see the calendar to identify the exact date.). After the start of the thirteenth week, students will be given whatever grade they earn in the class. All course changes must be made with the Life Directions Center advisor’s approval. Unless a course is officially dropped, charges will continue since the student remains enrolled. Students who withdraw from a course after the Add/Drop deadline (and before the Withdrawal Deadline) will receive a grade of W (Withdrawn) and charges will remain on the student’s account. Students who unofficially withdraw from a course after the Add/Drop deadline (and before the Withdrawal deadline) will receive a grade of FW (Unauthorized Withdrawal) and charges will remain on the student’s account.

Students in the BSN program should consult the BSN handbook for program-specific policies.

Students who are not registered for a course will not be permitted to attend classes or participate in academic coursework.

## **Assignment Submissions**

Students are responsible for retaining an electronic copy of all assignments submitted for grading until final course grades have been posted. It is highly recommended for students to save assignments until all degree program requirements have been completed.

If a student desires a copy of the assignments submitted, it is his or her responsibility to retrieve them from the BrightSpace course shell. Students have access to their BrightSpace course shell for 21 days after the end date of the course. CCU staff will not provide additional access once the shell is closed and are

unable to retrieve submitted work for a student after the course shell has closed.

## **Cancellation of Courses**

The University may cancel courses that do not meet minimum enrollment requirements (typically, this number is seven students or less). In the event of a cancellation, students may be allowed to take alternate courses or directed studies to maintain normal progress toward graduation. Financial penalties will not be assessed for canceled courses. The University also reserves the right to cancel courses for students involved in University discipline, students who have ceased going to classes, or for other reasons deemed necessary by the Vice President of Student Life and Traditional Enrollment.

## **Class Absences**

Attendance in each class is the expectation. Students are required to abide by the attendance policies stated in each course syllabus. The syllabus should include the process for completing various kinds of missed assignments. In general, faculty are not expected to stream or record lectures or classes for students who are absent. The student may check with the faculty member on the ability to join class remotely.

The Colorado Christian University Health Services Nurse Practitioners can provide documentation on the same day that a student has been seen in the clinic. This documentation is not excusing the student; instead, it is just documentation of a visit to the clinic. There might be an addendum to the “visit” slip in which the clinic staff recommends an excused absence for a specified reason. The following are some of the reasons that the clinic staff would recommend a student not attend class or could not attend class. These include but are not limited to:

- Student is considered contagious.
- Student is sent to the Emergency Department during class time, and/or the student is currently hospitalized.
- Student has a fever and should be resting until that fever resolves.
- Student is so sick, i.e., vomiting or having so much pain, that he/she would not be able to function in class.
- Student is on a medication that limits his/her ability to drive or attend class, i.e., narcotics.
- Student has a concussion and requires cognitive rest for a short and specified period (see Policies for verified medical/mental health absences below).
- Student has a chronic issue flare that requires them to rest and not attend class for a short and specified period, i.e., migraine, seizure.

Students should plan to visit the health clinic or other medical appointments outside of class time if possible. If it is unavoidable, the health care provider

should note this on the documentation.

There are two categories of absences that the University considers “excused” – required CCU curricular (or co-curricular) activities and verified medical/mental health absences.

1. Policies for required CCU curricular (or co-curricular) activities:

An absence is excused if the absence is a result of a formal, required curricular activity (i.e., field trip for another course) or a co-curricular assignment that the student must attend (i.e., athletics, academic competition, or music performance). If two course activities (e.g. class concert, Symposium) are scheduled for the same time, it is the student’s responsibility to coordinate with the professors to determine which activity will be missed and how to make it up. If a satisfactory decision cannot be reached, the student may approach the dean(s) to continue working on an adequate solution. All decisions will be made on a case-by-case basis.

Notifications of impending co-curricular absences will come from the professor, coach, or CCU faculty or staff. Only those on a team who are traveling receive the excused absence. Athletic practices and/or music practices are not excused. In special circumstances, such as playoff situations, the faculty will be given notification as soon as possible of the impending absences of those students traveling as a team. However, because of the nature of these types of activities (playoff games), the notification may be “last minute”.

2. Policies for verified medical/mental health absences:

An absence is excused if the absence is a result of a serious illness or significant mental health issue, with documentation by a medical professional. An absence may be excused if the absence is a result of a serious illness or death of an extended family member (parent, stepparent, sibling, step- sibling, grandparent, or another close relative). Professors will use their judgment, subject to the dean’s discretion, regarding excused absences for a relative’s serious illness or a death.

In addition, an absence is excused for University-sanctioned events (athletics, music, academic travel, etc.). Each student should communicate closely with his/her professors about a course’s specific absence policies. However, even when a student is excused because of an absence, the student is expected to complete all assignments, quizzes, and exams, as negotiated with the professor.

There are two categories of medical/mental health absences: short term (2 consecutive classes) and long term (3 consecutive classes or more).

1. Short term medical/mental health absences.

- a. Medical absences – The student must provide the professor a written statement on office letterhead from the CCU nurse, athletic trainer (if the student is an athlete and has suffered an

- injury resulting from his/her sport), physician's assistant, nurse practitioner, or physician regarding the medical requirement for the absences.
- b. Mental health absences – The student must provide the professor with a written statement from a licensed counselor, licensed psychologist, or licensed psychiatrist regarding the necessity for the absences.
    - i. In certain cases, the Director of the CCU Counseling Center will send a notification to the student's academic dean as to the necessity for the absences. The dean is then responsible for informing pertinent faculty.
    - ii. The course syllabus identifies how missed assignments may be completed.
2. Long-term medical/mental health absences.
- a. Medical absences – The student must provide the professor with a written statement from an appropriate physician as specified in CCU's Return to Learn Protocol for Injury or Illness, i.e., concussion, flu. The statement should specify the period for recovery and any applicable restrictions. The professor will refer the student to the LDC for advice on CCU's Medical withdrawal policy and long-term disability accommodations.
  - b. Mental health absences – The student must provide the professor with a written statement from a licensed counselor, licensed psychologist, or licensed psychiatrist regarding the necessity for the absences. The statement should specify the period of time for recovery and any applicable restrictions or limitations.
    - i. In certain cases, the Director of the CCU Counseling Center will send notification to the student's academic dean as to the necessity for the absences. The dean is then responsible for informing pertinent faculty.
    - ii. Based on the statement, the professor will determine whether completion of missed assignments is feasible. If so, a schedule will be established for the student to complete the assignments. The professor will also refer the student to the LDC for advice on CCU's Medical withdrawal policy and temporary and long-term disabilities accommodations.
    - iii. Any assignments not completed as re-scheduled will be graded as 0.

## Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

In accordance with the Higher Education Opportunity Act (HEOA), Colorado Christian University hereby notifies you that the illegal distribution of copyrighted materials may subject you to criminal and civil penalties. Specifically, you may not stream or download any copyright-protected materials.

As required by the “Digital Millennium Copyright Act” (DMCA), the University will respond promptly to complaints submitted by DMCA copyright holders. This response may include a preliminary investigation by IST and possible disciplinary referral to the applicable CCU department.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

## Technology and Software Requirements

Students must meet the minimum technology requirements to be successful in the College of Undergraduate Studies. A positive course experience depends highly on the quality of your computer. Students will need access to a laptop or desktop computer. Chromebooks are not permitted, as they do not support some of the required software programs used in some courses. Please check the following information to ensure that you have met the minimum system requirements:

1. Operating system: Windows 10 (Windows PC); OS X 10.14 or later for Mac operating systems.
  - a. Windows operating systems from Windows 10, and Mac OS 10.14 or older will not support BrightSpace.
  - b. Chromebooks are not supported.
2. Chrome or Firefox should be used for all BrightSpace work. Internet Explorer and Safari are not supported for BrightSpace use.
3. Webcam: Either one that is built into your computer or an external one.
4. Microphone: Most laptops and webcams have microphones built in.
5. BrightSpace App: Should you choose to use a smart phone or tablet to view your courses, the BrightSpace app is highly recommended. It can be downloaded

from your phone's app store. The BrightSpace app should only be used to view course content and grades. It is recommended that you use your computer for BrightSpace assignments and tests.

## CHAPEL

### Chapel Purpose Statement

The primary purpose or mission of Chapel is to inspire and motivate CCU students in their Christian faith and Life toward greater spiritual maturity, and to provide a corporate time of worship and spiritual community (or "body Life"). We view the chapel as a critical component of the CCU spiritual formation, corporate worship, and spiritual community experience. Chapels are carefully and intentionally planned to "inspire the heart" more than just "inform the head," although both are important. Student-led worship teams, chapel speakers, and other approved chapel events seek to provide opportunities to "worship God in spirit and truth" by:

- Encouraging and promoting an intimate, personal relationship with God through worship.
- Providing inspiring and challenging, biblically-based teaching intended to transform personal living.
- Complementing the work of the local church and the classroom through creative, effective communication on topics relevant to University students.
- Providing a corporate and spiritual experience to promote CCU unity in Christ.

### Chapel Attendance Policies

Because we value and view the priority of corporate worship and a chapel experience, attendance at CCU-sanctioned chapels is a graduation requirement. Just like going through any university will mean arranging work, family, and other conflicts around attending required classes, so going through CCU will mean arranging work, family, and other conflicts around attending required chapels. We value chapel participation on the same level as class participation, so plan your schedules to include chapels.

- CCU students are expected to complete 180 chapel credits over a four-year period to graduate. Chapel requirements include completing 23 chapel credits per semester while at CCU. If students attend CCU for less than 8 semesters, they can receive a pro-rated reduction in chapel requirements. **Note:** 90% of chapel credits must be completed to participate in commencement.
- Chapel is held on Tuesday and Thursday mornings from 10:50 – 11:40 A.M. in the CCU Event Center, unless announced otherwise. Other spiritual formation activities are also eligible for chapel credit; these activities will be noted on the extra credit chapel schedule each semester.
- To receive credit for attended chapels, students must do the following:

- Have and use only their own personal student ID to swipe in (no exceptions)
- Scan their ID prior to 11:00 A.M. (or sign-in personally to the extra credit chapels)
- Fully engage by focused listening and participation in the chapel event (and not doing homework, or being distracted by computer, cellphone, reading, or other non-chapel related activities)
- Remain for the entire program (until 11:40 A.M. — students leaving early are asked to scan out).
- It is the responsibility of each student to monitor his or her chapel attendance. Students can view their attendance record through Web Advisor.

### **Online Chapel Program**

The CCU Chapel requirement can best be fulfilled through “live” and in-person attendance – that is our intention and desire. But we recognize that there may be unusual circumstances or situations which necessitate an alternative method of fulfilling the chapel responsibilities. Because the chapel requirement can be accomplished in a three-year period, and extra-credit chapel opportunities abound, the online chapel program is offered for only the following students:

- Students who have completed their academic courses but have not finished their chapel credits.
- Students who are enrolled in the study abroad program and who desire to stay connected to the CCU community and maintain their chapel responsibilities while living away from the CCU campus.
- Students in the education majors doing their student teaching off-campus and are physically not able to attend chapel on Tuesday and Thursday.
- Students who have very unique medical, personal, family or other situations which prevent them from attending the Tuesday and Thursday chapels.

### *Online Chapel Requirements:*

To earn chapel credits through the online program, the following guidelines are used:

- Application for online chapel (via an e-form application) must be made each semester prior to the add/drop deadline, and the coursework must be completed by the first day of finals week. There may be an additional registration fee for the online chapel.
- Once students are registered, they will be given access to the online chapel “course” whereby they can listen to each live-streamed chapel (at their own convenience) and complete and pass a quiz that verifies their adequate listening and engagement with the chapel program.
- Not all Tuesday/Thursday chapels will qualify for online chapel credit (i.e., worship, awards, etc.).
- In addition, students doing on-line chapel may attend (and receive chapel credit) for any extra-credit chapels concurrently.

- Questions may be directed to [chapel@ccu.edu](mailto:chapel@ccu.edu) or calling the Campus Ministries Department.

## **EVENT PLANNING POLICY AND PROCEDURES**

### **Advertising and Posting:**

Posted or Hand Distribution of flyers or Other Materials on Campus

All flyers, sidewalk chalking, posters, or other material or messages must be approved by Student Life or Campus Activities and Leadership before being posted or distributed anywhere on campus. All materials or messages (i.e., flyers, announcements, posters, giveaways) posted or distributed must include the name of the group sponsoring the event as well as a contact phone number or e-mail address and be stamped and dated with a Student Life approval stamp.

The University reserves the right to coordinate any posting or distribution request, including but not limited to the time of distribution, the manner in which materials are distributed, and the place where distribution can occur. Students wishing to distribute materials on campus must have the specific location, time, and manner approved by Student Life or Campus Activities and Leadership. Distribution of material is not allowed inside the chapel except for approved chapel handouts by the Campus Activities and Leadership office. At no time will any distribution of such materials to individual residence halls be allowed. A list of approved sites for the distribution of materials is available in the Campus Activities and Leadership Office, and all materials must be stamped with a Student Life-approved stamp.

The University reserves the right to remove or refuse to post or allow distribution of advertisements or announcements it deems offensive for public display purposes. The University also reserves the right to refuse advertisements of private off-campus parties, those advertisements that counteract the mission and nature of the University, or present non-University events in conflict with or competition with University events or the mission of the University.

In order for us to have a campus that represents the Lord well and due to the damage, that is inadvertently caused by posting signs around campus, we ask that all materials that have been approved be posted in the following locations:

- Bulletin boards
- Inserted in the clear plexiglass sign holders around campus
- Other approved locations

Thank you for not posting signs in/on the following locations:

- University glass surfaces
- University doors
- University building walls (interior or exterior)
- University signs or light posts



- Vending Machines
- Bathroom stalls

\*Signs found in any of these locations will be removed.

No duct tape or packaging tape/clear is to be used on any University property.

### *Sidewalk Chalk Messaging Policy*

Sidewalk Chalk, as a singular event or as a part of advertising for an event, must go through the event approval process. Approved sidewalk chalk locations include in front of Yetter Hall, Rockmont Hall, Anschutz Student Center, Leprino Hall, and also the sidewalk along the pond. Sidewalk chalk will be approved for a period of up to 24 hours as an approved event. Student groups are responsible for clearing all sidewalk chalk at or before 9:00 A.M. the following day. This must be done with proper water and scrubbing to ensure that all chalk is completely removed from the sidewalk. All sidewalk chalk messages must be submitted for approval as a part of the event approval process. The Office of Campus Activities and Leadership reserves the right to approve or deny all messages that are contrary to the mission of the University and the Christ-centered nature of the campus. Unapproved chalking will be removed without warning.

## **Demonstration Policy**

CCU believes in the importance of freedom of expression and the value that productive debate can provide to the academic environment. The University also recognizes its responsibility to maintain a campus atmosphere conducive to academic work, to preserve the dignity and seriousness of University ceremonies and public exercises, and to respect the rights of all individuals while preserving the mission of our Christ-centered institution and community.

A demonstration is defined as an outward expression or display of a belief or way of thinking towards a cause. This includes events, materials, displays, and postings on the University campus that support a cause.

In the spirit of Christ-like dialogue and within an atmosphere of Biblical community, CCU recognizes the rights of current students to dissent if it does not limit the freedom of others, damage University property, or delay the opportunity of the student body, faculty, or staff to proceed regularly with their work, schooling, or scheduled activities. Rallies, demonstrations by groups or individuals, petitions, sit-ins, or other such student events requiring building space or public areas, must obtain clearance in advance from the Director of Campus Activities and Leadership. The regular event organization process obtained in that office must also be followed. The Vice President of Student Life and Traditional Enrollment, or his designee, may make an exception to that process for situations where time is a factor for the event and such clearance must be obtained at least

48 hours prior to the event. The University reserves the right to make reasonable restrictions of location, time, or format for such events, using the following guidelines in order to:

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

CCU reserves the right to review, cancel, alter or restrict events, demonstrations, speakers or groups whose nature or presentation is contrary to or inconsistent with the University's mission or Christ-centered character. These include current or past student events, outside organization or community events, or visitor events. Such determinations shall be in the sole discretion of the University President or his designees.

The university understands that student automobiles can contain certain expressions of causes and beliefs and generally does not consider bumper stickers or signs posted within or on the car as demonstrations per se. At times, however, a particular action involving an automobile, such as flying a flag, an overt posting of some kind, a body wrap, etc... might be deemed by the university as a demonstration and the student will be required to go through the demonstration protocols. Interpretations of such instances will be governed by the Vice President for Student Life and Traditional Enrollment or his designee.

Off-campus groups, individuals, churches, ministries, former students, or individuals not connected to the University as a current employee or student will not be permitted to use University-owned or operated property for demonstrations and may not, at the University's discretion, participate in them. Other policies to be consulted when planning demonstrations should be see programming policy, noise, conduct unbecoming a CCU student, posting policies, etc.

## **Fundraising**

Colorado Christian University recognizes the need for student organizations, ministries, and mission trips to build their monetary funds. The building of funds may occur through individual or group entrepreneurial skills. The CCU Fundraising Policy exists to assist groups by gatekeeping campus fundraising efforts to ensure:

- No duplication of similar events.
- That groups do not impede Office of University Advancement fundraising efforts.
- Proper procedure and equitable approval.

- Strong stewardship practices and accountability enable those who donate to receive receipts quickly and properly.

Before approaching any company, organization or individual, a student group or individual must complete the fundraising registration form and receive approval of their fundraising plans by the Campus Activities and Leadership Department. Additionally, after submission of fundraising form, all mission trip leaders must meet with the Assistant Dean of Spiritual Formation in the Campus Ministries Office who will then forward approval to Campus Activities and Leadership after an in person meeting to review content.

Fundraisers must be approved by the following departments based on the organization submitting the request as follows:

- CCU2theWorld Mission Trip fundraisers must be approved by both Campus Activities and the Assistant Dean of Spiritual Formation.
- Student Organization fundraisers must be approved by the Assistant Director of Campus Activities.
- Stairwell/pod fundraisers must be approved by both Campus Activities and their respective Resident Director.

All other fundraisers must be approved by Campus Activities and Leadership.

Fundraising is considered as any activity where donations are accepted or funds are exchanged for a service, donation, resource, or material goods even if there is no profit earned from the effort. This policy does not pertain to an individual wishing to sell a personal item (for example: Joe Rider selling his snowboarding equipment). Special Note: All mission trips commissioned by CCU must consult the Assistant Dean of Spiritual Formation before proceeding with any fundraising.

