



# CINCINNATI CHRISTIAN UNIVERSITY

Student Handbook  
2018-2019 (January 2019 Update)

CCU exists to develop students into selfless, well-rounded leaders who follow Christ and positively impact their community, country, and world. At CCU we remain devoted to time-tested values that define who we are as a school. Our core values are: faith, integrity, excellence, and unity.

*This handbook is prepared by the Student Services Office and is an official statement of regulations for Cincinnati Christian University. Each student is responsible for reading and respecting the guidelines and regulations stated herein. The information contained in this handbook is accurate as of August 1, 2018.*

*The requirements, rules and provisions stated in this handbook and other publications of Cincinnati Christian University are subject to change or modification at any time without notice. The Handbook is reviewed each summer with updates posted on [my.ccu.edu](http://my.ccu.edu) and [www.ccu.edu](http://www.ccu.edu)*

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CCU's mission encourages students to develop a deep faith, integrity and excellence in all they do, and unity with Christ and others. The student handbook is a guide in understanding the personal, community, and academic commitments you need to make while attending Cincinnati Christian University. Students are expected to make every effort to uphold the values, mission, and policies of the university.

It is our hope that students will use the handbook as a resource for developing healthy relationships and excellent patterns of living within the CCU community, and even the broader community around us. Within any community, written guidelines are necessary so that the rights of every individual are recognized, along with the responsibilities. The purpose of the handbook is to inform students of their rights and responsibilities at CCU, but it does not create a written contract between students and the institution.

The handbook is reviewed each summer, but if an updated version is delayed in its publication the handbook from the previous year will be applied until an updated version is available. The university reserves the right to make and apply any changes as deemed appropriate or necessary to address issues that arise within the community.

We encourage students to take full advantage of the opportunities to grow spiritually, relationally, academically, and emotionally while at CCU. The staff, faculty, and trustees desire for students to grow into fully developed followers of Jesus Christ during time spent as a part of the CCU community. We are here to help and serve you as you work towards that goal.

Watching God work,

Ray Horton  
Associate Vice President - Student Services and Admissions

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**NON-DISCRIMINATION POLICY**

It is the policy of Cincinnati Christian University, within the confines of its theological position and mission, not to discriminate on the basis of race, color, national / ethnic origin, disability, age, gender, or any status protected by law in administration of its admission policies, education programs, scholarship and loan programs, employment practices, or any other school-administered program(s).

## CINCINNATI CHRISTIAN UNIVERSITY COMMUNITY STANDARDS

The CCU community consists of students, staff, and faculty living together in intentional, voluntary fellowship. While it is impossible to create a community with expectations totally acceptable to every member, certain responsibilities and expectations must be specified to promote a Christ-like community. When individuals join the CCU community, they freely and willingly choose to take upon themselves the responsibilities and expectations outlined in this handbook. The University expectations are not intended to measure spirituality or to promote legalism. Galatians 5:13-14, however, reminds us that while we were called to be free, we must be willing to relinquish our personal preferences and freedoms for the benefit of the larger CCU community.

A foundational support for the handbook is the CCU Statement of Faith. The Statement of Faith affirms that the Bible is the inspired and authoritative word of God, and it provides the essential teachings and principles for personal and community conduct. The Statement of Faith also affirms the presence of the Holy Spirit in every believer, and the basis of unity for all believers is a commitment to the authority of the New Testament.

CCU's mission is to develop students into selfless, well-rounded leaders who follow Christ and positively impact their community, country, and world. Achieving this mission is dependent upon the quality of community that the university creates. CCU has high aspirations for students' experience and development as members of this community. The student Code of Conduct at CCU is divided into three areas of commitment that provide a foundation to inform the members of this community of CCU's expectations. These three areas are: a **Commitment to Personal Integrity**, a **Commitment to the Community**, and a **Commitment to Academic Excellence**. Members of the CCU Community aspire to honor these expectations in all aspects of their lives whether on or off campus.

### **Commitment to Personal Integrity**

*"People with integrity walk safely, but those who follow crooked paths will be exposed."*  
Proverbs 10:9 (NLT)

The CCU community is committed to personal integrity and creating a culture of accountability. Individuals are accountable for the effects their behaviors have on themselves and others. This recognition of personal responsibility prepares all individuals to develop intellectually, spiritually, emotionally, and physically.

As members of the CCU community, students can expect reasonable actions will be taken to ensure that their experience is free from behaviors that compromise this commitment. Such behaviors include, but are not limited to: violations of the Tobacco Free Campus policy, vandalism, failure to comply with a college official, infringing on others use or enjoyment of college property or activities, violations of college policies regarding alcohol and drugs, and violations of Cincinnati Christian University Sexual Misconduct policy.



## **Commitment to the Community**

*“I have the right to do anything,” you say—but not everything is beneficial. “I have the right to do anything”—but not everything is constructive. No one should seek their own good, but the good of others. 1 Corinthians 10:23-24 (NIV)*

The CCU community is committed to having its students successfully living and learning together, and to maintaining respectful interactions with individuals in the communities beyond our campus. For this reason, students are called to respect the rights and properties of others. Students are also expected to comply with the laws of society and the just administration of those laws.

As members of the CCU Community, students can expect that reasonable actions will be taken to ensure that their experience will be free from behaviors that compromise this commitment. Such behaviors include, but are not limited to: attempted (or actual) theft; possession of a stolen item; damage to public, private or personal property; unauthorized possession, duplication or use of keys to any college premises; unauthorized entry or use of college premises; disruptions of the residential living community; guest policy violations; fire hazards; tampering with security equipment or University technology software infrastructure; harboring unauthorized pets in the residence halls; encouraging prohibited behaviors or illegal acts and/or illegal or unauthorized possession of firearms, explosives, knives of an unlawful length, or other weapons or dangerous chemicals on University premises. In addition, students are expected to comply with all university policies, as well as with federal, state and local laws.

## **Commitment to Academic Excellence**

*Jesus replied, “You must love the LORD your God with all your heart, all your soul, and all your mind.” - Matthew 22:37 (NLT)*

Throughout its generations of service, Cincinnati Christian University has sought to provide “scholarship in an atmosphere of faith”—educating men and women to understand the Scriptures and minister in the name of Jesus in the church and in the world. With nearly ten thousand graduates and approximately twenty thousand who have attended, CCU has trained a high percentage of the ministers, missionaries and para-church leaders among the Restoration Movement churches and organizations, thousands of other church leaders, as well as individuals who serve the Lord faithfully in the public marketplace—in business, education, and other careers—and as volunteers in the church. The scope of CCU’s influence is genuinely worldwide: CCU alumni have served in all fifty states and in at least seventy-one countries around the globe.

As members of the CCU community, students can expect reasonable actions will be taken to ensure that their experience is free from behaviors that compromise this commitment. Such behaviors include, but are not limited to: cheating; plagiarism; forgery; deliberate deception; falsifying information; alteration or misuse of any official document; record or instrument of identification; abuse of technology; computing resources; and/or other conduct that betrays or diminishes trust amongst members of this community.

## CODE OF CONDUCT

Based on our Community Standards, CCU has developed policies to assist those who are part of the community to understand what is expected of them, and to assist the community at large to function effectively and safely. Knowledge of these policies and/or expectations is the student's responsibility and will enable him/her to navigate successfully within the CCU community. In order to highlight the importance of our Community Standards, we have outlined our student Code of Conduct Policies by the three commitments, around which CCU policies are built. Students are required to report violations of the CCU Code of Conduct.

### COMMITMENT TO PERSONAL INTEGRITY

The following policies exist to further define behaviors that would undermine CCU's Commitment to Personal Integrity. Students may be held responsible for any violations of the Code of Conduct below, as well as any other behavior (on or off campus) that betrays our commitment to Personal Integrity.