### *Fundraising Steps*

1. All groups or individuals wishing to sell items or solicit donations by any means must complete an event approval and fundraising registration form found in Campus Activities and Leadership before specific arrangements are made or any companies or individuals are approached. This includes restaurants hosting fundraising nights (example: Chick-Fil-A, Panda Express, Cold stone). (Forms should be submitted at least 10 business days before the group wants to begin advertising or soliciting, but a month is preferable to allow optimum planning time for the student group). If the fundraising activity is an actual event, such as a dance or theme dinner a student sponsored event form must also be completed.
2. The Director of Campus Activities and Leadership must approve all items being sold. This includes t-shirt designs, food items or any product that may be sold. In the case of a stairwell t-shirt, the design must be approved by the Resident Director of that hall. Raffles where a participant must purchase a ticket or something similar by students or student groups are prohibited.
3. Upon approval of a completed fundraising registration form, the Director of

Campus Activities and Leadership will provide feedback to the student group within 72 business hours. Because the director must consult another office, he or she may only be able to offer an update on the process and will give an answer as soon as it becomes available. Also, if another student group is doing a similar project, the director may consult that group before denying or approving the fundraising event.

4. Scheduled fundraising projects must be administered in accordance with University policies governing advertising and solicitation. Additionally, any off-campus fundraisers are subject to the same rules and policies as if they were on-campus.
5. Under no circumstances may door-to-door solicitation by non-CCU community members occur. Residents encountering a solicitor are asked to report the incident to the RA or Resident Director or to call Security. This is to protect students and their property and to ensure that University property is not used for personal or monetary gain. Community members of CCU may seek permission for door-to-door solicitation from Residence Life once the proper procedures of this policy are completed.
6. Advertising and publicity methods must be approved by the Director of Campus Activities and Leadership. This includes chapel handouts, sidewalk chalk, or any other advertising method. Any advertising and publicity materials MUST include:
  - The name of the sponsoring organization.
  - The product or service being sold.
  - The purpose for which the profit will be used.
  - The location of the proposed activity.
  - Messages intended to be displayed.
  - Student Life stamped and dated approval.

*Note: Any flyer to be posted on- or off-campus must be approved by Student Life or Campus Activities and Leadership and posted only by student workers in those areas. In addition, all sidewalk chalk messages must receive prior approval as a part of the event registration process.*

7. All solicitation of alumni or vendors must be approved through the Director of Campus Activities and Leadership. This will help the University community continue good relationships with vendors and alumni who contribute regularly. The Director of Campus Activities and Leadership will communicate with the Office of Advancement once he or she receives the completed Event Approval and Fundraising registration form.
8. If a vendor has contacted an organization offering to support an event (an unsolicited donation), the organization may accept the contribution with the help of the Office of Development.
9. All fundraising letters should be approved by the group's advisor before they are sent to potential donors.
10. Due to IRS regulations, the University CANNOT issue a tax-deductible receipt for gifts that benefit a specific individual. Fundraising appeals must request

donations for the group project (CCU realizes that some groups may challenge each student to raise enough money to cover his or her portion of the group's expenses). Please note: If a student is unable to participate in the team's ministry, a gift from a donor will belong to the team and is non-refundable. Remember to state this in the fundraising letter and on the response; the University states this on the thank-you letters that are issued with receipts (if the trip is cancelled, all gifts will be refunded).

11. Once a group receives a donation, speak with the Director of Campus Activities and Leadership (Mission Trip groups need to see the Assistant Dean of Spiritual Formation, Residence Life need to see the Director of Residence Life) to determine how and where money should be deposited.
12. Student mission groups must seek approval for a fundraising event by the Director of Campus Activities and Leadership and the Assistant Dean of Spiritual Formation (Campus Ministries).

### **General Event Guidelines for CCU Programs and Activities**

One of the distinctions of Christian higher education is a community that voluntarily submits to a higher standard of behavior because of their desire to follow the example of Christ and the teachings of the Bible and be a light of difference to the world around them. Having such a community requires establishing standards that reflect our CCU institutional mission and provide a framework for student behavior.

At every function of Colorado Christian University, the individuals involved must represent Christ. We are ambassadors of Christ and our actions must reflect this fact. Part of this is committing to consider our fellow brothers and sisters in Christ and avoid behavior that may offend, tempt or hurt others. It is in this spirit that the following guidelines are created.

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:29

1. Solo acts must be CCU students unless otherwise approved by the Staff Supervisor of Campus Activities Board. Acts must consist of a majority of CCU students. There may be exceptions allowed at events but will need prior approval by the group's advisor and groups agree to the Performance Guidelines.
2. Song lyrics, skits, or monologues must be approved by the group that coordinates the event as well as their advisor in advance of the performance. Performances containing the following references will not be allowed:
  - Sexual Themes, Comments, or Innuendos
  - Alcohol
  - Controlled Substances

- Slang for Profanity
  - Ethnic or Offensive Jokes
  - Violence
  - Profanity
  - Demeaning remarks about men, women, faculty, students or staff (In the case of a “roast”, specific permission must be obtained from the person in question.)
  - Anti-Christian lyrics (any songs that specifically speak against Christianity)
3. All costumes worn cannot be of a revealing nature. This is at the discretion of the group planning the event and their advisor.
  4. Any person(s) performing in an event must attend dress rehearsal (when scheduled) and perform the act in its entirety, wearing the costumes they will wear during the performance. If the student(s) miss the dress rehearsal, the committee or group can disqualify them from performing. The final performance during the event must be the same as the performance from dress rehearsal. Should a group’s performance during the event deviate from the dress rehearsal performance, in content, costume and any other element students will be subject to disciplinary action.
  5. Any videos to be played during an event must be reviewed by the group and the advisor at least five days before the event to allow time for editing, if necessary.
  6. During concerts, band performances or dances, no crowd surfing, moshing, or stage diving is allowed.
  7. Video game events should have an ESRB Rating of 12+ or less.
  8. Movies shown on campus should follow the film policy found in this Student Handbook.
  9. Speakers, debates, forums, etc. should follow the Speakers/Public Events/ Political Activities policies found in the Student Handbook.

If any of these guidelines are breached, the act will be stopped immediately, and the group will be disqualified. The student(s) involved will be referred to the Dean of Students for possible disciplinary action.

### **Event Approval Process (On- and Off-Campus)**

All CCU student led events must submit an Event Approval Form (see CCU Connect) when planning an on- or off-campus event. All events must be entered into the CCU Event Management platform (25Live) 10 business days prior to the event, and so, students must submit the Event Approval Form 3 weeks before the event. Students missing the 3-week lead-time may be required to postpone their event until planning can be done. This process is in place to also ensure that there is good planning, access to resources and locations, promotion for events on campus and consideration of other events that may also be planned for the same time. No event will be authorized until the completion of the Event Approval Form including

an appropriate designated advisor. Once the Event Approval Form has been received, reviewed and approved, the planners will be notified. Campus Activities and Leadership will use the information on the form to build the event, any AV, Event Services Team, Facilities Team or Bon Appetit needs listed on the form into 25Live. The Event Approval Form must be approved before any marketing can take place. Any student led University sponsored event without an event form on file will be at risk of cancellation. Groups or individuals who would like to host an event on campus must be associated with a University department or a chartered student group and must follow the same guidelines as student groups. Off campus groups must go through the Assistant Director of Campus Activities & Leadership Event Services to obtain approval and complete necessary processes for hosting an event on the CCU campus.

### **Educational Programs Guidelines (On- and Off-Campus)**

Many entities involved with student Life provide educational programming. Many of these programs may lead to discussions about controversial areas within the Christian Life. These can be fruitful conversations and aid in the development of the Colorado Christian University community.

1. All programs sponsored by a student must receive approval through the proper channels.
  - RA's must seek approval through the Associate Dean of Residential Life or the appropriate RD for the program. For events larger than two living units (stairwells/pods/floors), RA's must also seek approval from the Director of Campus Activities and Leadership.
  - Student organizations and ministries must seek approval through the Director of Campus Activities and Leadership after seeking approval through the appropriate faculty or staff advisor.
  - Student ministries must seek approval through the Assistant Dean of Spiritual Formation (Campus Ministries).
  - Individual students wishing to sponsor an educational program must find a sponsoring club/organization/ministry, living unit or University Department that is willing to co-sponsor the program.
2. Any person(s) sponsoring a program that could be considered controversial (theology, the use of alcohol, sexuality, drugs, etc.) in a Christian setting must enlist the assistance of a staff or faculty member to process information learned and questions that arise.
3. All advertising must state that the program is for educational purposes and that a processing time will follow the event. The person(s) in charge of the program must announce any possible controversial issues before the event begins and allow the opportunity for people to leave.

### **Showing Films/Movies on Campus Outside of the Classroom**

Films can be a great opportunity for entertainment and education, but it is

important for students to think critically about the media content that they consume.

To facilitate that process, the University asks students to consider these questions:

- What is the purpose of this imagery or display?
- What is the message that viewers should receive by seeing these images?
- Will the viewers be provided with adequate context to understand the message accurately?
- Is this imagery appropriate for the audience that will see it?
- Do people have the choice to view or avoid the images?

It is also important that the movies shown on-campus (or in an off-campus location sponsored by CCU) are not in conflict with the Colorado Christian University mission. The purpose of this policy is to provide specific guidelines for groups wishing to show movies outside of an academic setting and to the general population of students at Colorado Christian University.

1. Any person(s) showing a movie outside of a student's residence hall room and/or the classroom must follow federal regulations regarding a public showing. These can be found in the Campus Activities and Leadership Office.
2. A public showing license must be purchased. This can be done through any of the companies specializing in public showings. Campus Activities and Leadership can assist students wishing to program a movie on campus.
3. All movies should be viewed by the student leader and the staff/faculty advisor prior to showing on campus to determine if it is appropriate for the Christian nature of the University.
4. Any movie shown for pure entertainment should have no questionable material and should usually be rated PG or G. Questionable material means excessive violence, sexual content, or adult language. Sometimes a PG-13 edited version can be obtained and this is acceptable. Approval from Campus Activities and Leadership must be obtained for movies rated PG-13 or higher.
5. A movie that contains questionable material (PG-13 or R Rating) can only be used for educational purposes. All advertising must state that showing this movie is for educational purposes and that a processing time will follow the movie. The processing time should always include a staff or faculty member. The person(s) in charge of the program must also announce any possible controversial issues before the movie begins and allow the opportunity for people to leave.
6. The following disclaimer must be used when advertising movies for the CCU community. Disclaimer: Although the movies advertised to the campus go through a careful selection process, we acknowledge that there are different beliefs on the viewing of such entertainment. Therefore, please make informed movie selections based upon your own personal convictions. Movies sponsored by (insert student group name here) do not necessarily reflect the views and beliefs of Colorado Christian University. Movies may occasionally



include minimal language or insinuation contrary to the Lifestyle Covenant, especially at off-campus theaters where CCU has no editing privileges. CCU disclaims any endorsement of such behavior and encourages students to think critically when making decisions about movie viewing.

### **Speakers on Campus, Public Events or Political Activities**

CCU is committed to its role as an academic institution and to the belief that a variety of ideas should be responsibly presented and critically examined. The existence of rational debate and controversy, the free exchange of divergent opinions, and the orderly expression of ideas are considered fundamental to the Life of intellectual vitality and social awareness. The following guidelines exist to assist the CCU community in deciding appropriate uses of campus facilities including, but not limited to films (further guidelines exist for films—see policy), lecture speakers, political solicitations, student outings, rental groups, or presentations. These guidelines do not apply to guest lecturers who are invited by faculty members as a part of an academic course. Other standards exist for University sponsored programming and events considered demonstrations.

1. Normally, 10 business days' notice is required for the planning and scheduling of outside speakers, events, or rental groups, to prepare and evaluate any issues and allow for physical arrangements.
2. Any event/speaker or outside political group must be sponsored by a chartered student club, organization, ministry, academic department, or administrative office. Any individual student wishing to bring a speaker, group, or outside entity onto the CCU campus must find an on-campus sponsor. If the event is sponsored by a student group, the event coordinator must complete an Event Approval Form with the Director of Campus Activities and Leadership. All student sponsored programs must conform to University program guidelines.
3. As a tax-exempt institution, CCU is obliged to comply with government regulations, which prohibit the support of candidates, political parties, or substantial activity carrying propaganda or otherwise attempting to influence legislation.
4. The scheduling and sponsorship of an event/activity or speaker on the CCU campus does not necessarily imply approval or endorsement either by the sponsoring group or the University.
5. If there is a reason to believe that the presentation of the event on campus may pose safety problems or become a disruption to the campus community, the Vice President of Student Life and Traditional Enrollment or his designee may postpone the event or presentation for an appropriate period so that security arrangements may be developed, or proper planning may take place.
6. In the interest of a free exchange of divergent opinions, CCU reserves the right to restrict groups or speakers to a classroom environment with the sponsorship of a faculty member or to otherwise require that the presentation take place within a debate or panel discussion format, to assure

expression of a range of views.

7. CCU reserves the right to exclude events, speakers, or groups, whose nature or presentation is contrary to the mission of the University and the Christ-centered nature of the campus. This determination is at the sole discretion of the president or his designees.
8. Employment recruiters will be allowed on-campus for a fee, provided they are equal opportunity employers and space is available.

## **Student Travel Policy**

Students attending Colorado Christian University have many opportunities to travel outside the Denver Metro area for field trips, recreation, and other educational and ministry experiences. Traveling with a group of students requires planning and coordination on the part of the trip leader to help ensure a safe and fun trip. CCU defines student travel to be students who are a part of University business, athletics, campus activities, academics, or other departmental event, traveling from CCU in a University or privately-owned vehicle. All requests for student travel must be done through the Director of Campus Activities and Leadership and the following guidelines must be adhered to:

### *Before the trip:*

1. Trips which are required or carry an implication of requirement for coursework or involvement in a campus club/organization/ministry must be accompanied by a faculty or staff member. If travel is a required element of a class, a transportation option must be provided.
2. Each student must complete an Adult Liability Release form and return it to the staff/ faculty person in charge of the trip. If a student is under 18, his or her parent must sign this form so these forms should be distributed with enough advance notice to obtain any needed parent signatures.
3. Each student should obtain his or her insurance information. Students should bring their personal insurance cards and any other information that might be pertinent in an emergency.
4. Each student should complete an "In Case of Emergency Contact" form. This form should include information about a friend or relative to contact in an emergency as well as any allergies or other medical conditions the student might possess.
5. Hold an informational meeting before the trip. Discuss the area you will visit along with any risks that could be involved and go over any specific training (van driving, rock climbing, etc.). Review all relevant University policies. Remind the students that the same visitation and alcohol policies are in effect during the trip.
6. Provide a list of all students going on the trip to the Director of Campus Activities and Leadership. He or she will give a copy to the Student Life Office Manager to keep on file with the Student Life Department.
7. Provide phone number/contact info of where you can be reached in case of

emergencies. This information is needed in case a parent or family member calls with an emergency.

8. Be aware of emergency numbers in the area.
9. Reserve transportation—vehicles are available through the 25Live scheduling program. A student must be an approved driver through the CCU transportation department and 21 to drive the CCU vehicles.

### *Cancellation/Deferral of Student Trips*

The following criteria will be used in determining the deferral or cancellation of a student trip prior to departure:

- US State Department: If the US State Department issues a travel warning that encourages Americans to defer travel to a specific region, CCU will carefully consider deferring the student trip until the warning is dropped or the language of the warning is altered. US State Department advisories can be viewed at <http://travel.state.gov>.
- Homeland Security Advisory: If the US Department of Homeland Security issues an alert through the National Terrorism Advisory System which advises travelers to defer travel to or through a specific region, CCU will carefully consider deferring or rerouting the student trip. Information regarding DHS advisories can be viewed at <http://www.dhs.gov>.
- US Centers for Disease Control and Prevention: If the US Centers for Disease Control and Prevention issues a travel health warning recommending postponing non-essential travel, CCU will carefully consider deferring the student trip until further information regarding the impact on the precise area students plan to travel can be attained. US Centers for Disease Control and Prevention travel notices can be viewed at <http://www.cdc.gov/travel>.

CCU reserves the right to cancel any trip about which it has concerns. When a trip is officially canceled, for reasons outlined above or otherwise, the following procedures will be followed: Student trip participants, involved professional staff, and parents noted on the trip application will be notified in writing of the cancellation. Students who intend to proceed with a trip after it has been canceled by CCU will be asked to sign a letter of understanding that clearly states that the University's sponsorship of the trip has ended. A copy of that letter will be sent to the student's parents as well. No CCU resources will be used to support the student directly, including provision of ground transportation to the airport, monetary resources, or staff support.

### *Designation of Trip Advisories*

The following criteria will be used in determining when to provide notification to appropriate parties that a trip is being closely monitored for potential deferral or

cancellation or that additional cautions are warranted during travel. This communication also serves as notice to students and parents that they should be closely evaluating the situation regarding determining their personal involvement. When the following advisories are issued, students (and parents when requested by the student on their CCU2theWorld application) will be notified.

- Homeland Security Advisory: If the US Department of Homeland Security issues an alert through the National Terrorism Advisory System which encourages a specific action short of travel deferral, notification will be made. Information regarding DHS advisories can be viewed at <http://www.dhs.gov>.
- US Centers for Disease Control and Prevention: In the event that the US Centers for Disease Control and Prevention issues a travel health precaution, travelers will be directed toward information outlining preventative measures. US Centers for Disease Control and Prevention travel notices can be viewed at <http://www.cdc.gov/travel>.
- US State Department: If the US State Department issues a travel alert to a specific region or a travel warning with a recommendation for specific cautions, notification will be made. US State Department advisories can be viewed at <http://travel.state.gov>.
- Unavailability of local contact/professional staff trip leader: All CCU student trips must have an in-country (or US city) local contact available to guide the student team. Additionally, a CCU (or CCU-approved) professional staff member must also accompany each student team. If that local contact or professional trip leader becomes unavailable to the team before the trip is launched, the travel will be deferred until the re-establishment of a local contact or trip leader can take place.
- Weather Considerations
  - Winter driving conditions can be expected in Colorado as soon as September and as late as May. Travelers must be prepared to always drive safely and in all conditions.
  - It is Colorado Christian University's priority to provide a safe environment for its students and staff at all times including travel to and from University functions in CCU vehicles. Therefore, to assist staff members in decision making regarding travel in inclement conditions, the Transportation Coordinator will be monitoring weather and all driving conditions impacting each CCU trip.
  - The Transportation Department will decide within 24 hours of any CCU Vehicle Reservation if the driving conditions are safe for transport. In the event that road conditions are hazardous (Road closed/Chain Law in effect/Treacherous Road Conditions), the appropriate Department Head will be notified that the respective Vehicle Reservation will be unavailable, and the trip will need to be rescheduled once driving conditions have

improved and become safe once again. All vehicle safety decisions made by the Transportation Department are final.

- Distance Considerations
  - When transporting CCU students on any trips with a duration in excess of 4 hours, a Charter vehicle must be utilized.

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

There is to be no solicitation by any student of advertisements, donations, patrons, or any type of financial support for any CCU activity without the expressed approval by the Director of Campus Activities and Leadership.