#### **Alcohol Policy**

Cincinnati Christian University (CCU) is an alcohol-free campus. For purposes of this policy, "campus" refers to any properties that CCU owns and maintains for its educational and related purposes (e.g., housing residential students). CCU also prohibits alcohol at any off-property event sponsored by the university and/or led by university employees or in connection with university-sponsored student organizations. CCU also strongly discourages students from patronizing establishments whose principal purpose is the sale or consumption of alcohol. In addition, CCU students are not permitted to be intoxicated at any time. This policy reflects CCU's concerns for the well-being and safety of all students, and also the university's historical commitment to biblical values.

Students who choose to consume alcohol outside the venues noted above (i.e., in venues off campus and/or at events that are not sponsored by the university) are advised to note that Ohio law prohibits all of the following:

- i. The purchase, possession, or consumption of alcoholic beverages by any person under 21 years of age.
- ii. Being intoxicated in public to the degree that one poses a danger to him/herself or to others.
- iii. Furnishing alcohol to any person under 21 years of age.
- iv. Driving while intoxicated, where "intoxicated" is defined as a blood alcohol content of .08% for those over 21, and .02% for those under 21.

Please note that the above summary is for general reference only and is not intended to represent legal advice on the content or enforcement of the Ohio Revised Code.

### *Consequences for Violating the Alcohol Policy*

Students who are found responsible for violating CCU's policy concerning the possession, consumption, or distribution of alcohol or related disturbances will be subject to a range and/or combination of the following sanctions: (1) fines ranging up to \$250; (2) completion of an alcohol education program, which may involve a \$50 to \$75 fee incurred by the student; (3) community service; (4) parental notification; (5) counseling; (6) disciplinary probation; (7) indefinite suspension; and (8) dismissal from the University.

This information is intended to give students a range of expected outcomes or consequences regarding violations of CCU's alcohol policy. Depending on the level of severity involved per violation, and at the discretion of the Director of Student Services or his/her designee, sanctions may vary from what is outlined above.

### **Arrest and Detainment by Law Enforcement**

When a student is arrested or detained by law enforcement, the student should notify a Student Services staff member, who will initiate an internal university investigation. The student's academic progress may be frozen until the criminal courts have reached a decision. Freedom to complete current classes will be dependent upon the individual circumstances at the discretion of the Director of Student Services or designee. When the court's decision is final, the case will be reviewed by CCU and make appropriate adjustments to the internal university investigation ruling and corresponding measures.

### **Deceptive Behavior**

Deceptive Behavior includes:

1. Falsifying information submitted to a college official
2. Forgery
3. Deliberate deception (lying or withholding truths)
4. Producing or possessing a false record or instrument of identification (such as a Fake ID)
5. Failure to comply, or respond to, a legitimate oral or written request by a college official
  - Students are expected to be cooperative and respectful to college officials who are acting in performance of their duties. This includes, but is not limited to, college administrators, faculty, staff, and student leadership positions of authority (such as resident assistants); maintenance and custodial staff, as well as campus Safety & Security Officers.
  - A Failure to comply violation can result when a student knows or should have known of the instruction, request, or order.
6. Intentionally interfering with an investigation or disciplinary procedure
7. Students living in any CCU-owned housing option that is not assigned to them.

### **Dress Code**

Out of a desire to glorify God in everything, responsibility to fellow Christians, consideration of others, and sensitivity so that we take reasonable steps not to offend, dress on campus is to be clean, neat, and modest. Clothing not permitted on campus includes but is not limited to:

miniskirts, bare midriffs, exposed underwear, clothing that includes vulgar or offensive language, clothing with excessive holes or tearing, or otherwise immodest or revealing clothing. Pants may not be worn below the belt line. Shoes must be worn within campus buildings at all times (with the exception of CCU housing). Soiled clothing or pajama clothing is not to be worn outside of CCU housing. Items worn that may prevent university staff from identifying a student are prohibited.

All students representing the school, including student workers, are to abide by the dress code established by their sponsoring faculty or department.

#### *Using the University Name*

The school name is to be used only by those who are authorized to represent the school. This includes groups under the supervision of the Music Department, Admissions Department, Outreach Ministry Department, CCU Student Services Department, or Athletic Department. Independently organized groups must obtain permission to use the school name from the Student Services Department.

#### *Sunbathing*

Sunbathing in inappropriate attire (i.e. shirtless, bathing suits, crop-tops, etc.) is not permitted on campus.

Faculty, professors, and others in authority reserve the right to enforce specific dress codes within their classrooms or activity. The Student Services Department reserves the right to determine acceptable vs. inappropriate attire.

### **Drugs & Controlled Substances Policy**

The use of illegal drugs, the use of another's prescription drugs, and the abuse of prescription drugs (substances) in any form is prohibited for CCU students. Under no circumstances are the above to be used, possessed or distributed on or off campus.

Students in need of assistance in avoiding the use of drugs should contact the CCU Counseling Center or a Student Services Official. Appropriate measures will be taken to protect the student's privacy. If a student is suspected of illegal, unauthorized, or abusive drug use, he or she may be asked to submit to drug testing. Refusal of or attempts to evade testing will be interpreted as evidence of drug use in violation of this policy, and will result in disciplinary action.

#### *Consequences for Violating the Drugs & Controlled Substances Policy*

Students who are found guilty of violating CCU's policy concerning the possession, consumption, or distribution of drugs or controlled substances or related disturbances will be subject to a range and/or combination of the following sanctions: (1) fines ranging from \$100 to \$250; (2) completion of a drug addiction evaluation administered by a professional counselor at the student's expense. (3) community service; (4) parental notification; (5) counseling; (6) disciplinary probation; (7) indefinite suspension; and (8) dismissal from the University.

## **Entertainment**

Students are to be selective and responsible in their choices of entertainment. Activities and entertainment that are of questionable value or diminish a person's moral sensitivity are not permissible. Examples include, but are not limited to:

- Media that is exceptionally violent, vulgar, or sexually explicit (Hall Coordinators and Resident Assistants have the authority to confiscate questionable material, which may include some "R" rated movies)
- Media that is rated "X," "NC-17", labeled "Unrated" and some "Mature" (refer to policies on *Pornography*)
- Visiting strip clubs or adult bookstores.

## **Fire Alarms & Arson**

Arson or the setting of fire, tampering with fire safety equipment (i.e., doors, smoke detectors, pull stations, fire extinguishers, etc.), falsely pulling fire alarms, stopping existing fire alarms, or failing to evacuate immediately during a fire alarm are violations of State Fire Code. Any tampering with fire equipment will result in a \$100 to \$250 fine by the University and may be prosecuted by the State Fire Marshal as a misdemeanor.

## **Firearms and Weapons**

Except for law enforcement officers, it is not permissible to possess or carry a firearm of any kind on CCU's campus (including parking lots). Weapons of any kind are not permitted on-campus property (including, but not limited to, knives (longer than a 3" blade), fireworks/explosives, stun guns, air-soft/paintball/BB guns, flammable liquids, etc.). Possession of a gun or weapon should be reported immediately to the Student Services Office (513.244.8150) and the Safety & Security Office (513.244.8437).

## **Photograph Release**

From time to time our students and employees may be identified or photographed for publication, broadcast, transmission and/or electronic display by the news media or college public relations officials. Unless a written statement to the contrary is filed with the Marketing Department at the beginning of the semester, students and employees of Cincinnati Christian University waive their model rights to be photographed for the college's print and online publications without prior notice.

## **Pornography**

Pornography is strictly forbidden. The viewing or possession of pornographic materials (including, but not limited to: film/video, photos/magazines, erotic literature, computer, iPad, iPod, smart phones or any other electronic device accessed materials) is prohibited for all students. Pornography exploits people and the use of it is immoral and destructive to individuals; therefore, materials that are visually or textually vulgar, obscene or pornographic are not to be used, possessed or distributed on or off campus.

## **Profanity**

Profanity, vulgarity, or obscenity in any form is regarded as incompatible with the mission of the university. Students should note that this includes use of offensive language/symbols, racial slurs, suggestive or provocative innuendo, or vulgar/offensive gestures.