### **Vendors on Campus/Solicitation/Selling Items on Campus**

Any individual or group wishing to sell a product or service or gain signatures for political issues is strictly prohibited from doing so without the written approval of the Director of Campus Activities and Leadership. Under no circumstances may campus or door-to-door solicitation by non-CCU community members occur. CCU community members wishing to solicit door-to-door must seek permission from the Associate Dean of Residence Life & Auxiliary Services or his designee. Residents encountering a solicitor are asked to report the incident to the RA or Resident Director or to call Security. This is to protect students and to ensure that University property is not used for personal monetary gain. Allowing vendors on campus is at the discretion of the Office Administrator of Campus Activities and Leadership. Vendors may be denied space based on availability, the campus calendar, and consideration of other recent vendors on campus. Any student group or individual wishing to sell a product or service must meet with the Director of Campus Activities and Leadership and follow proper fundraising procedures before approaching Residence Life for solicitation permission. Soliciting is defined as asking for money, services, signatures, resources, or material goods.

1. The only approved sites for vendor tables are in the Leprino Academic Building, and the Anschutz Student Center.
2. Vendors will pay a \$25.00 per day fee to sell items on campus. This is payable in cash or checks made to Colorado Christian University and must be presented to the Office Administrator of Campus Activities and Leadership before selling items on campus. Vendors providing services such as job or ministry opportunities will not be charged the fee. The fee may be waived for vendors who do not receive payment or personal gain from being on campus at the discretion of the Office Administrator of Campus Activities and Leadership (for example, Girl Scout cookies).
3. Vendors may not go door-to-door soliciting sales.
4. All sale items must not conflict with the Christian values of the University.
5. All vendors must remain in the designated area to sell items.
6. Vendors must not hassle or use pressure-selling techniques on the students.

7. Vendors should remain at their table with items to be sold.
8. If any complaints are received, the vendor will be asked to leave without a refund and will not be allowed on campus again.
9. On the day a group is sponsoring a table, the contact person should check in with the Anschutz or Leprino Front Desk and follow visitor procedures unless other arrangements have been made.
10. Vendors are emailed a table permit which they are responsible for printing and placing in a precise visible location on the table. A table will be reserved with the name of the vendor on it.
11. The vendor will receive a copy of this policy along with a vendor permit. Vendors must always display this permit. If any campus authorities have any questions about the vendor, they can be referred to the Office Administrator of Campus Activities and Leadership.
12. If an outside group or vendor is working with a CCU student organization or department, a representative of that organization or department must always stay with the outside vendor or group and may be held responsible for any policy violations.

Approved Vendors that must pay to have a table in Leprino or Anschutz Student Center:

- Businesses from the community selling their services/items
- Student businesses
- Groups representing political issues/candidates
- Credit Card companies (only one company offering credit cards is allowed per semester)

Approved Vendors that do not have to pay a fee for a table in Leprino or the Anschutz Student Center:

- Colorado Christian University chartered or pending clubs, organizations, or ministries
- Companies recruiting employees
- Charity groups
- Groups sponsored by a chartered club, organization, ministry or stairwell
- Churches or off-campus ministries
- Note: Students wishing to sell items other than their personal belongings on campus are considered vendors and the student must seek approval through Campus Activities and Leadership. The appropriateness of the items will be determined by the Director of Campus Activities and Leadership. This includes, but is not limited to:
  - a. Creating t-shirts or other items and selling them.
  - b. Selling personal business items (Mary Kay products, scrap booking materials, etc.).
  - c. Providing services (changing oil, waxing snowboards, etc.).
- Note: The Director of Campus Activities and Leadership will make any

decision regarding any groups not mentioned above.

## **HEALTH**

### **After-Hours Care**

Students should call 911 in an emergency, and then contact the Security Office at 303-963-3222. RA's and RD's have access to Urgent and Emergency care for afterhours needs. Note: hospitalization, dental care and personal visits to or by a physician are the financial responsibility of the student and his or her parents or guardian. Students experiencing severe mental health issues may contact the Colorado Crisis Services center 24/7/365 at 1-844-493-TALK (8255) for immediate professional help.

### **Communicable Disease**

Communicable diseases vary in susceptibility of transmission to others and severity of potential health risks to both the individual and community at large. Examples of such infections may include, but are not limited to, chicken pox, measles, mononucleosis, coronavirus, or even more serious conditions such as tuberculosis, meningitis, COVID-19, and acquired immune deficiency syndrome. Colorado Christian University strives to establish clear, consistent, and non-discriminatory policies and procedures to manage communicable diseases while concurrently protecting the privacy of individuals. These policy and procedure statements are formulated based on current medical and legal opinions regarding communicable diseases, as well as consultation with local and national public health authorities. The goals of such policies include providing health awareness and extending proper treatment to all CCU employees, faculty, and students within the bounds of legal, moral, and ethical responsibilities. A full description of the policy statement regulating communicable diseases is available at Health Services or the Student Life office.

### **Consent for Minors**

If a student will NOT be 18 years of age when he/she arrives on campus, a "Consent to Treat Minors" form must be completed, signed by the student's parent or legal guardian and uploaded to their e-forms.

### **Student Immunization and Health Insurance Requirements**

All CCU College of Undergraduate students who are enrolled in six or more credits (whether living on or off campus) are required to submit immunization and insurance information.

#### *MMR (Mumps, Measles, Rubella)*

The State of Colorado requires all college students to have a certified record of two (2) doses of Measles, Mumps and Rubella (MMR) vaccine. The MMR record

must be signed by a physician, nurse, county health department official or school health authority. The following is taken from the Colorado Immunization law:

- Measles, mumps and rubella (MMR) vaccine is not required for college students born before January 1st, 1957.
- If the student received a second measles dose prior to July 1st, 1992, the second rubella and mumps dose is not required.
- The first MMR must have been given on or after the first birthday. The second dose of measles, mumps and rubella vaccine or of the measles vaccine must have been administered at least 28 calendar days after the first dose.
- In lieu of immunization, written evidence of laboratory tests showing immunity to measles, mumps, and rubella is acceptable.

A “Certificate of Medical Exemption” to the immunization law may be signed. A “Certificate of Medical Exemption” must be signed and dated by a licensed physician, advanced practice nurse, or physician assistant. A “Certificate of Non-Medical Exemption” (“Religious or Personal”) is also available. The Certificate of Non-Medical Exemption may be completed in one of two ways.

- You may have a Colorado licensed physician (MD.DO), Advanced Practice Nurse (APN), or Physician Assistant (PA) sign and date the Certificate of Non-Medical Exemption. The link to the form is located on your MMR eforms.
- You may complete CDPHE’s **Online Immunization Education Module**. After completion of the module, you will have the option to complete the exemption form. You must click “submit and print”. Print the certificate and upload it to your eform. The link to the **Online Immunization Education Module** is located in your MMR e-form.

In the event of an outbreak of measles, mumps, or rubella, exempted students will be subject to exclusion from school until the outbreak is over.

### *Meningococcal*

The meningitis vaccine (MCV4) series is recommended by the CDC, the Colorado State Health Department, the American Academy of Pediatrics, and the American College Health Association. The meningitis vaccine is not mandatory for college students in the State of Colorado. However, the state does require that information about meningococcal disease and the meningococcal vaccine be provided to each incoming student (or if the student is under 18 years, to the student’s parent or guardian).

The student must submit one of the following to the Health Services Office or upload to their e-form:

1. Official immunization record showing that the student has received the meningococcal vaccine (MCV4) on or after their 16th birthday\*(within



- the last 5 years before entry to the University).
2. Completion of the request form to receive the meningococcal vaccine at CCU Health Services and follow through with receiving the vaccine upon arrival to campus,
  3. Completion of the meningitis waiver, verifying that the student has read the information about the meningococcal disease and the meningococcal vaccination and has chosen not to receive the vaccine.

The meningococcal vaccine is available at Health Services for a fee. The cost varies each year and is payable by cash, check, or charge to the student's account. Although other immunizations are not required by Colorado law, it is recommended that students submit their entire immunization record to Health Services whenever possible. Tetanus and seasonal flu shots are also available for a fee through Health Services.

\*Please Note: If the primary dose of MCV4 was administered before the student's 16th birthday, a second (booster) dose should be administered prior to enrollment in college. A different vaccine, Meningitis B, is now also widely available. Although it is recommended for incoming college students, Meningitis B is not required currently.

Required immunization information must be submitted to the Health Services office by the drop/add date of the first semester of enrollment. Failure to submit the required immunization documentation will result in a hold being placed on the student's account. This "hold" will prevent the student from registering for classes, adding or dropping classes, or receiving copies of their transcript.

## **Health Insurance**

All traditional undergraduate students carrying six credits or more (living on or off campus) are required to have health insurance coverage.

All students must submit the Student Personal Insurance Coverage Form (the form is in the student's e-forms) upon entering CCU. This form is due by the drop/add date of the student's first semester in attendance. A new form must be completed with any name change or change in health care insurance. If a student leaves the University for any period, the student must complete the insurance form upon his/her return.

## **STUDENT PROCESSES**

### **Address Change/Update**

Students are required to update or confirm their current address prior to registration each term. If a student receives bills, government documents, prescriptions, or magazines at the CCU mailing address, it is the student's responsibility to notify these entities of any address change. It is recommended that students send address change notifications in April to prepare for summer break.

### **Communication with Students**

The University will use various ways to communicate with students. The primary means of communication is through the e-mail address that was assigned to the student at the time of enrollment. Students are responsible for all information received at that e-mail. If a student is unaware of their e-mail address or how to check that e-mail, they can contact the Help Desk at 303-963-3444. The University may also use a student's mobile phone number for texts or calls to notify about emergency procedures or other important University information.

### **Emergency Contact Registration and Missing Person Protocol**

The University requests of all students each year that they provide, on a voluntary basis, emergency contact information. This information will also be used in the following manner in the event that a student is reported missing while at the institution.

If a Colorado Christian University student living in University-operated housing is suspected to be missing from campus, immediately report it to a Residence Life staff member (i.e. RD, RA) or Campus Security at 303-963-3222. If the student resides off-campus, contact Security at 303-963-3222 or the Dean of Students for assistance at 303-963-3369.

All reports of missing students made to the residence hall staff and/or Campus Security and the Dean of Students will be investigated. If the investigation determines that the student has been missing for over 24 hours, then within the next 24 hours the University will:

- Notify the individual identified as the emergency contact person.
- If under 18 years of age, the University will notify a parent or guardian.
- If over 18 years of age and have not provided an emergency contact, the University will notify the appropriate law enforcement agency.

## **FERPA**

The Family Education Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of education records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA office concerning alleged violations by the University or failure to comply with the act. The University is committed to following the FERPA. The University's institutional policy concerning privacy rights of students explains in detail the procedures to be used by the University for compliance with the provisions of the act. CCU reserves the right to forward education records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment. Copies of the University's institutional policy and a list of all records maintained on students by the University are available from the Service Central office.

### *Notice of Directory Information*

The University designates the following categories of student information as public or directory information. The University, at its discretion, may disclose such information for any purpose:

- Name, addresses, telephone numbers, email addresses, dates of attendance, and class level
- The most recent institution attended, major field(s) of study, degrees and awards received
- Participation in officially recognized activities and sports, and the height and weight of members of athletic teams.

Currently enrolled students may withhold disclosure of any category of information under the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. To withhold disclosure, students must provide written notification to the Service Central Office. Forms requesting withholding of student information are available from Service Central. The University assumes that failure on the part of any student to specifically request the withholding of categories of directory information indicates approval for disclosure.

## **Granting Proxy Access**

You can grant others permission to access financial aid and payment information in your Self-Service account on the web. This is called granting "proxy access," and you refer to the other person as your "proxy."

Students commonly grant parents or spouses access to their personal information. Currently, students can grant proxy access to "Make a Payment", "Account Activity/View Statement", "Grades" (final posted grades only),

"Required Documents for Financial Aid", "Financial Aid Awards", and "Payment Plan & Billing". Students who have granted proxy access to a parent or other third party in the past must add "Payment Plan & Billing" to give permission for their proxy to set up a payment plan on their behalf.

The proxy designation does not take the place of the protections afforded to the student under the Family Educational Rights and Privacy Act (FERPA). Release of a student's non-directory educational records is still not allowed without the student's written consent, including to parents, family members, and designated proxies. Students can complete a [FERPA Release Form](https://eforms.ccu.edu/) (<https://eforms.ccu.edu/>) (student log in required) to provide outside parties additional access to their education records.

## Ministry Hours Requirement

A distinctive example of CCU's commitment to preparing graduates for Christian leadership and service is the ministry hours requirement. To graduate from the CUS program, every student must complete a ministry hours requirement. Total hours required are based on the number of semesters a student attends CCU (22.5 hours/semester), including semesters in which a student is enrolled part-time. **A traditional four-year student will complete 180 hours of service.** Students pursuing a Nursing degree are required to complete a total of 90 ministry hours. Because of the structure of ministry hours and ease of accomplishing these hours in the years that students are enrolled at CCU, waivers for the ministry requirement will not be granted. The Weekend of Welcome is the first opportunity for new students to obtain ministry hours.

The purpose of the ministry hours requirement is to encourage students to develop a Lifestyle of service to others and can explore different areas of service and vocational calling. The heart of the ministry hours requirement is to encourage students to expand their comfort zone and explore ways to serve people outside of their immediate circle. For this reason, a maximum of 25% of a student's ministry hours can be service to those within the CCU community (On Campus Hours) and a maximum of 25% can be Academic hours. Off-campus Ministry hours can be 100% of the required hours and may be completed at church, para-church, not-for-profit service organizations, or at various other organizations, as well as, serving individual people.

Students cannot accept payment for hours they wish to submit for ministry hours (with a few exceptions).

- Paid Student leaders: Students may count 30% of the total hours served.
- Non-paid student leaders: Students may count 100% of the hours served.

Student leader hours are counted as on-campus service which is restricted to 25% of the total hours needed to graduate.

Off-campus ministry opportunities (summer camps or other paid ministry work)

<b>Amount Paid Per Week</b>	<b>Total Hours Allowed to Count Per Week Worked</b>
<b>\$0</b>	Count up to 40 hours per week
<b>\$100-\$199</b>	Count up to 25 hours per week
<b>\$200-\$499</b>	Count up to 15 hours a week
<b>\$500+</b>	No hours counted

Credit is given for hours of actual service, not for hours spent in preparation for service. For example, hours spent leading a group Bible Study count, not time spent preparing or traveling to and from the study. Please see the University Catalog for more details on Ministry Hours parameters. Hours that are completed during a summer in between semesters that a student is enrolled can also be submitted. The Ministry Hours Coordinator reserves the right to determine whether hours meet Ministry Hours qualifications.

All ministry hours should be submitted within one year of completion to count towards the graduation requirement. It is the responsibility of the student to submit their hours on Helper Helper ([helperhelper.com](http://helperhelper.com)). Please see the Ministry hours page on CCU Connect for instructions on how to submit ministry hours or talk to your LDC advisor. Even when students are told by University staff that they will get hours for service, they must personally submit their hours through Helper Helper ([helperhelper.com](http://helperhelper.com)). Because ministry hours are a graduation requirement, all CUS students, including part-time students, are required to fulfill it. Part-time students must discuss their specific requirements with the Ministry Hours Coordinator in the LDC.

Students who wish to obtain ministry hours for an internship should see the Ministry Hour Coordinator in the LDC. Depending on how many credits they receive and whether they are paid, they may be eligible to receive ministry hours for the internship experience. Students can submit up to 25% of their ministry hours requirement for unpaid academic credit internships/courses. These hours would be considered as Academic ministry hours. Serving as an unpaid TA or tutor can also be entered as academic ministry hours. In addition, when students participate in Study Abroad or an Off-Campus program, they should also contact the Ministry Hours Coordinator in the LDC for their specific requirements for that semester. It is strongly advised to schedule the meeting prior to studying off campus.

Students who would like ideas or help selecting a service opportunity are

encouraged to contact their LDC advisor or visit or look on Helper Helper (helperhelper.com). Students lacking their completed ministry hours do not graduate from CCU until all hours are fulfilled, submitted and approved by the LDC Ministry Hour Coordinator. Students may be allowed to participate in Commencement, but degrees are not conferred, and diplomas are not sent until the Ministry Hours requirement and Chapel requirement are completed and approved. Students with degree plans that fall under the 2019-2020 academic catalog and beyond are required to have completed 90% of their ministry hours and 90% of their chapel credits to participate in commencement.

Please see the University Catalog for more specific details and examples of on-campus and off-campus ministry hours options.

## **Student ID Cards**

All CUS students are required to obtain a CCU ID card. This card is required for the food service program, chapel attendance tracking, class attendance, entrance to some Residence Hall apartments, and as requested by University authorities. The identification cards are issued by the Security Office. These cards are not transferable. Students are allowed one free Student ID per academic year. A \$15.00 fee will be charged to a student's account for replacing a lost ID card. Students should go to <https://eforms.ccu.edu/> to request a new student ID.

An ID card which has become unreadable, or has been altered, is not valid and must be replaced immediately. The ID photo and all lettering must be completely visible. Students should go to <https://eforms.ccu.edu/> to request a new student ID. A fee will not be charged to replace an ID card which is not readable due to normal wear and tear.

Use of an ID Card, for access into any access-controlled door, is only authorized for the student issued the ID card. Guests or other students are not authorized to use a student's ID card for access into Residence Halls, apartments or other campus buildings.

## **Withdrawal from the University (CUS)**

Students contemplating withdrawal from the College of Undergraduate Studies should obtain a Withdrawal Form from their Life Directions Center Advisor and ensure financial clearance from the Financial Aid office. They must also complete an exit survey they receive from their Life Directions Center Advisor. Students who withdraw from the University will receive refunds as outlined in the Financial Information section of the university catalog, available online. Failure to complete the withdrawal process may result in failing grades on the student's records.

### *Withdrawal from classes:*

Several conditions could result in a student withdrawing from courses after the

published add/drop date. The conditions fall into three categories: Student Benefit, Health, and Administrative. In all cases students should consult with their LDC advisor for advice. Students should also be encouraged to contact Financial Aid concerning any potential impacts on financial aid or scholarships.

*Student Benefit:*

If a student believes that withdrawing from a class is beneficial for any reason, they may request that through their LDC advisor. If that request is granted prior to the published withdrawal date the student will be given a grade of W. BSN students should consult the BSN handbook for specific guidelines related to withdrawing from a class.

*Medical/Mental Health or Significant Hardship:*

If, on the advice of a physician, licensed counselor, licensed psychologist, or licensed psychiatrist a student is unable to complete his or her course of study, the student may request a Voluntary Hardship/Medical Withdrawal through their LDC advisor. A Voluntary Hardship/Medical Withdrawal is granted only when a student has experienced circumstances as to cause a hardship, or an incident of such medical or psychological distress that he/she could not reasonably have been expected to possess normal capabilities necessary to complete the academic period satisfactorily. The student must provide written proof from a licensed physician, licensed medical provider, licensed counselor, licensed psychologist, or licensed psychiatrist of his or her condition for a hardship/medical withdrawal. Upon approval of that withdrawal the student will be given a W and possibly receive a prorated refund for tuition as well as room and board\*. When these withdrawals are psychological in nature, the Counseling Center Director is available to meet with students to assess whether a medical withdrawal is warranted. The Director can also provide the required documentation.