## **Public Conduct**

The public conduct of couples should be discreet and inoffensive at all times. Displays of affection in public must remain within the bounds of good manners. Special attention must be given to conduct in lounge areas where physical contact by couples may be inappropriate or offend others. Students whose public affection moves beyond the bounds of good taste and high morals will be subject to counsel and/or discipline.

## **Response to Faculty, Staff, and Administration Request**

Students on campus should keep their CCU ID cards with them at all times and, if asked, should immediately present their identification to any university personnel. Students are expected to respond promptly if summoned to one of the university's administrative offices and to cooperate respectfully in all circumstances with university employees-including administrators, staff, faculty, Safety & Security officers, residence hall staff and assistants, facilities staff, and dining hall staff. Gross disrespect to any of the above named university personnel may result in Disciplinary Responses.

Faculty have complete authority to maintain proper decorum in their classrooms. Students must follow any reasonable direction from faculty or staff. Should discipline matters need to be taken beyond the classroom, the director of student services should be consulted in the matter. Any concerns regarding a student's academic honesty should be directed to the registrar.

Faculty have the responsibility to create the best learning environment possible and thus may restrict the use of personal technology, food, etc., in the classroom, and the course syllabus must reflect the professor's preferences.

## **Search and Seizure**

The university reserves the right to search rooms, personal belongings, and vehicles for any materials that violate or contribute to the violation of university policies, rules, and regulations. If found to be in violation, items may be confiscated and the student will be subject to disciplinary action.

## **Self-Harm**

The stress of the college experience and the normal developmental issues of young adulthood place some students under emotional pressures that occasionally manifests itself in a threat or attempt by the student to take his or her own life.

The University will treat all threats or attempted suicides as serious regardless of the degree of lethality involved. When a student threatens or attempts suicide, the University will take the steps necessary, which may include removal of the student from the University to an appropriate setting.

Unless there is clear and convincing evidence that the student is no longer a risk to himself or herself and there is strong evidence that the student's continuation at the University is not in the student's best interest, it is the policy of the University to administratively withdraw a student who has threatened or attempted suicide or who exhibits life-threatening behavior. Decisions will be based on evaluation of mental health recommendations reviewed by the Director of Student Services or designee, in consultation with a University Counselor.

The following are guidelines for the implementation of this policy. It is recognized that special circumstances may arise which require deviation from these guidelines, and that administrative discretion must be exercised in these circumstances.

- Upon learning that a student has threatened or attempted suicide, the Director of Student Services (or designee) or Safety & Security Director (or designee) should be contacted.
- The Director of Student Services (or designee) or Safety & Security Director (or designee) will notify medical emergency personnel (as needed) or the CCU University Counseling Department (during office hours).
- Medical emergency personnel will transport the student to the hospital for medical evaluation and mental health assessment if a student has attempted suicide.
- An evaluation will be made by the Counseling Department, during business hours, if a student has threatened suicide.
- The Director of Student Services (or designee) will contact the family of the student who threatened or attempted suicide, when appropriate, and will render support to family members and significant others as needed.
- A student who has attempted suicide will be required to return home for a period of stability, prior to returning to the rigors of social and academic life. The student will be asked to leave the University immediately. If a short period of time is necessary to make arrangements to return home, the University will strive to provide safety measures. Examples of safekeeping may be through hospitalization or staff supervision. While at home the student will be required to have a psychological assessment and any other medical care and be willing to follow treatment recommendations. Documentation of these interventions must be received by the Dean and reviewed by the University Counselor prior to the student's return to campus.
- If it is decided that the student should not be allowed to return to campus, the Director of Student Services will recommend withdrawal from the University.
- Students who threaten or attempt suicide will be required to meet with a University Counselor for a specified period of time, and to adhere to any recommendations made in consultation with qualified health care professionals regarding ongoing treatment and support. If necessary, students will be referred to local mental health professionals for ongoing treatment services. Failure to comply with mandated treatment recommendations may result in a university-requested withdrawal.

## **Sexual Activity**

Students should not participate in any sexual activity outside of a monogamous, heterosexual marriage. Sexual immorality is prohibited by God's Word, and therefore by the University. This includes premarital sex, extramarital sex, homosexual activity, and any other sexual activity outside the bounds of a Biblical marriage. Christians have been called by God to live holy and

blameless lives. Therefore, discretion, self-restraint, dignity and proper courtesy must govern time spent with members of the opposite gender, both on and off campus. Students who are living off campus are not permitted to live with members of the opposite sex. Students are not permitted to spend the night at the residence of members of the opposite sex.

Remaining sexually pure is God's plan for our lives. Both male and female students will be held equally responsible for the consequences of their sexual activity.

### **Smoke-Free Campus**

CCU is a tobacco-free campus, which includes vaping and smokeless tobacco. Tobacco products or paraphernalia will be confiscated if found in use, and a fine up to \$100 will be levied against the individual using the products. Students may not use tobacco products in any form in CCU vehicles, buildings, facilities on campus, including residence halls or CCU Village housing, or at any CCU sponsored event.

### **Theft**

Possession of stolen property is strictly prohibited and may result in university and legal discipline. Suspected theft must be reported immediately to the Safety & Security Department. Among other things, the university considers the removal of street signs, safety cones, lobby furniture, hazard barriers, etc., to constitute theft.

### **Trespassing**

A student who illegally enters or remains in a CCU building will face a Disciplinary Response. Students known to have been climbing on the walls or roofs of buildings, or known to have defaced them or assisted those who did will face a Disciplinary Response.

### **Vandalism**

Vandalism is defined as intentionally, recklessly, or negligently causing damage to the property or premises of the university or of an individual. Vandalism is subject to disciplinary action and may be subject to criminal charges based on severity.

### **Windows, Roof, Stairwells, and Balconies**

No objects or substance may be dropped, thrown, or poured down a stairwell, out of a window, or off a balcony or roof. Climbing on the exterior of any campus building or on the roof or balcony of any campus building is strictly prohibited. Anyone found violating this policy will be subject to disciplinary action and possible criminal charges.



## **COMMITMENT TO THE COMMUNITY**

The following policies exist to further define behaviors that would undermine CCU's Commitment to the Community. Students may be held responsible for any violations of the Codes of Conduct below, as well as, any other behavior (on or off campus) that betrays our commitment to the members of the CCU community.

### **Acts of Violence**

Students may be held accountable for Acts of Violence if they are responsible for any violent behavior, including but not limited to, the following:

1. Physical abuse/assault of another person or their property.
2. Fighting
3. Actions meant to endanger the safety of another person
4. Stalking behaviors other than those listed in the Sexual Misconduct Policy.
5. Sexual Assault (see Sexual Assault definitions in Sexual Misconduct Policy)

Behaviors that may cause a reasonable person to be fearful of emotional or physical harm, such as acts of intimidation, coercion, or threats are categorized as Acts of Violence and may escalate the university's response. If the university believes these behaviors have occurred, they may remove one or more parties involved from the community including a permanent or temporary restriction of privileges so as to further ensure a safe environment until a resolution to the situation has been agreed upon.

### **Children on Campus**

CCU students are not permitted to bring their children on campus to attend class with them. CCU students may not babysit on any CCU-owned property. Children may visit campus if they are under the direct supervision of their parent outside the classroom.

### **Destructive or Harmful Activities**

Activities that result in the disturbance or distress of others, damage, destruction, or defacement of property, physical injury, or danger to the health & well-being of students, staff or faculty are strictly prohibited and may result in disciplinary action.

### **Discrimination**

Cincinnati Christian University will not tolerate behaviors associated with expressions of hatred intimidation, or discrimination against others on the basis of race, color, national / ethnic origin, disability, age, gender, or any status protected by law. Scripture teaches that all people are created in the image of God and have been purchased by the sacrifice of His only Son, Jesus Christ. Because of our concern for the worth and dignity of all persons, students are expected to be sensitive to the needs of others in our society and on our campus. Attitudes and behaviors acting against these truths are unacceptable and will be subject to the full range of disciplinary action, including dismissal from the University.