\*Please note that refunds for meal plans will be assessed on meal plan usage and payments already made to Bon Appetit that cannot be refunded.

*Administrative:*

If a professor, dean or the Vice President for Academic Affairs believes that a student should withdraw from a class due to lack of attendance or other administrative reason they will initiate the administrative withdrawal. Upon approval of that withdrawal, the student will be given a FW or FX.

From time to time, students involved in the discipline process will be given the opportunity to withdraw from the University in lieu, or in addition, to University discipline sanctions.

## **STUDENT COMPLAINT PROCESSES**

### **Individual Student Complaints**

An online process is available for students to register a complaint with the University. Students can indicate the nature of their complaint, explain their complaint in detail, and provide the basis of their complaint by explaining what standard was violated. Once the form is submitted, it automatically goes to a designated department contact, based on the indicated nature of the complaint. The contact person is responsible for responding to the student, directing the resolution process, and recording the final resolution of the complaint. Students with a Title IX complaint should reference the process earlier in this handbook or at <https://www.ccu.edu/titleix/>

### **Student Media Complaints/Misconduct Procedures**

The Student Standards and Accountability Board (SSAB) oversees student media to ensure and promote responsible and fair journalism practices, as well to mediate between students, faculty, and staff in the event of a dispute of fairness, misconduct, or practices not coinciding with the mission of the University.

The SSAB will review complaints and misconduct situations surfaced by members of the CCU community. The board will review allegations of misconduct by students or staff members of the University. These complaints will be considered in written form and should be submitted to the Vice President of Student Life and Traditional Enrollment or his designee who will set up appropriate hearings and meetings to address the dispute. The board will then decide appropriate disciplinary action, which could include turning over the incident to be dealt with through the standards of conduct, removal of the student media staff person from office, written retractions or apologies, or other sanctions deemed necessary by the board. Appeals of board decisions will be made to the Vice President of Student Life and Traditional Enrollment or his designee.

### **Student Grievance Policy for Disability Accommodations**

CCU prohibits retaliation against anyone who files a grievance under the grievance policy or otherwise complains that they have been denied equal access in the form of reasonable accommodations. This prohibition of retaliation similarly extends to anyone who has testified, assisted, or participated in any manner of investigation, proceeding, or hearing related to an ADA/AA grievance or complaint under this policy.

CCU encourages students who disagree with a decision concerning a requested accommodation to attempt to resolve their concerns by first discussing them with the Accommodations and Accessibility Coordinator in writing. If the disagreement involves the failure to implement accommodation approved by the Life Directions



Center, the student should discuss the situation with the professor she/he believes did not provide the appropriate accommodation. The Accommodations and Accessibility Coordinator is available to serve as a consultant in this discussion for either party. If the grievance cannot be settled through dialogue with the professor, the student may submit a written appeal to the Director of the Life Directions Center and the Accommodations and Accessibility Coordinator providing details about the approved accommodation and how the accommodation has not been granted. The Director of the Life Directions Center will investigate and facilitate a resolution including forwarding the issue to the appropriate school dean.

Any student who believes that a decision regarding disability accommodations has not been made in accordance with CCU stated policy may file a formal grievance with the Disability Appeal Committee. The Disability Appeal Committee consists of the Vice President for Academic Affairs or her designee, Vice President of Student Life and Traditional Enrollment or his designee, University Counsel, and the Director of the Life Directions Center. Students must file their grievances via email to: [CUSaccommodationsappeal@ccu.edu](mailto:CUSaccommodationsappeal@ccu.edu).

Grievances from students requesting accommodations will only be granted on the following grounds:

1. The assigned accommodations are disproportionate to the need.
2. The student was not accorded his or her rights, and this failure significantly affected the student's right to equal access.
3. The decision of the Accommodations and Accessibility Coordinator was not based on all documentation.

This formal grievance will be investigated and resolved in accordance with the following procedure:

1. Complete and file a grievance statement.
  1. To file a formal grievance concerning a disability accommodation decision, an individual must provide the Disability Appeal Committee with a written grievance statement via email that contains the following:
    - i. A description of the issue and any relevant facts.
    - ii. A summary of any steps the student has taken to resolve the issue, including names of people involved.
    - iii. A statement of the requested resolution, including student's rationale for any requested accommodation.
    - iv. Any supporting documentation.
    - v. Name and contact information of the person initiating the complaint.
  2. This formal grievance must be emailed to [CUSaccommodationsappeal@ccu.edu](mailto:CUSaccommodationsappeal@ccu.edu) (Attn: Disability Appeal Committee) no later than thirty (30) days from the date of the

decision for accommodations by the Accommodations and Accessibility Coordinator.

2. Notification: Upon receipt of a formal grievance statement, the Disability Appeal Committee or designee will initiate an investigation and notify the student via email that an investigation will be conducted.
3. Investigation: The Disability Appeal Committee may investigate the grievance through some or all of the following steps: meeting with the student, speaking with the Accommodations and Accessibility Coordinator or other involved parties to hear their respective positions, requesting additional medical documentation, requesting independent medical evaluation, consulting with professionals with applicable expertise, and/or any other relevant means.
4. Deliberation: The Disability Appeal Committee will have thirty (30) business days to complete an investigation once all the requirements of a grievance statement have been met and issue a determination on the grievance. If the Disability Appeal Committee is unable to issue its determination within that timeframe, the Disability Appeal Committee will advise the student. After a determination is made, a written decision will be provided to the student via email with explanations. The decision by the Disability Appeal Committee is final.

## **STUDENT INVOLVEMENT**

### **Student Leadership Positions**

Serving as a student leader at Colorado Christian University is a privilege that carries high expectations. Correspondingly, the learning and development fostered in these roles leaves an indelible imprint that forms graduates who think critically and creatively, lead with high ethical and professional standards, embody the character and compassion of Jesus Christ, treasure the gospel, and who thereby are prepared to impact the world in their callings. The expectations of student leaders are:

- To live above reproach and not only meet the CCU standards but live above them and be a model of them.
- Minimum GPA:
  - To be hired/selected as a student leader: Most student leaders, hired, appointed, elected or selected are required to possess a 2.5 cumulative grade point average (GPA) at the time of hiring and the beginning of the leadership term and must maintain a 2.5 cumulative average each semester of the term. A student leader can be conditionally selected if the student expects to raise the GPA before beginning the leadership term. Some leadership roles may have a higher requirement.
  - If already selected and serving as a student leader: If a student receives below a 2.5 for the semester, but maintains a 2.5 cumulative, the supervisor will be notified to identify a plan of action

to avoid the cumulative grade slipping below a 2.5. Some leadership roles may have a higher requirement. If a student is placed on academic probation, that student is no longer eligible to serve in a leadership role.

- Conduct & Accountability:
  - To be hired/selected as a student leader: A student cannot be selected to serve as a student leader while they are on step 3 or higher. A student could be conditionally selected if the steps are expected to expire by the time that he/she serves in the role. If the student receives additional steps before the current steps expire, the student will not be eligible for the student leader position.
  - If already selected and serving in a student leader: If a student leader receives a step 2 while serving in a leadership position, the supervisor will be made aware of this and it is up to the advisor if the student leader may continue his or her position. Any student leader who receives 3 or more steps at the time he/she is serving in a leadership role, will be ineligible to continue as a student leader.

Application of this policy may be appealed through the Vice President of Student Life and Traditional Enrollment or his designee. The student must have the support of the supervisor of the leadership position to appeal this policy.

- Written Agreement: Each student leader will be required to sign a list of expectations outlined in the Student Leadership Expectations Contract.
- If a student in a leadership position enters a non-discipline agreement, the advisor/supervisor must be notified so that he/she can be a part of the process.

## **Student Organization Registration Guidelines**

CCU encourages the formation and sponsorship of student-run groups in order to advance our mission of developing leadership skills and solidifying students' relationships with Christ. Such groups enhance the diversity of activities in our community and provide a crucial part of the campus atmosphere. Any student-operated group that will represent Colorado Christian University in some capacity and is not otherwise operated by a CCU department must be chartered. Student groups not chartered or operated by a University department will not receive the privileges reserved for chartered groups and will not be allowed to exist on campus.

The following are expectations that student groups must meet and maintain to be eligible for good standing:

1. The group must possess a working constitution that describes the group's purposes, membership, eligibility, officers, officer selection, dues, event, and amending process.
2. Membership must be open to all Colorado Christian University students without regard to race, color, national or ethnic origin, handicap, sex or religion (restricted membership may be granted if the organization provides justification for this special status). Only CUS students enrolled at CCU may participate in organization activities unless special permission is granted by the Assistant Director of Campus Activities & Leadership or their designee.
3. Student organizations must have a CCU faculty or staff advisor. This puts the responsibility on the organization to find an advisor. The advisor must attend training and be involved with the group's planning and implementation of group activities. Advisors are expected to serve as mentors to the group, participate in advisor training opportunities, be involved in group activities as appropriate, and assist in holding the organization accountable to CCU and Campus Activities policies.
4. Officers, as defined by the group's constitution, must be in good standing with the University (not on academic probation or disciplinary probation) and must possess and maintain a 2.5 cumulative GPA during their tenure (see Student Leadership Positions policy in this handbook).
5. As part of the initial application, the advisor and president (or director) must sign an agreement concerning compliance with all relevant University policies, procedures, rules, regulations, and guidelines.
6. Groups applying for a charter must meet a need not presently met by any other organization or department on campus.
7. The group must live out the University's mission and be congruent with the values of the Christian faith in both purpose and practice.
8. The group must present a long-term plan as part of the chartering process to the Campus Activities Office. Charters will not be granted for organizations planning to exist on a temporary basis.
9. Student Organizations are subject to all CCU policies found in the Student

Handbook, Student Organization Leader Handbook, and elsewhere. This also applies to off-campus events. Student organization policies are subject to change by the Campus Activities and Leadership office.

10. Should a third-party volunteer be involved with any student organization, he or she must complete a Volunteer Application and Agreement Form. Volunteers are subject to screening and permitted to work with CCU students on an “at will” basis; therefore, termination of their involvement is permissible at any point.

The Vice President of Student Life and Traditional Enrollment or his designee reserves the right to restrict, cancel, or modify charters of student organizations on campus. Students who are interested in starting a new group on campus are encouraged to contact Campus Activities and Leadership for more information.

### **Student Organization Social Media Guidelines/ Campus Activities & Leadership Social Media Guidelines**

As a leader and member of a recognized student organization at Colorado Christian University, students represent the voice of their peers and have the responsibility and privilege to disseminate news and information related to the group with accuracy, respect, and discernment. Social media posts that express your thoughts and actions reflect your student organization, all of its members, and CCU as a whole. This reality is both a privilege and responsibility.”

We hold free speech with the utmost regard and desire to promote and protect this right. We urge you to use your platform with wisdom, discernment, and respect. Below are some guidelines that expand on this idea:

- Campus Activities and Leadership staff has the right to monitor social media posts, profiles, statements, and actions by student organizations (including but not limited to Instagram, Twitter, Facebook, YouTube, TikTok, Snap Chat, chat rooms, blogs, etc.) They have the right to request the removal of any post that is disrespectful, inconsiderate, and inconsistent with CCU’s mission, values, and heart.
- Department rules, guidelines, and expectations always apply to student organizations, including on social media. CCU will not tolerate derogatory or negative comments, bad language, references to or pictures of alcohol, tobacco or drug usage, and poor representation of the student, the student’s name, family, or anything of this kind.
- Students should reconsider utilizing their organizational page as a place to confront others and/or settle disputes. Many of these conversations are open to the public and comments made can be hurtful to others as well as damaging to their witness. The University urges students to handle their conflicts in a Christ-like manner.

- Students should be aware that potential, current, and future employers can often access information placed on these types of networks, and many are increasingly using in this way. Students should consider any information posted on these networks as potentially providing an image of them to a prospective employer.
- The purpose of student organization social media accounts is to communicate information and promote events. We require and encourage students to utilize their personal social media accounts for statements that are not relevant to their group. Please see the social media policy.

## **MISCELLANEOUS**

### **Lost and Found**

The center for all lost and found items is Campus Security, located in Rockmont Hall.

- Report any lost item to the Security Office. You will be contacted if the item is turned in.
- Turn in any found item to the Security Office. The Anschutz Student Center and Leprino Hall information desks also have lost and found bins.
- Lost and Found items from Leprino Hall, Anschutz Student Center and the Event Center (after each Chapel) are delivered to the Security Office.
- Water bottles will only be retained in the Security Office for 30 days. After 30 days, water bottles may be donated to charity or disposed of.
- All unclaimed items will be donated to charity the week after May Commencement.

### **Off-Campus Housing**

Students who are eligible to live off-campus and who are seeking nearby housing may check listings on the bulletin board in the Anschutz Student Center. Students searching for off-campus roommates may also check there.

### **Photo and Testimonial Use**

Students should understand that photographers will be present at many University functions or at daily activities of the campus (classes, dining commons, chapel, etc.) Photos or videos will be taken for use on the CCU website and in various promotional items, including but not limited to brochures, advertisements, etc. Students understand that CCU shall have the right to alter and composite any such images without restriction and without student approval. Occasionally, students may be asked to appear in publications and invited to photo shoots. On these occasions, students will be provided information of how their images or testimonials will be used and be offered a release of information to be signed.

## **Student Property Insurance/Renter's Insurance**

CCU is not liable for the theft or loss of personal goods housed in CCU facilities or taken on CCU property. Students are encouraged to take precautionary measures against theft, such as locking their doors properly with deadbolts, identifying personal property, and carrying private property insurance. Most students are covered for loss or theft by their parent's homeowner's insurance. If not, the University strongly encourages students to take out a renter's insurance policy for their property. Valuable property should be secured before leaving campus for break periods. All reports of lost or stolen property should be made with Security.

# ADMINISTRATIVE OFFICES and SERVICES

## Associated Students

The CCU Associated Students provides a channel of communication between the student body and the faculty/staff and administration of the University. The CCU Associated Students is advised by the Vice President of Student Life and Traditional Enrollment and draws its budget from a fee assessed to all students twice yearly. The Associated Students is comprised of 5 groups:

- Student Organizations - chartered student groups representing a variety of student interest
- Student Standards and Accountability Board - hears cases of the University discipline process and is comprised of a panel of 5 students and chaired by a student leader selected by the Dean of Students. The SSAB also reviews charters for new COHMs
- Student Senate - serves as a conduit for student concerns and is made up of senators who will represent various areas of the University
- Campus Activities Board (CAB)University Programming Council - the primary student-led programming group responsible for large-scale and weekly events on and off campus.

## Library

Colorado Christian University's Library is located temporarily in the George Whitefield Building and many online resources and services are available at [www.ccu.edu/Library](http://www.ccu.edu/Library). There is also a Music Library in the School of Music, and a new, beautiful library is planned for the Armstrong Center which is under construction.

Professional library faculty help students access a wealth of scholarly resources and provide research assistance through Book a Librarian, chat, phone, and email. The "Book A Librarian" signature service invites students to schedule an online appointment to meet with a librarian who prepares their research subject ahead of time and research guidance during the meeting. This is followed up by an email to the student with search tips and search result links. The librarians also provide instruction in classes and webinars.

Reserve items, computers, printing, wi-fi, and a private study pod are available, and the library website offers subject guide help and video tutorials. In addition, the library is a Prospector and Mobius member, making 30 million items available to CCU students to request from libraries throughout Colorado, Wyoming, Kansas, and Missouri and be delivered to the CCU Library. Interlibrary loan service is also available. The library is a warm and collegial place, a popular study spot with students, and is open 82 hours each week over seven days (regular semesters).



## Facility Services

Facility Services provides maintenance work related to the care and upkeep of student apartments and the general campus. Students may place work orders for maintenance online. Work orders that relate to room repairs and maintenance will be addressed within 48 hours unless repair parts or outside vendors are required.

## Financial Aid

303-963-3230

[FinancialAidSupport@ccu.edu](mailto:FinancialAidSupport@ccu.edu) Monday-Friday 8:00 A.M. – 5:00 P.M.

Closed during chapel

The Financial Aid Office helps students find additional resources to meet educational expenses. A wide variety of grants, scholarships, and loans are available. Some are based on financial need, and some on academic standing or special abilities. Over 60% of the students attending CCU receive financial assistance. You can obtain information about aid from your designated Financial Aid Specialist at the Financial Aid Office during normal business hours.

The CCU website includes updated information about the cost of tuition, fees, room and board, and various methods of payment. In addition, CCU has a tuition payment plan consisting of 12 monthly payments beginning in July. Payment arrangements for the fall semester are due by August 1 and spring semester payment arrangements are due December 1. Winter and summer semester payments are due upon registration. Students who do not have payment arrangements in place by the beginning of the semester risk deregistration from all their semester courses.

For your Financial Aid questions and concerns, you can e-mail [FinancialAidSupport@ccu.edu](mailto:FinancialAidSupport@ccu.edu), and for your student account questions, e-mail [ARSupport@ccu.edu](mailto:ARSupport@ccu.edu).

## Information Systems and Technology

Located Across from the Music Center

Three blocks north of campus along Garrison Street (Ellsworth Center)

303-963-3444 [techsupport@ccu.edu](mailto:techsupport@ccu.edu)

The Office of Information Systems and Technology (I.S.T.) provides and maintains all of the network, telephone, computing, and printing services available at CCU. Our staff is available to help make students' interaction with technology as simple and worry-free as possible.

Some of the services I.S.T. offers:

- Wireless Internet
- E-mail powered by Google
- Computer access and printing in several public computer labs on campus

- Walk-up kiosks in high-traffic locations across campus
- Students must have a valid CCU Login to use any of these services. Students' usernames for CCU accounts are their student ID numbers, and the password specified when they applied for a CCU Login.

## **Life Directions Center (LDC)**

Located in the George Whitefield Center 303.963.3010

<https://www.ccu.edu/undergrad/Life-directions-center/>

<https://connect.ccu.edu/pages/ldc-home>

In keeping with the mission of the University to provide Christ-centered higher education transforming students to impact the world with grace and truth, the mission of the Life Directions Center (LDC) is to equip authentic disciples of Christ to discern their Life calling, achieve academic success and engage in meaningful service. The LDC provides a consistent connection for students by offering academic, spiritual, and career resources and guidance to help students realize and move toward their God-given calling.

The Life Directions Center manages the following student services:

- Academic Advising
- Student Success Services
  - Academic Alerts
  - Tutoring Services
  - ADA Academic Accommodations and Accessibility
- CLEP and DSST Policies
- Undeclared Majors
- Life Calling Advising
- Study Abroad
- International Student Services
- Veterans Affairs/ROTC

### *Academic Advising*

Advisors provide information and resources to assist students in knowing their degree requirements and meeting their specific educational goals in the timeframe the student sets. This includes access to degree plans, course planning, rotations, and prerequisites to meet the general education and specific degree requirements for graduation. Advisors provide guidance on students' course selections each semester to help students take the courses in the correct sequencing for their academic programs.

Students are responsible for their degree progression and completion. Students should check their planned sequencing of courses on a semester or annual basis to ensure they are meeting all degree requirements and prerequisites. It is also the responsibility of the student to notify their advisor of any changes they make to the course selections their advisor recommends. Failure to do so may result in

additional time to complete their Colorado Christian University degree.

Students should talk with their advisor when considering any changes to their major, minor, or course selections. Students use eforms to make these changes, but an advisor must approve most changes before they are processed.

In the senior year, a graduation application is due by registration the semester before a student plans to graduate.

### *Academic Alerts*

Students are expected to be aware of their academic performance in their courses. Students can determine this by tracking their completed assignments and grades from the syllabus requirements. Many faculty also post grades within BrightSpace, which can calculate current grades, although students need to be careful to check if all their grades have been posted, as that can raise or lower a course grade.

To assist students in succeeding academically, CCU also runs two formal academic alert processes each semester in which faculty are invited to review course grades within their classes and identify students who are not passing or struggling in their course. CCU identifies course grades below a C- as indicating a possible academic struggle. The LDC Student Success Coordinator and advisors reach out to these students to offer support, encouragement, and resources. Because a student's grade can change very rapidly, depending on the completion and grading of assignments and various other factors, these processes will not identify every struggling student. The responsibility remains on the student to know their academic performance and reach out to their advisor if he or she is struggling; however, our academic alert process is designed to reach out when we are aware of potential struggles.

### *Student Success Services*

The LDC provides a variety of services to promote the development of new skills or the improvement of current abilities. These services include a Student Success course for conditionally admitted students and second-semester new first-year students on probation, workshops offered by expert faculty and staff, and individual appointments with advisors and/or the Coordinator of Student Success Services.

The LDC has information and resources on time management, test taking skills, study habits, and other issues that impact students' success in college. Each student has different strengths, weaknesses, and needs, and the LDC staff encourages students to adopt methods that work for their unique personality and learning style. The LDC and faculty advisors assist students who show an academic struggle throughout a semester. Student success services are available for all

students and are encouraged to be utilized throughout their time at CCU.

Students who are on probation or are conditionally admitted to the University also benefit from many of these services. Please refer to the University catalog (online) under the Academic Policies section for further details.

### *Academic Success Services- i.e. Tutoring Services*

CCU's Academic Success Services, facilitated through the LDC offers a variety of FREE tutoring resources that aid current CUS students seeking to supplement classroom instruction to reach their educational goals.

- Available resources include on-campus drop-in tutoring, 1:1 tutoring, and the Writing Center. Drop-In Tutoring: Students can meet with a peer Academic Consultant for content-specific tutoring sessions on a regular schedule. Most general education courses are supported.
- 1:1 Tutoring: This tutoring service is designed for those who prefer individual tutoring sessions and may require additional assistance beyond drop-in sessions. Students can go to the Tutoring page on CCU Connect to complete a 1:1 request form at least 1 week in advance.
- For quick access to current resources, please visit the Academic Success Services Connect page (<https://connect.ccu.edu/pages/lcd-academic-support-services>)

For current listings of tutored courses and operational details, please visit the Tutoring Connect page (<https://connect.ccu.edu/pages/lcd-tutoring>) or email [tutor@ccu.edu](mailto:tutor@ccu.edu).

### *College-Level Examinations (CLEP) and DANTES Subject Standardized Testing Policy (DSST)*

Colorado Christian University will accept applicable credits for students who score at or above CCU established levels on specified CLEP and DSST tests. Scores for granting credit are determined by the CCU Deans Council, with consideration given to the recommended scores by the American Council on Education (ACE). Credit received will be treated as transfer credit and will count towards graduation as applicable. For CUS students, please contact the LDC for information about specific CLEP and DSST equivalencies and restrictions. For CAGS students, please contact your SSA for your program equivalency and restriction information. CCU does not provide CLEP/DSST testing on campus but can provide information on local testing centers. Official CLEP or DSST transcripts must be received by CCU for transfer credits to apply.

Please see the University catalog for additional conditions and policies on CLEP/DSST tests.

### *Undeclared Majors*

Several incoming freshmen begin their CCU experience without a declared major. Special attention assists students in exploring their areas of interest, gifting, and abilities and provides a supplement to the individual advising to help students as they select and confirm their major. It required that students declare a major before completing 60 credits of coursework.

### *Life Calling Advising*

The LDC is available to assist students with prayerfully discerning their calling and with learning more about their interests, talents, skills, values, spiritual gifts, and personalities and how those may interact with various vocations, professions, areas of ministry, and hobbies. Students are encouraged to pursue academic, ministry, job, and leadership opportunities to identify their God-given talents and interests and how those can be used for God's kingdom purposes.

The LDC offers several assessments, such as the Myers Briggs Type Indicator, Strong Interest Inventory, and Clifton Strengths assessment, to help students explore and confirm elements of calling, giftedness, purpose, and fit. The MBTI helps students answer the questions of "Who am I?" and "Why do I want to work?" through the evaluation of how their personality processes information and makes decisions. The Strong Interest Inventory (SII) helps students answer the questions of "What occupations align with my interests?" and "What environment do I work best in?" through the analysis of interests and comparison with individuals who are satisfied in their occupations. Finally, the Clifton Strength assessment provides opportunities to empower students to identify talents that come naturally to them and continue developing those talents into strengths to incorporate into their academic and vocational experience.

Students are also encouraged to try new things and to reflect and learn from both their successes and challenges. We want students to build a foundation of calling that is about who they are in Christ and how that interacts with vocation, ministry and hobbies.

### *Internships*

The LDC provides information and resources to students interested in participating in an internship as a part of their CCU experience. Internships can be done for academic credit, for ministry hours (if an unpaid position), or for personal career development. If pursuing an internship for academic credit, students are required to find out the specific requirements for an approved internship from the school that houses them. If students are paid for the internship, the hours are not eligible for ministry hours.

### *Study Abroad and Off-Campus Programs*

CCU students are encouraged to study abroad as a way of enriching their experience at CCU. Each CCU study abroad partner program is intentionally designed to meet the unique needs and desires of CCU students through opportunities such as internships and foreign language offerings as well as ministry and faith formation components. CCU sends students to study abroad with a purpose as they engage in their global context.

CCU's study abroad partners offer students the opportunity to study abroad in 32 different countries and offer courses that will meet the needs of nearly every academic discipline. Following is a comprehensive list of CCU's study abroad partner organizations, many of which offer programs in a multitude of countries:

- Living & Learning International
- Lithuania Christian University
- Veritas Christian Study Abroad
- Best Semester

### *International Student Services*

International students are an integral part of CCU's campus community. The International Student Services Coordinator in the LDC serves the international student population at CCU by administering appropriate government documents (form I-20) for international students on a valid F-1 visa and hosting a variety of student services for international students. Support services for international students include assistance with cross-cultural transitions, accessing government resources, and guidance with regard to jobs, finances, and insurance.

### *Academic Accommodations and Accessibility*

It is the policy of Colorado Christian University to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local regulations regarding students and applicants with disabilities. Pursuant to these laws, no qualified individual with a disability shall unlawfully be denied access to or participation in services, programs, or activities at the University. CCU is committed to inclusion and providing equal access to qualified individuals with disabilities. Individuals will not be discriminated against based on disability or be denied equal access to reasonable accommodations for the educational opportunities available at CCU. CCU is unable, however, to make accommodations that are unduly burdensome or that fundamentally alter the nature of the program, service, or activity. Students with a grievance should consult the appropriate section of this handbook for instructions about how to file a complaint.

In carrying out this policy, CCU recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities and will attempt to provide reasonable accommodations to qualified individuals to the extent that it is readily

achievable to do so. A qualified individual, under the ADA, must have a documented disability that substantially limits one or more major Life activity. Moreover, a qualified student with a disability must meet the academic and technical standards required for admission or participation in an education program or activity. Accommodations are granted when appropriate and relevant documentation is provided to the Life Directions Center. Requests need to be made in a reasonable timeframe in which to review the documentation and create a Certificate of Accommodations as well as provide the approved accommodation.

Students with disabilities seeking a Certificate of Accommodations can contact the Life Directions Center or access the information online at the Accommodations and Accessibility section of the CCU website which details the process to request accommodations and the documentation required. Once the Accommodations Registration Form is complete, including the requested documentation/verification of the disability, the Coordinator of Student Success Services will contact the student of an in-take meeting and prepare an approved Certificate of Accommodations as needed. Accommodations will be tailored to address the nature of the disability and the needs of the individual within the context of the requirements of the program. Reviewing and granting accommodations can take up to three weeks, so students are strongly encouraged to consider that in determining when to begin the application process.

Accommodation is not retroactive. The Accommodations and Accessibility Coordinator will notify the student of approved accommodations and issue a Certification of Accommodations (COA). Once a COA has been issued, it is the student's responsibility to inform their faculty of their accommodations for each course and submit a copy of the COA within the first three (3) weeks of the course. Students must receive new signed copies of their COA each semester from the Coordinator of Student Success Services. Faculty are not obligated to accommodate students with disabilities without a COA or retroactivity.

Since education at the post-secondary level is voluntary, the Life Directions Center will provide accommodations to students, but cannot mandate that the student use these services. Students have the choice and opportunity to work or not work with the Life Directions Center for accommodations.

#### Students Desiring Additional Information

Students with visual or other disabilities that prevent them from reading University publications may contact the Life Directions Center so that assistive technology might be used in order to review these policies. Students and applicants who desire information beyond what is written in University publications may contact the Coordinator of Student Success Services in the LDC. This includes the Notice of Privacy Rights of Students and the Notice of Directory Information printed in the University catalog. These notices outline the

University's institutional policy regarding compliance with Family Education Rights and Privacy Act (FERPA) of 1974.

### *Authority*

This policy was adapted from Title III of the Americans with Disabilities Act, 42 U.S.C.A. \_12181 et seq. (1993), 28\_36.101 et seq.; The National Joint Committee on Learning Disabilities, Journal of Learning Disabilities, Volume 22, Number 2, February 1987, Pages 109-112; and The University of Houston Law Center Handbook for Students and Applicants with Disabilities, August 1993.

### *A Note about Learning Disability Screening*

Currently, the University's Life Directions Center does not administer any standardized testing for Learning Disability screening. The Life Directions Center staff may refer any student who needs more current documentation or those who suspect they may have an undiagnosed learning disability to local professionals trained in assessment and disabilities.

### *Veterans Affairs/ROTC*

The LDC is available to assist CUS Veterans and ROTC students with their unique needs. Students can speak with their LDC advisor for more information about services provided.

## **Mail and Campus Services**

Located in the Patrick Henry Hall  
303-963-3292

Mail and Campus Services provides services related to postal mail, printing, faxing, laminating, University signs, office supplies, Students receive text and e-mail when they have a package to be picked up.

## **Service Central**

Service Central houses admitted student records and processes transcript requests. Service Central assists departments in applying and upholding institutional policies and procedures. You can also find forms online or by email at [RegistrationSupport@ccu.edu](mailto:RegistrationSupport@ccu.edu)



# CAMPUS SECURITY and SAFETY

## THE CAMPUS SECURITY ACT

The Campus Security Act and “A Student’s Right to Know” require that Campus Security report crimes to the U.S. Secretary of Education (if requested) and that information on certain crimes be made available to the University’s students and employees within a reasonable time after the crimes are committed. To comply with these regulations, Campus Security needs student assistance in the following ways:

- Campus Security must be informed of all crimes committed on CCU property.
- If a crime or medical emergency is in progress, call 911. Then notify campus security at (303) 963- 3222.
- If a crime has been committed, but is not in progress, notify Campus Security so a report can be taken.

## CAMPUS SAFETY POLICIES

### Fire Evacuation Policy

If a fire or smoke is detected, follow the appropriate evacuation procedure and activate the fire alarm near your point of exit (if available).

- Classrooms and Offices

If fire or smoke is detected or an alarm sounds, immediately exit the building using the nearest, safe exit, closing doors as you leave. Do not lock the doors and do not take time to do anything else. Crawl if necessary to avoid smoke already in the area. Department heads and/or professors should account for everyone in their departments and classes. Security or the highest-ranking administrator should be notified if anyone is unaccounted for, and that information should be passed on to the fire department incident commander when the fire department arrives.

- Apartments

If fire or smoke is detected, get down near the floor and feel any closed doors before opening or exiting. Do not open a door that is already hot to the touch. Leave the apartment by the most direct, safe route possible and assemble in the designated parking lot so everyone can be accounted for. Designated evacuation locations are posted on the back of every apartment's main door. If the balcony of upper-level apartments is the only safe place, remain on the balcony until the fire department comes to your rescue. If possible, close doors as you leave, but do not take time to do anything else. Make every effort, within safety guidelines, to notify others in the area that there is a fire danger but never re-enter the fire area.

## **Severe Weather Policy**

If a severe weather alert is received on your cell phone, or if the City of Lakewood outdoor sirens/alert is activated, or if you are advised of a severe weather emergency by CCU Staff/Faculty or another official, seek immediate shelter. If you are in Yetter, Leprino Hall, or the Anschutz Student Center, take shelter in the protected stairwells (identified by Emergency Shelter for Hazardous Weather Conditions signs). There is one protected stairwell in each of these buildings. For all other buildings on campus, seek shelter in an interior room without windows. An interior room (without windows) on the lowest level of a building (this would include a basement, if applicable) is generally the safest location.

The City of Lakewood conducts a test of its outdoor siren system in May of each year. All 26 sirens in the system will be activated with a long wail, followed by a voice test message over the public address portion of the system. The test will then conclude with one long siren wail. The annual test of the outdoor siren system is required to ensure that all 26 siren sites in Lakewood are functioning correctly. If, at the time of the siren test, weather conditions are such that a tornado watch or warning may be issued for the Lakewood area, the siren test will be canceled.

## **Security Escort**

If you need an escort on campus or to/from University-operated housing to/from your vehicle, you may contact the Security office by calling 303- 963-3222 and speaking to the on-duty security officer.

## **Timely Warning of Campus Threats and Emergencies**

**Purpose:** In accordance with Federal law and in order to protect members of the campus community, the University establishes the following policy for the timely warning of serious or continuing criminal offenses by students and other emergencies or dangerous situations that pose a threat to the campus community.

**Policy:** Upon confirmation of a reportable criminal offense or other emergency considered to be a threat to health or safety, the college will issue a timely warning to the campus community (unless doing so will further jeopardize their health or safety).

**Procedures:** Upon receipt of information that a reportable offense or other emergency has occurred, the Vice President of Student Life and Traditional Enrollment or his designee will determine whether the nature of the reportable offense or emergency amounts to a serious or continuing threat to the health and safety of the campus community.

An appropriate warning to the campus community will be prepared that:

- describes the nature of the threat.
- provides instructions and/or recommendations on actions to take considering the nature of the threat.
- includes information on evacuation procedures if the threat requires such action.

A timely warning to the campus community will be sent through any means appropriate including, but not limited to, one or more of the following ways:

- email alerts
- phone alerts
- text alerts
- website announcements
- posted warnings

## **VEHICLE OPERATION POLICY**

The purpose of the vehicle operation policy is to ensure a fair and safe environment for drivers as well as pedestrians. To accomplish this, it is important that everyone cooperates to benefit the University. The operation and parking of any vehicle on CCU campuses should be considered a privilege that can be revoked if misused or abused. All drivers are expected to comply with all aspects of the policy without exception. In addition, all state and local vehicle laws and regulations will apply. Acceptance of a parking permit indicates an understanding of the vehicle operations policy. Any questions regarding the policy should be directed to the Campus Security Director via email at [jmaxfield@ccu.edu](mailto:jmaxfield@ccu.edu).

## **Parking Permits**

All motor vehicles (this includes vehicles operated by all CUS students, staff, faculty, CAGS students, student guests, and visitors) must display a CCU parking permit if driven or parked, at any time and for any reason, on the Lakewood Main Campus; including:

- East Campus
- CCU daytime parking along S. Campus Drive near the Westford Condominiums
- the Garland Center
- the Ellsworth Center
- the School of Music
- any portion of the Mile Hi parking lot
- A&K West (260 S Kipling)
- A&K East (9808 W. Cedar)
- Allison Building (333 S. Allison)

Additionally, a CCU parking permit is required if parked on any city street on the perimeter of the campus; including:

- Cody St.
- Cody Ct.
- Bayaud Ave.
- Cedar Dr. (Westford Apartments)
- Cedar Ave.
- S. Teller St. (East Campus)
- W. Ellsworth Ave (Music Center)
- S. Garland St. (Music Center)
- S. Garrison St. (Music Center)

New students failing to obtain a permit prior to August 31 of the current Fall semester will be issued a citation if their vehicle is parked or driven on campus. Returning student vehicles with previous school year parking permits may use the previous year's parking permit until August 31.

1. CCU parking permits are free during the first two months of the current semester (i.e., August/September for the Fall Semester and January/February for the Spring Semester). A parking permit will cost \$10.00 after this initial time unless proof of new ownership is provided.
2. CCU parking permits are assigned to a specific vehicle and are not transferrable. A new parking permit is required for a new/additional vehicle.
3. Parking permits must be affixed to the outside, bottom left corner of the rear window of the vehicle (behind the driver). Motorcycle permits are to be displayed where they can be easily seen. Any decorations obstructing the visibility of the permit or displaying more than one current-year CCU permit will render the current permit invalid. The permit is valid for one year and must be renewed by September 1 of each school year.
4. Parking permits, registered to vehicles with a temporary license plate, must be updated within 60 days. The permanent license plate must be updated on the parking permit record in person at the security office or by email to Security1@ccu.edu. Failure to notify Security of the new license plate may result in a parking citation.
5. Any license plate change must be reported to campus security immediately. The new license plate must be updated on the parking permit record in person at the security office or by email to Security1@ccu.edu. Failure to notify Security of the new license plate may result in a parking citation.
6. A student moving off campus must immediately apply for a "commuter" parking permit. Failure to remove a "residential" parking permit after moving off campus may result in a parking citation due to an invalid parking permit.
7. Each residential student is allowed one "residential" vehicle permit. Each residential student may only park one vehicle on campus at one time.
8. Commuter students may register multiple vehicles for a "commuter" parking permit. Only one vehicle may be parked on campus at one time.
9. Parking permits that become damaged, unreadable, or are removed from a

vehicle will be replaced free of charge. After one warning, a parking citation may be issued for not replacing the damaged/unreadable/missing permit.