### **Hazing**

Hazing is a serious offense and is not permitted. Hazing includes but is not limited to:

- Physical, sexual, or mental abuse or harassment
- Any activity that negatively affects the physical or mental health or dignity of a student
- Intimidation, threats, pranks, or humiliation

### **Obscene Language and Images**

The presence or use of obscene language, literature, and pictures are prohibited and will not be tolerated. The University reserves the right to remove questionable posters or material.

### **Responsibility for Guests on Campus**

Guests are welcome on campus, though they must abide by the university's security procedures. Students are responsible for the conduct of their guests on or in college property and at functions sponsored by any CCU club, organization, office or department. In case of severe disruptive or threatening behavior, where the security of any campus personnel or the well-being of university property is potentially in danger, guests may be immediately removed.

Residential students should review the Residence Life section of this Handbook for information about host and guest responsibilities that apply to all CCU-owned housing.

### **Sexual Misconduct**

All students, faculty and staff members of CCU are subject to the provisions of the Sexual Misconduct Policy, as well as, compliance with all federal, state and local laws regarding sexual misconduct, sexual harassment, sexual assault and non-consensual sexual contact. Pursuant to the provisions of the Higher Education Act and the Title IX prohibitions against sexual harassment and sexual violence on campus, policies and procedures have been adopted to comply with CCU's duty to its community and legal compliance. *Please see Sexual Misconduct Policy.*

### **Social Media Publication**

The publishing of content to any social media account or a similar electronic distribution platform should be carefully reviewed for appropriateness prior to posting. Any content deemed to be incompatible with CCU's standards for character and conduct, or the CCU statement of faith and affirmations, are subject to sanction under the CCU code of conduct. Any published content that contains language or logos directly referring to Cincinnati Christian University and found to be in violation of CCU policy or values is likewise prohibited.

### **Solicitation**

For the protection of students, solicitation of any type by anyone is prohibited on the college campus or property. No personal business (private music lessons, computer sales, tutoring for pay, haircutting, etc.) may be operated unless permission is granted by the Director of Student Services. Personal items may be advertised for sale with the approval of the CCU Student Services Office.

### **Surveys**

Surveys for any purpose may be conducted only after the originator of the survey has submitted a copy of the survey to the Director of Student Services and has obtained subsequent approval.

### **University Investigations**

Students who witness a violation of the CCU code of conduct should immediately report the matter to a Student Services staff member. Students are expected to fully comply with any CCU investigation. Requests for information should be completed by students as instructed by the university investigator. All student responses must be as complete and honest as possible. Attempts to avoid giving a statement, providing deceptive information, or neglecting to respond to an official university request are all violations of the CCU Student Code of Conduct.

## **COMMITMENT TO ACADEMIC EXCELLENCE**

The following policies exist to further define behaviors that would undermine CCU's Commitment to Academic Excellence. Students may be held responsible for any violations of the below Codes of Conduct, as well as any other behavior (on or off campus) that betrays our commitment to Academic Excellence.

### **Academic Integrity**

CCU students are expected to be honest and upright in all of their academic work. Academic dishonesty is strictly prohibited. Examples of academic dishonesty include, but are not limited to:

#### *Plagiarism*

Plagiarism includes submitting any paper or portion of a paper, project or other academic assignment as your own work, when it is not your work. Plagiarism also includes stealing the ideas or words of another, whether another student, a published source, or an Internet source—without documentation, and passing them off as your own.

#### *Cheating*

- Reporting an assignment as fully completed when it is only partially completed;
- Group production of an assignment, unless specifically permitted by the professor;
- Giving or receiving confidential information on an assignment or test;
- Turning in a single assignment for two courses without the permission of the instructors of both courses.

#### *Dishonesty in Attendance*

- Asking another student to call/sign your name on a class roll in your absence, or calling/signing for another student who is absent;
- Calling/signing the class roll sheet with the intent of leaving immediately;
- Leaving a class without properly notifying the professor. Proper notification can be made prior to the class session or before the next class session.

#### *Illegal Use or Removal of Library Materials*

- Taking materials from the library without checking them out properly;
- Destroying or defacing library materials;
- Illegally reproducing copyrighted materials from the library, such as software or videotapes.