### *Other Parking Permits*

- “Loaner Vehicle” temporary permits are for borrowed or rented vehicles that will be used for a short time duration. Temporary permits are only valid for seven days and must be renewed at the security office if needed.
- Guests of students (family or friends) must obtain a temporary “Guest” parking permit. Guests may obtain a temporary permit at the Security office. Guests should park on the Academic side of campus and are not permitted to park in the Student Center Visitor parking spaces or residential parking. A parking citation issued to a guest of a student will be processed under the CCU student’s account.
- All visitors must obtain a temporary “Visitor” parking permit. Visitors generally visit the CCU Campus as prospective students/families, vendors, or others with short-term appointments for less than a few hours. Visitors may obtain a temporary “Visitor” permit at the Security office, the Student Center Desk, or the Leprino Hall Desk. Visitors may park in the Student Center Visitor Parking or any other available parking space on campus.

### *Faculty and Staff Parking Permits*

Each faculty and staff member of CCU is required to have a valid parking permit displayed on any vehicle driven or parked on the campus. There is no restriction to the number of vehicles a staff or faculty member may register. The Faculty/Staff Parking permit must be affixed to the outside bottom left corner of the back window of the vehicle (behind the driver). These multi-year permits are valid until the expiration date (or until a new permit is authorized at the discretion of the Director of Security).

During the Fall and Spring semesters, faculty and staff are requested to park in the Mile Hi parking lot, Monday-Thursday, 8:00 A.M. until 5:00 P.M. On Sunday-Thursday, after 5:00 P.M., faculty and staff vehicles may be parked on the academic side of the campus (near Leprino Hall, Event Center, Welcome Center) but may not park on the residential side of the campus. Friday-Saturday, faculty and staff may park anywhere on the campus. Parking in the Anschutz Student Center visitor parking spaces is prohibited Monday-Friday, 8:00 A.M. until 5:00 pm.

Faculty and staff are reminded the State of Colorado requires vehicles operated by residents of Colorado (assumed if gainfully employed in the state) be registered with valid Colorado license plates and current registration.

### **General Policies and Regulations**

The scope of the Vehicle Operation Policy covers all CCU campuses, all property

owned or operated by CCU, or any property hosting a function sponsored by CCU or involving CCU in any way.

1. All vehicles must be insured for at least the minimum coverage required by the State of Colorado.
2. Vehicle Licensing and Registration Requirements:
  - a. Current vehicle registration and current year registration tags are required.
  - b. The State of Colorado requires a front and rear license plate to be displayed and clearly visible on vehicles registered in the state.
  - c. License plate frames covering any letters/numbers or registration tags are prohibited.
  - d. License plate covers are prohibited.
  - e. A warning will be issued for the first violation of vehicle licensing and registration infractions (a. through d. above only). A citation will be issued for any subsequent observed violations.
  - f. Campus Security must be notified immediately of any change to the vehicle's license plate to update the parking permit record. This information may be updated at the security office or by emailing "Security1@ccu.edu"
3. Off-road and other unlicensed vehicles are not permitted to operate or park on the campus.
4. The speed limit on campus is 15 MPH. Drivers observed exceeding this limit may be ticketed for driving a vehicle at an unsafe speed while on campus.
5. Drivers/owners may be ticketed for the following:
  - No valid parking permit/permit not properly displayed
  - Failure to update permit record with permanent license plate
  - No valid vehicle registration/license plates
  - Parking in a designated Disability parking space/area marked with the International Symbol of Access.
  - Parking in NO PARKING space/area
  - Parking in RESERVED or DESIGNATED space/area
  - Parking in 2 parking spaces
  - Blocking driveway or access
  - Parking in a fire lane or along any curb (egress lane) on campus
  - Parking in front of or within 15 feet of a fire hydrant
  - Parking on white or yellow painted cross-hashes
  - Any other inappropriate parking as determined by the Director of Security
6. There are three areas designated as restricted parking by the Lakewood Traffic Engineer that require special attention. Parking in the following areas will result in heavy fines and towing of the vehicle:
  - The cul-de-sac located on the residential side of campus and all

emergency access lanes, including access areas between the Peaks Buildings. This area must be kept clear for emergency vehicles.

- The ingress and egress lanes are located on the residential side of campus. These areas must be kept clear for emergency vehicles.
    - Parking along curbs on Campus Drive is never allowed.
    - Campus Security allows parking along all other curbs on campus for a maximum period of 15 minutes for loading/unloading only.
  - Disability parking spaces.
    - Disability parking placards and license plates are issued to a specific individual and are not transferable.
    - Disability parking placards must be properly displayed and fully visible when parked in reserved parking spaces for persons with disabilities.
    - It is a violation of state law to use the placard or plates without the person with the disability in the vehicle.
    - Lakewood Police Department may issue a parking citation on the CCU campus for misuse of a Disability parking placard.
7. Commuter students are restricted from parking on the residential side of campus from Sunday at 1:00 P.M. through Thursday at 5:00 P.M. This includes parking lots near Rockmont Hall, Yetter Hall, the Peaks, the Row, and the south side of the Anschutz Student Center. This also includes the visitor parking spaces on the south side of the Anschutz Student Center outside of the visitor parking hours.
  8. Commuter students are allowed to park their vehicles on the academic side of the campus (Event Center or Mile Hi Parking Lot B) for overnight parking.
  9. Vehicles that are observed to be stationary for an extended period of time will be served with a notice requiring an explanation. Vehicles that continue to be in disrepair for fourteen days from the time of notification will be towed at the owner's expense.
  10. Drivers may not pull other individuals on skateboards, scooters, snowboards, or any other apparatuses. All passengers must ride completely inside of the vehicle while the vehicle is in motion.
  11. Due to the nature of the CCU property, pedestrians always have the right-of-way.
  12. Students may perform only limited emergency maintenance in school parking lots.
  13. Students may be ticketed, after the violation has occurred, if the vehicle is not accessible at the time of the violation (for example, a car seen speeding on campus may be found and ticketed at a later time).

14. The Visitor Parking spaces in front of the Anschutz Student Center are reserved for VISITORS and Vendors/Contractors only. No students (including former students, students taking a semester off, etc.), guests of students, staff, or faculty are allowed to park in these parking spaces between 8:00 A.M. – 5:00 P.M., Monday-Friday. Any vehicle parked in these parking spots must have a VISITOR parking permit issued by the Student Center Desk or Security office, displayed on the dashboard of the vehicle.
  - These parking spaces are strictly monitored and enforced 52 weeks per year.
15. The Visitor Parking spaces on the south side of the Anschutz Student Center are reserved for VISITORS and Vendors/Contractors only. No students (including former students, students taking a semester off, etc.), guests of students, staff, or faculty are allowed to park in these parking spaces between 9:00 A.M. – 3:00 P.M., Monday-Thursday. Any vehicle parked in these parking spots must have a VISITOR parking permit issued by the Student Center Desk or Security office displayed on the dashboard of the vehicle.
  - These parking spaces are strictly monitored and enforced 52 weeks per year.
16. The Mile Hi parking lot B (nearest to Leprino Hall) is available for parking 24/7. Signs identify the parking lot available for overnight parking. A CCU parking permit is required. All campus driving/parking regulations apply.
17. The Mile Hi parking lot C (nearest to Garrison) is available for parking from 7:00 A.M. to 10:00 P.M. daily. A CCU parking permit is required. All campus driving/parking regulations apply.
18. Students who are current residents of the Westford Condominiums may park on W. Cedar Ave. (in the reserved Westford Condominium car park). A current lease must be provided to Campus Security prior to the start of the school year to validate the authorization to park at this location. Campus Security closely monitors this location at the request of the Westford Condominium HOA.
19. Vehicle Collisions:
  - Campus Security will complete a Security Incident Report for ALL traffic collisions occurring on the campus. This report is for information only and will assist involved parties when notifying their insurance company. This report is not reported to the State of Colorado or to insurance companies.
  - If the collision results in an injury, call 911. Campus Security must be notified immediately after the 911 call.
  - If the collision results in property damage to another vehicle or property, Campus Security must be notified immediately.
  - If unable to contact Campus Security, a note is required to be left at the scene of the collision with your valid contact information.



Campus Security must be notified as soon as possible. Failure to comply will result in a violation of Hit and Run.

- Involved parties will be required to provide their state-issued driver's license, current registration card, and proof of insurance.

#### 20. Summer Parking Regulations:

- Students leaving their vehicles on campus to be stored over the summer break are required to register their vehicles for a summer parking permit. Vehicles must be parked in a specific designated summer parking location and a spare key must be left with Security. Any vehicle left on campus over the summer break without this parking permit may be towed at the owner's expense. This fee will be added to the student's account.
- Students parking their vehicle overnight on campus for any reason (personal trips, mission trips, academic trips, athletic trips, etc.) during the summer break, are required to register their vehicle for a summer parking permit. Vehicles must be parked in a specific designated summer parking location.
- Students living on campus during the summer break are required to register their vehicle for a summer parking permit. The permit must be displayed on the dashboard of the vehicle while parked overnight.
- Summer parking regulations go into effect beginning the day of the closure of the Residence Halls
- Any vehicle parked on the campus overnight must display a summer parking permit.

21. An explanation of any special circumstances that may necessitate a deviation from this policy should be submitted in writing to the Director of Security one week in advance for evaluation. A written response will be returned within ten business days.

### **Offenses and Consequences**

1. It should be noted that fines are listed for the first offense only, and any subsequent offense may result in an increase of the fine.
2. Any three (3) offenses may result in loss of driving privileges for the remainder of the academic school year. A notice of probation will be emailed to the student with the probation requirements listed. A student on driving/parking probation will be required to park in Mile Hi only and will lose residential parking privileges. Any one serious offense as deemed by the Director of Security, or an accumulation of serious offenses, can result in an immediate suspension of driving privileges. The Vice President of Student Life and Traditional Enrollment has final authority to suspend driving privileges.
3. Students receiving multiple citations may also be placed in the student

conduct system facing a “failure to comply” charge.

### *Booting or Towing a Vehicle*

It is possible for a vehicle to be booted or towed at the individual’s expense from the CCU campus and stored at his or her expense at the towing company’s lot if any of the following occurs:

1. The vehicle does not display a valid CCU parking permit.
2. The vehicle has been stationary for an extended period of time.
3. An individual has multiple offenses pending against him or her.
4. During snow removal procedures, any vehicle parked along any curb (and blocking the snow removal process) may be towed at the owner’s expense. All efforts will be made to notify the owner of the vehicle prior to towing.
5. A car alarm is activated, and the owner cannot be contacted (i.e., not answering phone calls, text messages, or answering the door of the apartment).
6. At the discretion of the Director of Security an effort will be made to contact the owner of the vehicle before a tow is made, and towing will be the last resort to resolving a problem if circumstances permit. A towing sticker will be placed on the car a minimum of three days before a tow is exercised. Any vehicle parked in emergency access areas, trash or snow removal areas, or impeding University traffic, will be towed immediately.
7. A \$50.00 fee will be added to the original parking citation fine for the removal of a boot from the vehicle.

### *Citations and Fines*

1. Citations will normally be processed to the student’s CCU financial account within 20 days of the issuance of the citation.
2. All payment of fines must occur with the CCU cashier in the Financial Aid Office or on Self Service.
3. Citations issued to unidentified vehicles are kept indefinitely and recorded for future identification. If a vehicle is identified, after 30 days from the issuance of a citation, a \$30.00 fee will be added to the original parking citation fine for Failure to Pay/Failure to Identify. This fee will be in addition to the boot fee if a vehicle is booted.

The following violations will result in a \$20 fine for the first offense:

- Failure to update parking permit record with permanent license plate within 60 days of permit registration with a temporary license plate
- Failure to update parking permit record with a change of license plate
- After one warning, failure to replace parking permits that become damaged or unreadable
- After one warning, Expired vehicle registration
- After one warning, clearly visible front and rear license plates (if required)

The following violations will result in a \$30 fine for the first offense:

- Failure to properly display a valid CCU parking permit
- Misuse of a temporary parking permit

The following violations will result in a \$40 fine for the first offense:

- Unauthorized parking in restricted areas
- Parking in fire lanes, emergency access lanes, or loading zones
- Parking in front of dumpsters or dumpster access
- Blocking ingress or egress lanes (parked along any curb)
- Parking on/in undesignated areas
- Parking within 15' of a fire hydrant
- Parking within 5' of driveway
- Parking with any portion of a vehicle blocking a sidewalk
- Moving reserved parking signs and/or traffic/parking control cones
- Any violation observed while the vehicle is moving, including:
  - Failure to stop at a stop sign
  - Speed over 15 mph (campus speed limit) - Photo radar is utilized on S Campus Dr. A speed violation recorded by photo radar may result in a fine.
  - Driving with passengers riding on the outside of the vehicle (the driver and passenger must remain completely inside of the vehicle during vehicle operation)
  - Driving on undesignated areas such as sidewalks or on the landscape (including grass, rock or dirt)
  - Driving without headlights illuminated during darkness

The following violations will result in a \$50 fine for the first offense:

- Unauthorized parking in a handicapped space
- Unsafe vehicle operation, reckless driving, or disregard for the safety of others

The following violation will result in a \$100 fine for the first offense:

- Hit and Run Collision.

Students receiving more than one ticket during the school year may have their fine for subsequent tickets increased, at the discretion of the Director of Security. University officials reserve the right to charge the student in violation of these regulations in the University disciplinary process.

### *Appeal Procedures for Citations and Fines*

All appeals of citations or towing of vehicles must be directed to the Director of Security in writing within ten days of the citation or tow. The decision of the Director of Security is final.

If the person obtaining the ticket at the end of ten days takes no action, the student receiving the ticket loses the right of appeal.

## LOCAL CHURCHES

(CCU does not endorse one church over another)



### CHURCHES NEAREST TO CAMPUS:

- #5 Calvary Redeeming Grace - Leprino Hall: <https://www.redeeminggrace.thecalvary.org/>
- #6A River Church - > 1 mile: <https://riverchurchmovement.org/>
- #6B The Way Congregation - > 1 mile: <https://thewaycongregation.com/>
- #4 Belmar Church - 1 mile: <https://www.belmarchurch.com/>
- #11 Grace Covenant Church - 2 miles: <https://www.gcclakewood.org/>
- #7 Red Rocks Church - 2 miles: <https://www.redrockschurch.com/locations/lakewood-campus/>
- #12 Bear Valley Church - 3 miles: <https://bvchurch.org/>
- #15 Westwoods Community Church - 3 miles: <https://westwoodsc.org/>
- #8 Calvary Familia - 3 miles: <http://calvaryfamilia.org/>
- #10 Calvary Belmar/Foothills - 3 miles: <https://www.calvarybelmar.org/>
- #9 Mission Lakewood - 4 miles: <https://missionlakewood.com>
- #16 Colorado Church - 5 miles: <https://www.colorado.church/>
- #14 The Bridge at Bear Creek - 5 miles: <https://www.bridgebc.org/>
- #1 Applewood Baptist Church - 5 miles: <https://www.applewood.church/>
- #13 Westside Internacional Church - 5 miles: <https://westsidechurchintl.org/>
- #18 Lakewood Vineyard - 5 miles: <https://www.lakewoodvineyard.org/>
- #17 Southwest Community Church - 5 miles: <https://southwestcommunity.church/>

### CHURCHES TO THE NORTH OR EAST:

- #2 Covenant Presbyterian Church - 5 miles North: <https://www.cpcwheatridge.org/>
- #3 - Park Church - 6 mi. North: <https://parkchurch.org/>
- Beacon Church - 10 mi. East: <https://www.denverbeacon.org/>
- Grace Church of Arvada - 10 mi. North: <https://www.gracechurchco.com/>
- One City Church - 10 mi. East: <https://onecitychurch.com/>
- Storyline Church - 13 mi. North: <https://www.storylinechurch.net/>
- Lifegate Church - 16 mi. SE: <https://lifegatedenver.com/>

### CHURCHES TO THE SOUTH:

- Red Rocks Baptist Church - 7 mi. South: <https://redrocksbaptistchurch.org/>
- Faith Bible Chapel South - 9 mi. South: <http://fbcsouth.org/>
- MOSAIC Church - 9 mi. South: <https://www.welcometomosiac.com/>
- Authentic Life Church - 11 mi. South: <https://authenticlifechurch.com/>
- Foothills Bible Church - 12 mi. South: <https://www.foothillsbiblechurch.org/>
- Littleton Bible Chapel - 12 mi. SE: <https://littletonbiblechapel.org/>
- Fathom Church - 12 mi. South: <https://fathomchurch.org/>
- Calvary Church Englewood - 13 mi. SE: <https://englewood.thecalvary.org/>
- Brave Church - 13 mi. SE: <https://bravechurch.online/>
- Mission Hills Church - 16 mi. South: <https://www.missionhills.org/>
- Cherry Hills Community Church - 26 mi. South: <https://www.chcc.org/>



# STUDENT ATHLETE HANDBOOK

The Student-Athlete Handbook will provide a general overview of all the policies and procedures in effect for the CCU Athletic Department. This handbook does not replace nor supersede any published University policy, it is meant to complement the University catalog and handbook. University and NCAA policies are subject to change; therefore, this handbook may contain statements that change during this school year. The CCU athletics administration will do its best to keep all student-athletes apprised of changes.

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# NCAA ELIGIBILITY REQUIREMENTS

## Maintaining Eligibility

To remain eligible for athletic competition, all student-athletes must carry at least 12 credit hours each semester and pass 24 credits in the prior year; 18 of those credits must be completed during the regular academic year (not including summer). According to the NCAA, to be eligible for competition, each athlete must pass at least 9-degree applicable credits to be eligible the following semester. Winter and summer terms can help meet the credit eligibility requirements.

According to CCU policy, if a student-athlete cum GPA falls below 2.0 at the conclusion of the spring semester, that student-athlete loses athletic eligibility and athletic aid for one full year. Summer term may not be used to raise their GPA to regain eligibility for the following year. Summer term may make up a maximum of 6 credits toward the required 24 progress toward degree credits from the two previous semesters.

## Transferring to another Institution

The Colorado Christian University Athletics Department will not release transcripts for any student-athlete with a current balance due to the University.

Any CCU athlete desiring to speak with another institution regarding a potential transfer must first communicate their intent with the CCU Associate Director of Athletics to enter the NCAA Transfer Portal and contact other institutions. When a CCU student-athlete chooses to enter the NCAA Transfer Portal, they do so with the understanding that they may officially be removed from the team.

In those circumstances in which a player transitions from being a roster athlete to a non-roster athlete for any reason, at any time during the season, the following will apply:

- Non-roster players will have the same access to athletic facilities, team CARA events, athletic training room, locker room facilities, and equipment as other CCU non-student athletes.
- Non-roster players may participate with their former teammates in any non-CARA related activity. This would include open gyms, Bible Studies, team service activities, social gatherings, or other non-CARA activities.
- Non-roster players, based upon NCAA regulations, are not allowed to participate in team CARA activities.
- Non-roster players may use the Event Center during times in which team practices, or other University events are not scheduled. They may use personal or student activity equipment that has been checked out through campus activities, but may not use team equipment including

balls, shooting gun, team volleyball equipment, or other items available to student-athletes.

- Non-roster players may use the fitness center in the Anschutz Student Center but may not use the Athletics strength and conditioning room or equipment.
- Non-roster athletes may not use the indoor or outdoor baseball/softball/golf/track facilities at All Star Park or A & K.
- When transitioning to a non-roster status, athletes are required to clean out their lockers, turn in all uniforms, bags, and practice gear as required by coaches.
- Any exceptions to this protocol must be approved by the Director of Athletics.

According to NCAA policy, following graduation, student athletes who have completed their undergraduate degree at CCU, and who have athletic eligibility remaining are free to transfer to any school of their choosing by following the same process outlined above to enter the Transfer Portal.

### **Submission of Graduation Plan**

All student-athletes must declare a major and submit a copy of their Graduation Plan to the Compliance Coordinator by November 15th of their junior year. If the student-athlete changes majors at any time after submitting a graduation plan, a new plan must be submitted immediately.

### **Colorado Christian University Name, Image, and Likeness Compensation Guidelines**

The purpose of this policy is to provide guidance and structure for Colorado Christian University (CCU) student-athletes seeking to earn compensation for the use of their name, image, or likeness while enrolled at CCU. These guidelines reflect the requirements of Colorado State Bill 20-123. The following guidelines apply to all CCU student-athletes, athletic department staff members, and individuals acting as a representative of athletics interests be NCAA Bylaw 13.02.12.

### Guidelines for Permissible NIL Activities:

Student-athletes (SA's) may earn compensation for their NIL. Such compensation must be of reasonable value and must be for actual work/services performed.

- The expectation is that NIL compensation opportunities will not conflict with academic or team related activities.
- SA's need to provide a disclosure form to the athletic department identifying the nature and terms of the NIL activity before work is performed. This is part of the expected NCAA monitoring requirements and helps ensure eligibility is not jeopardized. CO SB20-123 indicates an athlete shall disclose the athlete contract to the institution's athletic director within 72 hours (about 3 days) after the student-athlete enters the athlete contract.
- SA's/PSA's will only be allowed to use University or athletic department related marks and logos, including all aspects of the uniform by written permission of the University. Information, artwork, **licensing agreements** can be found on CCU's campus website under [Marketing and Communications](#).
- The use of athletic department facilities will require approval in advance (location agreements, including waiver of liability forms and applicable rental fees). Rental and waiver of liability agreements will be coordinated with CCU Assistant Athletic Director for Operations & Communication.
- The duration of a contract for SA representation or compensation for NIL use should extend only through participation in an athletic program at CCU.
- SA's may secure representation (agent or lawyer), ONLY for NIL and NOT for future professional athletic contract negotiations.
- SA's may receive compensation for teaching or coaching sport skills or techniques in his or her sports on a fee-for-lesson basis, provided:
  - The compensation is paid by the lesson recipient (or the recipient's family member) and not another individual or entity.
  - Check with professional sport governing bodies to ensure their amateurism standards are not being violated (i.e. PGA).
  - Use of CCU facilities requires a signed CCU athletic facilities rental contract, and the requisite liability insurance certificate.

### Impermissible NIL Activities Which Jeopardize Eligibility:

- Use SA's athletics skill (directly or indirectly) for pay in any form for participation in a sport at CCU; or
- Activities used as a recruiting inducement; or
- Accepts a promise of pay for participating in a sport at CCU even if such pay is received after intercollegiate athletics participation.



- Compensation for athletic participation or achievement. Athletic performance may enhance a student-athletes NIL value, but athletic performance may not be the “consideration” for NIL compensation.

*Impermissible NIL Activities Cont. and Athletic Department Standards:*

- CCU, the athletic department, and/or staff members may not compensate or arrange compensation to a current SA or prospective student-athlete (PSA) for her or his NIL.
- NIL opportunities may not be used as a recruiting inducement or as a substitute for pay-for-play. Individuals are encouraged to consider state laws, if applicable, and the rules of any relevant amateur governing bodies.
- Representative of Athletics Interests ("Boosters") may only compensate or arrange compensation to an SA or PSA if such compensation is with a business/company in which the Booster has a direct relationship (owner, employee, etc.).
- SA's will not be permitted to enter into NIL agreements with the following vendors or industries
  - Any casino or entities that sponsor or promote gambling activities.
  - Any seller, dispensary, tobacco company brand or product, or a controlled substance, including but not limited to, marijuana and athletic performance enhancing drugs.
  - Any adult entertainment business.
  - Any alcoholic beverage company or brand.
  - Apparel, sportswear, footwear, athleisurewear used during all team activities (CARA).
  - Providers of higher education (other colleges and universities).
  - Any entity or individual, in CCU's reasonable and good faith judgement, negatively impacts or reflects adversely on CCU or its Athletics Department, including but not limited to, bringing about public disrepute, contempt, embarrassment, scandal, ridicule, or otherwise negatively impacting the reputation or the moral and ethical standards of CCU or its Athletic Department.
- NIL activities may not occur during countable athletically related activities or required team activities, including practice, competition, academic meetings, or community service.
- Class may not be missed for participation in NIL activities.

*Other NIL considerations:*

- For their protection from any potential immigration issues, International SA's should not enter into any NIL agreements without obtaining

guidance from the CCU International Life Direction's Center Representative.

- Pell Grant or need based financial aid could be impacted based on compensation from NIL. Those questions should be directed to the CCU Financial Aid Office.
- All income generated from NIL activities have tax implications.

## **ATHLETIC AID/SCHOLARSHIPS**

According to NCAA regulations Athletic Scholarships are only given out one year at a time. Student-athletes will sign a new athletic scholarship contract each year they receive athletic aid. Because athletic scholarship agreements are only signed for one year, a coach may recommend to the Director of Athletics and Director of Financial Aid that a student's athletic aid be reduced or cancelled at the end of a year based upon insubordination, misconduct, attitude issues, academic issues, Lifestyle covenant issues, or athletic performance issues. A student-athlete who quits their sport team before the second semester starts should expect to forfeit their athletic scholarship for that semester.

Athletic awards are private agreements between a student-athlete and the University. Student-athletes should not discuss information, including award amount, with others outside coaches/administration/family.

### **Athletic Aid Reduction Appeals Process**

Athletic Scholarship aid may be reduced at the conclusion of the spring semester. A student athlete who chooses to leave the team or is removed from the team for academic or disciplinary reasons during the academic year may have their athletics aid removed at that time. Athletic aid may be reduced or removed from a student athlete for the following reasons:

1. Athletic aid will be removed for academic reasons if the student athlete's cumulative GPA at the end of the spring semester falls below the NCAA minimum of 2.0, rendering the SA academically ineligible to compete for the following season. Additionally, athletic aid will be removed from the SA if they fail to complete the appropriate number of NCAA mandated credits to remain eligible for the following year, attempting 12 credits and successfully passing a minimum of 9 semester credits and successfully passing a minimum of 24 credits before the start of the next fall semester. Additionally, athletics aid may be reduced at the conclusion of the spring semester if a student athlete fails one or more classes, even if retaining NCAA eligibility.
2. Athletic aid may be reduced and or eliminated for disciplinary reasons if the student athlete is removed from the team due to a violation(s) of team or University rules, or simply violates team or University rules, even if they are not removed from the team.
3. According to NCAA policy, athletes who become academically ineligible

immediately forfeit all athletics financial aid. If the athlete regains eligibility, at the coach's discretion, athletics aid may be reinstated fully or partially for the following semester.

4. Athletic aid may also be removed for athletic performance issues according to the following protocol:
  - a. Prior to the removal of Athletics aid due to performance consideration, the player must receive from the coach during a personal meeting a written enumeration of the coach's projected goals, and expectations for the respective student athlete during the athletics aid review period. A student athlete's signed copy of their roles, goals and expectations will be scanned to the Director of Athletics.
  - b. An athlete coach performance review must be conducted at the conclusion of the athletics aid review period. At that time the coach communicates in writing an assessment of how the student is fulfilling their season , goals, and expectations, along with specific strategies the SA has implemented to address the coach's concerns. If the coach raises additional concerns regarding performance issues, academics, behavior, character, or attitude which could potentially result in scholarship reduction, another follow-up meeting must occur between the Head Coach and the Student Athlete prior to the reduction decision being finalized.
  - c. If a Student Athlete's scholarship is to be reduced for any reason, that reduction must be submitted to the Director of Athletics in writing prior to the coach and Student Athlete's final season meeting.
  - d. Upon preliminary approval from the AD, the Head Coach must communicate in writing the scholarship reduction/elimination amount along with the reasons for those changes to the SA during their meeting.

Any athlete who voluntarily chooses to leave their team prior to the conclusion of the season will automatically forfeit their athletics scholarship beginning the following semester. In the event of extenuating circumstances, a written appeal may be submitted by either the player or their coach to a committee consisting of the Director of Athletics, and the Associate Director of Athletics. Per NCAA regulations, if a student-athlete's athletic aid is reduced or cancelled for any reason, the student- athlete has the right to appeal that decision within 30 days through the Student Financial Services Department.

1. The Student Athlete must submit a written request for an appeal of his or her aid reduction/cancellation to the Vice President of Financial Aid.
2. The VP of Financial Aid will review all information regarding the reduction/cancellation of athletic aid.
3. An appeals committee headed by the Vice President of Financial Aid, and including the FAR, Director of Athletics and Associate Director of Athletics will conduct a hearing before making a final decision relative to the SA appeal

# ACADEMIC EXPECTATIONS

## Student Success Plan (SSP)

All incoming first year college student athletes, regardless of their high school GPA, will be required during the fall semester at CCU to participate in the Student Success Plan (SSP). This initiative mandates that each student-athlete participate in the following:

1. A mandatory 1.5-hour coach supervised study hall once a week.
  - a. Attendance will be taken during each session. Study skills and strategies shared, weekly grade checks reviewed, and tutoring provided as available within respective subject disciplines.
  - b. Any Student Athlete who fails to attend the coach supervised study hall for any reason other than official team travel will be required to make up the session from 6:30 – 8:00 am with the Director of Athletics in the Student Life Conference Room. If the SA does not attend the make-up session, they will be ineligible to practice or play until they have completed the 1.5-hour study session with one of their coaches individually.
2. Student Athletes who appear on the five-week academic alert list in two or more classes and any student athlete who appears on the ten-week academic alert list in more than one class will be required to complete weekly grade checks and submit results to their coach.
3. Once fall semester GPAs are finalized for each participating student-athlete, those with GPAs of 2.5 or greater will be exempt from continuing in the required ACCESS sessions but may continue to attend voluntarily. Those with fall GPA's less than 2.5 will continue with the mandated ACCESS Plan during subsequent semesters.

## Semester GPA Minimums and Support Plans

1. Any student-athlete, including first semester transfers, with a cumulative GPA below a 2.5 at the end of a semester, must participate in the SSP Initiative until their cumulative GPA rises to 2.5 or greater.
2. To maintain athletic eligibility, all NCAA requirements must be met.

## Cumulative GPA Minimums

(Assessed at the posting of spring semester course grades)

1. NCAA eligibility:
  - a. To maintain NCAA eligibility student-athletes must meet the following legislative requirements:
  - b. Attempt a minimum of 12 credits per semester. SA's will become immediately ineligible the day they drop below 12 attempted credits in the fall or spring semesters.
  - c. Pass a minimum of 9 credits per semester. SA's will become ineligible

- after the semester grades (fall or spring) are posted showing 9 credits were not passed.
- d. Pass a minimum of 24 credits each academic year. Six of which can be taken during the winter and summer terms before the next academic year. (24 total credits minus 9 minima from the fall and 9 minima from the spring would require 6 additional credits to be passed.)
  - e. Maintain a minimum cumulative GPA of 2.0 at the end of the current academic year.
  - f. All credits attempted must fulfill the degree requirements of each student-athlete's declared major after their junior year.
2. CCU eligibility:
- a. To be awarded athletic aid for the upcoming academic year, student-athletes must have passed 24 credits and have earned a minimum cumulative GPA of 2.0 by the end of the spring semester.
  - b. Summer courses may NOT be used to increase a cumulative GPA to reinstate CCU athletics' aid for the upcoming academic year.
  - c. A student-athlete who has been ineligible for a period and then can regain NCAA academic eligibility may be allowed by the coach to rejoin the team and compete. Athletics' aid may or may not be reinstated at the Coach's discretion.
  - d. Eligibility for CCU athletics' aid will be reassessed at the conclusion of the next spring semester based on meeting eligibility requirements and the discretion of the coach.
  - e. Student-athletes whose cumulative GPA falls below 2.5 in any semester are mandated to continue the Freshman Academic Support Initiative until their cumulative GPA rises to 2.5 or greater.
  - f. Please see the CUS On-line Student section for definitions of the fall and spring semesters.

### **Class Absence Policy**

Student-athletes will only be excused from class for competitions including required travel and practice times on the road. Due to the number of classes a student-athlete misses because of athletic participation, student-athletes are expected to attend all other classes. All work missed due to athletic-related travel or competition is to be made up based on the professor's policy as stated in the syllabus. If this is not possible, work should be completed according to the professor's discretion. It is important to understand that student-athletes may not miss any classes outside of competition or athletic-related travel. Professors will be notified by the athletic department at the beginning of the semester regarding scheduled missed class time. Travel and missed class updates will also be shared with professors by the athletic administration. However, it is expected that each student-athlete will also communicate individually with their professors regarding each missed class.

**CCU Transfer Athletes:**

Student-athletes who transfer in less than 24 credits must take a traditional FYI class. Transfer Student Athletes who transfer in between 24-59 credit hours must take a Transfer Student Integration five-week class. Transfer Student Athletes who transfer in 60 or more credits are fully exempt from taking a Transfer Student Integration Class.

# COUGAR ATHLETICS CODE of CONDUCT

Since Christ calls all believers to do their best in all things, Cougar Athletics has only the highest expectation of its athletes. All athletes are responsible for reading the expectations outlined below and are encouraged to join in the mission as a Christian athletics department. This Athletic Code of Conduct and the following disciplinary consequences apply to CUS and CAG Student Athletes alike.

## Academics:

- Cougar athletics prides itself on our strong academics. The goal for student-athletes is to obtain a minimum cumulative GPA of 3.0. However, a 2.5 cumulative GPA is required. Read Academic Expectations portion of the CCU Student-Athlete handbook for further information on sanctions.
- Student-athletes are expected to attend all classes. Unexcused absences will not be tolerated.
- Plagiarism or academic misconduct will never be permitted.

## Chapel

- Student Athletes are required to complete all University Chapel requirements established for graduation. Also, SA's must attend all monthly Athlete's Chapels unless excused by their coach or traveling with their team. Finally, all CCU Athletes are required to attend the annual Athlete's Retreat held off campus. Athlete's Retreat is held the weekend before Week of Welcome.

## Gambling

- All NCAA regulations regarding gambling will be strictly enforced by the CCU athletics department.

## Drugs/Alcohol

- The use of drugs and alcohol at any CCU function is prohibited. The CCU athletics department will follow the rules set forth in the CCU Athletics Discipline Policy. It is the policy of CCU Athletics to drug test all student-athletes at random times throughout the year. Additionally, SA's are subject to randomly scheduled NCAA drug tests as well.
- Please see entire statement regarding use of alcohol and drugs on page 196 of this Student Athlete Handbook.

## Hazing

- All hazing activities are prohibited. Hazing is defined in the Colorado Christian University Student Handbook.

## Travel

- Student-athletes are representatives of CCU, both on and off campus. When traveling, CCU athletes are expected to act in a respectful manner treating others and their property with respect and dignity. Appropriate language, actions, and manners will be expected.

## Punctuality

- All athletes must arrive on time for all athletics-related activities including

meetings, practices, chapel, and all times listed on travel itineraries.

## **Language**

- Any language deemed vulgar by coaches and athletic staff, including the use of God's name in vain or swearing, when representing CCU or Cougar Athletics in practice, competition, or while traveling is prohibited.

## **Team Rules**

- Each coach is responsible for setting team rules. These will be made available in written format to all team members. Student athletes are expected to respect and follow all team rules. Coaches have full responsibility and discretion to enforce team rules and establish consequences, with the approval of the Director of Athletics, when the violation of those team rules does not affect other CCU campus students or involve the direct purview of the Department of Student Life. (Example: A student athlete, who is of legal age consumes alcohol off campus, apart from underage students during the championship season. This action would not violate CCU Student Life Policy but would violate all athletics team rules, which preclude athletes consuming alcohol during the championship season.

## **Internet/Social Media**

- CCU and Cougar Athletics have the right to – and can – monitor student-athlete online profiles, statements, and actions (including but not limited to Instagram, Twitter, Facebook, You Tube, Snap Chat, chat rooms, blogs, etc.). Department rules and guidelines apply to student-athletes, including their online presence. Questionable pictures and postings will not be tolerated. This includes derogatory or negative comments, bad language, references to or pictures of alcohol, tobacco or drug usage, and poor representation of the student, the student's name, family, team, coaches, school, or faith.

## **Sportsmanship**

- All Cougar athletes are seen as ambassadors for Christ and representatives of CCU. This means the highest level of sportsmanship shall be required. This includes the use of appropriate language, respectful interaction with officials and opposing players and coaches, and interaction with fans.
- National Anthem Policy

The University understands that the National Anthem and the American flag have been the subject of much dissent in our culture. It is the flag that represents a country established, defended, and committed to religious liberties. These religious liberties (Judeo-Christian) ensconced in the U. S. Constitution enable freedoms, equity and God-given rights that originate from His Word and law. The University supports various avenues of dissent on campus and has a policy and process for students who wish to demonstrate their opinion about an issue that is close to their heart in appropriate ways in our community.

The University, however, does not recognize the playing of the Anthem, and showing respect for our flag, as an appropriate venue to express dissent



about issues happening in the country, and feels that all students enrolled at CCU should respect our country, our constitution, our flag, the men and women who have offered the greatest sacrifice for our liberty and freedom, as well as those who currently serve and protect this blessed country. It is for that reason that it will be the policy of CCU, and its athletic program, that CCU student athletes will come out of the locker room to be present on the sideline, are to stand individually or in a lock arms fashion with their teammates, face the flag, and pay their respect for our country by singing, or standing quietly, during the playing of the National Anthem at home and away contests.

Any student athletes that violate this policy will be subject to university and athletic department discipline that could include suspension or dismissal from participation in CCU athletics.

### **Spiritual/Lifestyle Expectations**

- CCU athletics fully supports the spiritual and Lifestyle expectations outlined in the CCU student handbook and maintains the expectation that its athletes fully adhere to these policies.

The willful disregard of any of the expectations as outlined in the CCU Cougar Code of Conduct will lead to disciplinary action. All discipline will first fall within the CCU Student Life disciplinary process with any further action needing to be determined by the athletic director. When necessary, the Athletic Director or the Vice President of Student Life and Traditional Enrollment reserves the right to initiate disciplinary action especially regarding infractions deemed detrimental to the Christian witness of Colorado Christian University and Cougar athletics. Disciplinary actions may include Practice/Game Suspension, Scholarship reductions, and dismissal from squad.

### **Captain and Chaplain Expectations**

Each Athletic team will identify one or more chaplains for each season. Since they are part of their team's leadership, they are viewed as campus leaders as well. As such, they must attend leadership training during Week of Welcome with other campus leaders. An extra leadership training session during those two days will be led by Athletics Administrators. Accommodation will be made for Chaplains involved in their Fall Sport Championship seasons.

# COUGAR ATHLETICS DISCIPLINARY POLICY

## Standards of Conduct

As Christ calls all of us to do our best in all things, Colorado Christian University Athletics has only the highest expectation of our student-athletes. We require that all CCU student-athletes adhere to the expectations outlined in the CCU Student Handbook in addition to those in the Cougar Athletics Code of Conduct. Failure to do so will lead to sanctions as outlined in this policy. Also, student-athletes must adhere to the rules and expectations of the team they belong to. Team rules are not subject to the processes outlined in this policy unless otherwise noted.

## Conflict Resolution

On occasion, a player and a coach may have a general disagreement or conflict of a more serious nature that may not be addressed by the Cougar Athletics Disciplinary Policy. In this instance, all efforts should be made to follow a Biblical model of conflict resolution.

Initiating communication to resolve conflicts or problems is important. Because most player/coach problems are resolved by communication between the player and the head coach, this must be the first step in resolving a conflict. If resolution does not occur at this point despite the best efforts of the player and the coach, the student-athlete may communicate his or her concerns to the Assistant Athletic Director or Senior Woman's Administrator. If the matter is not resolved, the student-athlete may then communicate his or her concerns to the Director of Athletics. Throughout the entire process, the student- athlete is encouraged to keep the following in mind:

- a. Using the "chain of command" is important.
- b. Most of the more serious conflicts can be resolved by high level communication between the coach and student-athlete.
- c. Except in extenuating circumstances, the student-athlete should initiate communication. This initiation should continue until the problem has been resolved or the entire chain of command has been utilized, whichever comes first. Only in exceedingly rare circumstances should someone other than the student- athlete initiate or communicate a problem with any person in the "chain of command."

## **Guidelines for Imposing Sanctions**

Authority for determining and imposing sanctions, requirements, or conditions rests with the Vice President of Student Life and Traditional Enrollment or his designees, including the Athletic Director, Assistant Athletic Director, Senior Women's Administrator, coaches, Dean of Students, or Disciplinary Committee. Once a decision has been made within the University Discipline Process by the Dean of Students or her designee, the Athletic Director will be contacted for a decision on the Athletic Department sanctions that shall be enforced. In using the following guidelines, primary consideration should be given to the seriousness of the offense and the prior disciplinary record of the student when deciding upon an appropriate sanction. Other considerations may include the student's attitude during the disciplinary process, including their cooperation, or lack of cooperation during the incident being reviewed. However, typically, the following guidelines should be employed in determining an appropriate sanction, requirement, or condition. Note that the sanctions can be varied from these standards as the University, Director of Athletics, Athletics Disciplinary Board, or coach involved takes all things about the case into consideration.

### **1. Minor (Warning) Violations of the Athletic Code of Conduct**

Students violating expected conduct in the Minor Violations section can expect to receive a letter in their file in addition to conditioning, community service, or practice suspension. Three or more violations will result in a probationary violation (See B.) A minor violation of the Athletics Code of Conduct would include any of the following:

- a. A term or cumulative grade point average which falls below department standards
- b. Failure to turn in a completed grade check form
- c. Failure to show up on time for team practice
- d. Failure to attend team practice
- e. Unexcused class absences
- f. Violation of a team rule
- g. Using inappropriate language on the field, during practice, during competition or at any time while representing Colorado Christian University
- h. Dishonesty/poor sportsmanship, including but not limited to disrespect toward officials or opponents; unnecessary displays of aggression toward teammates, opponents, officials, coaches, equipment, etc.; general poor behavior in practice or competition
- i. Obtaining a step 1 or 2 in the University discipline process
- j. Other violations of University Standards that fall within the Minor Violation category.

### **2. Probationary Violations of the Athletic Code of Conduct**

Student-athletes violating expected conduct standards in the Probationary Violations section can expect to receive a letter in their file and suspension

from athletic competition based on the violation's severity. Students can expect to be suspended anywhere from 10%-20% of their competitive season. Reduction of athletic aid may also occur. The following conduct is considered a Probationary violation of the Athletics Code of Conduct:

- a. Violations of NCAA gambling policies
- b. Failure to maintain scholastic eligibility
- c. Hazing
- d. Theft
- e. Disrespect of University faculty, staff, or students
- f. Academic integrity
- g. Consensual sexual conduct/activity
- h. Use of alcohol either on campus and or during the season by any athlete, use of alcohol by any underage athlete at any time
- i. Use of tobacco, including chewing tobacco, e-cigarettes, or hookah
- j. Repeated minor violations
- k. Obtaining a step 3 or 4 in the University Disciplined process.
- l. Other violations of University Standards that fall within the Probationary Violations category.

### **3. Final Notice Violations of the Athletic Code of Conduct**

Student-athletes violating expected conduct in the Final Notice Violations section can expect to receive a letter in their file in addition to significant suspension from athletic competition will be determined based on the severity of the violation. Students can expect to be suspended anywhere from 40%-50% of their competitive season in addition to potential reduction or removal of athletic aid. The following examples of conduct are considered Final Notice violations of the Athletics Code of Conduct:

- a. Drug use (on campus, off campus or failing a drug test)
- b. Alcohol on a CCU-sanctioned trip
- c. Obtaining a step 5 in the University discipline process

### **4. Major Violations of the Athletic Code of Conduct**

Student-athletes violating expected conduct in the Major Violations section can expect to receive a letter in addition to a year-long suspension from athletic participation, removal of athletic aid, or dismissal from CCU Athletics. The following examples of conduct are considered major violations of the Athletics Code of Conduct:

- a. Cheating on a drug test
- b. Hosting a party/event where alcohol is present, and minors are drinking
- c. Supplying alcohol to minors (applies to both of age and underage students)
- d. Sexual Harassment
- e. A second drug offense
- f. Supplying or selling drugs
- g. Obtaining a step 6 in the University discipline process

- h. Other violations of University Standards that fall within the Major Violations category.

## **Disciplinary Process & Appeal**

Once the University Disciplinary Process has taken place and a final decision has been made, athletic sanctions will be determined according to the above sanctioning guidelines and the following process.

1. A student-athlete's athletic discipline rests in the hands of the Director of Athletics and athletic administration.
2. The HEAD COACH or Athletic Director shall keep a written record of all Athletic and University behavior infractions.
3. Athletic related discipline for Probation, Final Notice and Major infractions is subject to the following procedures:
  - a. The HEAD COACH shall meet personally with the alleged violating student-athlete about the incident and gather as much information as possible.
  - b. The HEAD COACH shall then make a written report outlining the alleged violations of the CCU Athletics Code of Conduct and recommended athletic sanctions.
  - c. One copy of this report shall be given to the student-athlete involved and another forwarded to the Director of Athletics.
  - d. If the student-athlete agrees to the athletic sanctions presented by the athletic administration, the enforcement of those athletic sanctions will then take place immediately.

## **Athletic Disciplinary Hearing Committee**

1. If the student-athlete wishes to have a hearing for an athletic-related violation, the case will be referred to the Director of Athletics who will set a hearing date as deemed appropriate. The hearing will be with the Athletics Disciplinary Hearing Committee, made up of the Director of Athletics, Associate Director of Athletics, the FAR., and a representative from Student Life. Only CCU students, staff and faculty are permitted to attend formal athletics hearings.
2. Student-athletes requesting a hearing must do so in writing to the Director of Athletics within five calendar days of the report date.
3. A hearing of the Athletic Disciplinary Hearing Committee will be considered if:
  - a. The student is appealing Athletic Sanctions levied for the violation. Determination of accountability of violation of University Standards rests with the Vice President of Student Life and Traditional Enrollment or his designees (i.e., Dean of Students, Director of Residence Life or Resident Directors or the Student Standards and Accountability Board).
  - b. The student is appealing accountability of Athletic Department only policies.

4. The Athletic Director or his designee will notify the student-athlete in writing of the time of the hearing and all hearing procedures within 3 days. Failure of the student-athlete to appear at the hearing constitutes forfeiture of the hearing process for the infraction at hand.
5. The student-athlete will have the opportunity to have an advocate of his/her choice from the University community accompany them in the process. This person shall not testify on behalf of the student-athlete but is there for moral support and consultation.
6. The Athletic Director or his or her designee is responsible for notifying all parties of the time, date and location of the hearing, and hearing protocol. These parties shall be limited to:
  - a. Athletics Discipline Committee
  - b. Head Coach
  - c. Accused Student Athlete
  - d. Accused Student Athlete's advocate is permitted to attend but it is the responsibility of the Accused Student-Athlete to notify this individual of times, dates, and locations.
7. The Athletic Director or his or her designee is responsible for the following:
  - a. Ensuring that the hearing moves in a timely and orderly fashion
  - b. Ensuring that proper protocol is adhered to throughout the hearing
  - c. Ensuring the timely decision of the of the hearing by the committee
  - d. Recording and documenting the hearing.
  - e. Providing a written letter including the outcome of the hearing within 5 business days of the hearing.
  - f. The entire hearing will be video and/or audio tape recorded.
8. Following the hearing and decision of the Athletics Disciplinary Hearing Committee, the student has a right to appeal the findings or results of the hearing to the Vice President of Student Life and Traditional Enrollment . Appeal requests must be made in writing within three academic days (except for in the case that there would be a gap caused by a school break such as Thanksgiving, Christmas, and Spring Break) after receipt of the written results of the hearing. The Senior Vice President may elect to void the decision of the Athletics Disciplinary Hearing committee, uphold the decision, alter the sanction, or return the case to the Athletics Disciplinary Hearing Committee for a new hearing. The decision of the Vice President of Student Life and Traditional Enrollment on all appeals is final.
9. Appeals from student-athletes will only be granted on the following grounds:
  - a. The Athletic sanction imposed is grossly disproportionate to the offense (including consideration of the student's prior offenses or willingness to cooperate);
  - b. The student was not accorded his or her rights as outlined in the Standards of Conduct, and this failure significantly affected the student's right to receive a fair hearing;
  - c. The decision of the committee was not supported by substantial

evidence;

- d. New evidence has become available since the initial hearing that would have significantly altered its results.
- e. Appeals to the Athletic Disciplinary Hearing Committee decisions may also be made by any other party to the proceedings. Such appeals will only be considered on the grounds that the Committee failed to follow provisions of the Cougar Athletic Code of Conduct and Disciplinary Policy; the testimony presented in the case was false or given fraudulently and that such actions prevented a fair and thorough review of the facts of the case; or that a committee member had a conflict of interest, which prevented him or her from considering the case in a fair and impartial manner.

\*\* The Athletic Disciplinary Hearing Committee will hear cases involving Athletic Discipline and apply athletic sanctions. The University Student Judicial process may also apply to a student athlete who has exhibited inappropriate behavior and, in some cases may end up participating in two separate hearings; however, determination of accountability of violation of University Standards rests with the Vice President of Student Life and Traditional Enrollment or his designees and cannot be appealed through the Athletic Discipline Hearing Committee.

# CCU ATHLETICS

## DRUG, ALCOHOL AND CONTROLLED SUBSTANCES POLICY

### Statement

Colorado Christian University Athletics Department prohibits the unauthorized use, sale, distribution, or possession of illegal drugs or other controlled substances regulated by CCU, the RMAC, the NCAA, and the state of Colorado or the federal government. Furthermore, CCU strongly discourages student-athletes from using any type of nutritional/dietary supplements that are not regulated by the FDA since many contain substances that are banned by the NCAA. CCU student-athletes of legal drinking age will not participate in alcohol use during their season (as defined by the NCAA). Underage student-athletes will not participate in the consumption of alcoholic beverages. CCU student-athletes will not participate in the use of illegal drugs or tobacco, including but not limited to e-cigarettes, chewing tobacco or hookah, marijuana, medical marijuana or synthetic marijuana (cannabis) such as K2 or spice (or any other synthetic product which, when consumed mimics the effects of marijuana), ecstasy or like substances, or misuse of prescription drugs.

### Procedure

#### 1. Screening and Testing

All student-athletes will be subject to health screening, drug testing, and other substance abuse testing as follows:

- Random testing for any athletic team or individual athletes.
- At any time, based on the judgment of the coach, athletic director, head athletic trainer, or the University, it is decided that reasonable cause exists to believe that a student is using drugs, alcohol, or other controlled substances in violation of this policy.
- All members of an athletic team that qualifies for RMAC, or NCAA post season competition.
- Random NCAA-mandated tests.

#### 2. Participation and Cooperation

All student-athletes shall be required, as a condition of participation on a team and in the athletic program, to cooperate with the screening or testing procedures. Refusal to participate shall be considered a positive test and deemed a violation of the Athletics Code of Conduct and University policy and shall subject the athlete to discipline or suspension from play by the department.

#### 3. Sanctions

Any student-athlete who is determined, because of a screening, testing, or other legitimate means, to have violated this policy shall be subjected to the full range of sanctions and the Code of Conduct for the University. Should the University and Athletics Department allow the student to continue to



participate in their sport after discipline has been enforced, the student shall be subject to additional screening/testing at reasonable intervals for a length of time determined by the coach, head trainer, athletic director, or the University.

### **Requirements for Athletes with a Positive Drug Screen Result**

The following requirements must be adhered to for a student-athlete with a positive drug screening result to continue as a participant in intercollegiate athletics at CCU. In addition to these requirements and Athletic department discipline, the student will also fall into the University disciplinary process as outlined in the CCU student handbook and face additional sanctions.

The student-athlete is responsible for contacting the CCU counseling center or another approved state licensed counselor to schedule counseling, assessment, and evaluation within 5 days after being informed of the positive drug test. The student must sign a release of information to a university official then.

Following an evaluation, the counselor will recommend an appropriate course of treatment and counseling. The student athlete must attend every scheduled appointment until the counselor terminates therapy.

The student-athlete must comply with any subsequent drug testing the counselor deems necessary.

The Vice President of Student Life and Traditional Enrollment and the Athletic Director under the advice of the counselor will be the sole determinant as to whether the student may resume participation in sports. The counselor will be expected to tell the CCU medical staff whether the student has complied with all sessions and the results of any subsequent drug tests.

If a student should have a subsequent positive drug test, they will be subject to termination from all athletic participation and forfeiting any scholarship. The decision for a student to return to participation as well as attendance at CCU following a suspension will be at the sole discretion of the Athletic Director and the Vice President of Student Life and Traditional Enrollment.

Failure to comply with any of these steps will result in automatic and immediate dismissal from athletic participation and forfeiture of any athletic scholarship.

# ATHLETIC MEDICINE INFORMATION

## Training Room Rules

All athletes must submit new physicals, health insurance, and emergency contact information before participating in any athletics related event. If any information changes, athletic medicine staff must be notified immediately. Athletes MAY NOT participate in any athletics related practice or competition without current physical and health insurance information on file with the athletic medicine staff.

All athletes must be treated under the Certified Athletic Trainer (ATC)'s supervision. Athletes must notify staff ATCs about any injury, illness, or medical situation that affects athletic participation. All athletes must communicate with the ATCs about doctor's appointments and/or other medical evaluations prior to attendance.

Injured/ill athletes will receive clearance by CCU certified athletic trainers and team physicians ONLY.

1. All first-year athletes entering CCU as first-year students or transfer athletes will undergo the complete Neurocognitive Impact Concussion Baseline test that will include the athlete computer response Impact component along with the concussion symptom screen and the balance test. All data will be recorded and kept on file by the CCU Athletic Training Staff.
2. Any athlete who has sustained a concussion during the previous year, upon their return to CCU in August will undergo the full Neurocognitive Impact testing battery just as is administered to first time CCU Athletes.
3. Those returning athletes who have previous Neurocognitive Impact Concussion Baseline data on file will undergo an annual concussion symptom screen and balance assessment, administered by their team's Athletic Trainer. This data will also be kept on file for each athlete.

Athletes are not permitted to use the athletic training room or its supplies without supervision and permission from a CCU ATC.

Athletes are expected to keep all medical appointments with CCU certified athletic trainers and outside medical personnel and are expected to arrive promptly.

All athletes are expected to clean up the area they have used in the training room. CCU ATC will enforce the NCAA and CCU Concussion Protocol for Return to Play and Return to Class.

## **Game/Practice Coverage**

The operating hours of the Athletic Training Room revolve around the practice times of the teams that are in their championship season with a goal of being open from 8am-5pm.

The athletic training room will be open 30 minutes before in-season practices start.

Athletic training coverage of in-season games and practices will be provided according to the outline below:

- An Athletic Trainer will be assigned to each sport. CCU has 3 full-time Athletic Trainers.
- A Certified Athletic Trainer will be present for all NCAA competitions and available for all practices.
  - Present refers to on-site at the campus or arena of competition.
  - Available means, at minimum, able to be contacted at any time via telephone, e-mail, direct messaging, or other means of immediate communication.
  - The covering ATC may be employed by either team's associated organization or contracted.
- CCU Athletic Trainers will not travel to any non-championship season games unless arranged between the Head Athletic Trainer and the Head Sport Coach.

## **ATHLETIC INSURANCE INFORMATION**

**Colorado Christian University Athletics does not provide a secondary insurance policy to cover student-athletes who are injured during sponsored activities.**

- No student athlete can participate in athletic events without proof of valid medical coverage.
- All student athletes must carry medical insurance, either in their own name or under a parent/guardian, that covers sport-specific collegiate athletic injuries up to \$90,000 for the school year.
- All student athletes must submit front and back photos of their insurance card via ATS.
- If the insurance card does not list the student athlete's name, we will require a proof of insurance (POI) letter.
- The following insurance companies may be problematic when working with CCU's primary team physicians: Denver Health Medicaid, Blue Cross Pathways, Cigna Surefit, Cigna Connect, Kaiser HMO (can accept Kaiser PPO) and most out of state insurances; but this should be verified with the insurance company.

- International Students must also carry valid insurance to participate. The policy must state in writing that sport specific collegiate athletic injuries are covered. Travel policies will not suffice.
  - CCU does not endorse any insurance provider, but Trawick International has been shown to provide adequate and affordable International Student-Athlete Insurance via the Safe Travels USA plan.
  - This plan requires updates for specific sports and excludes baseball and softball.
- Colorado Christian University does not provide secondary insurance. If a primary policy does not meet the NCAA required coverage of \$90,000, a secondary policy **MUST** be purchased.
- Colorado Christian University does not provide any medical assistance when paying for medical bills.

Dental injury claims and deductibles are also the student-athlete's responsibility; however, student athletes are not required to carry dental insurance to participate.

The NCAA provides coverage for claims above \$90,000 which can be accessed by the student-athlete encountering an injury in regular athletic department sponsored events. Access to this process is through the CCU athletic department by the athletic director.

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