For the complete Academic Integrity Policy, including investigation and conduct proceedings, please refer to the Academic Catalog.

### **Replication of Intellectual Property**

CCU courses are private and not publicly held courses. Students or others may not record, duplicate, or disseminate classroom material or content without the permission of the course instructor. Students with registered disabilities are permitted to record lectures as a required classroom accommodation.

## Information Technology Policies

The Cincinnati Christian University Information Technology Systems have been designed and developed to support and enhance information resources for the students, faculty, and staff of Cincinnati Christian University (CCU) in their education related activities. The system is made up of all technological hardware, software, and infrastructure existing on or connecting to our campus. This system offers services and facilities including, but not limited to: electronic communication, Internet access, computer labs, research capabilities, and a learning management system for use by the CCU community. The intent of this policy is not to limit usage but to ensure stability of the Academic, Administrative, and Student computing environments. As such, this policy is a dynamic document that may be modified frequently.

This policy applies to all members of the CCU community and refers to all digital, technological, or electronic resources at CCU. Any person who uses any portion of the school's Information Technology System consents to all of the provisions of this policy and agrees to comply with all of its terms and conditions and with all applicable state, federal, and international laws and regulations.

Violators of this CCU Information Technology policy are subject to disciplinary action, including but not limited to loss of computer and network access privileges. All actions may be appealed by the user according to an established school appeal process.

### *IT Disclaimer*

- All system's hardware and software that are the property of Cincinnati Christian University are subject to audits by the school.
- Cincinnati Christian University may, at its own discretion, if proper and necessary, block access, remove connectivity, restrict protocols, block port traffic, restrict media traffic, or manage any inappropriate use of the systems on campus. We may at the school's discretion move or remove PCs, printers, peripherals, school data, internet access, network access, database access, or email, for purposes of system maintenance or if the equipment/data/access are determined to be disruptive to the system or its users, intentionally or unintentionally.
- CCU makes no warranties of any kind, whether expressed or implied, for the services or products it is providing.
- The school will not be responsible for any damages suffered while using the IT systems, including loss of personal data due to system outages or irresponsible use or the lack of a personal data backup.
- CCU is not responsible for offensive material obtained by any user using the school's IT systems.

### *Acceptable Use Policy*

- Copying material bearing copyrights or patents without proper licensing or authority is prohibited.
- Accessing or using material, hardware, software, or data belonging to other CCU information systems users without proper authority is prohibited.
- Theft or abuse of school owned or personally owned hardware or software is prohibited and will be prosecuted.
- Copying or removing software from CCU PCs is prohibited.

- Installation of unapproved system hardware or software by unauthorized personnel is prohibited.
- Use of university information systems that is offensive, discriminatory, or harassing is prohibited.
- Use of university information systems which violates ANY CCU policy is prohibited.
- Use of university owned systems or the school's network for web hosting or any other non-school sponsored and supported technology is prohibited.
- The viewing or transmission of any material that violates any state, federal, or international law is prohibited.
- Use of the university's network for business connections, pay-to-surf programs, or moneymaking programs is prohibited.
- Use of university's information systems to gain unauthorized access to any system or data is prohibited.
- No member of the community may, under any circumstances, use CCU computers or networks to libel, slander, harass, or to solicit or promote inappropriate material or behavior from any other person or institution. The following constitutes inappropriate use:
  - using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials, or threats of bodily harm to the recipient or the recipient's immediate family;
  - using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;
  - using the computer to instigate negative communications with another person in reference to that person's race, age, ethnicity, sexual preference, disability, or other forms of discrimination;
  - using the computer to contact another person repeatedly regarding a matter for which one does not have the legal right to communicate, once the recipient has provided reasonable notice that he or she desire such communication to cease;
  - using the computer to disrupt or damage the academic research, administrative, or related pursuits of another; and using the computer to invade the privacy of another or threaten invasion of the privacy of another;
  - using the computer to promote, facilitate, solicit, communicate with any person, or arrange meetings with any person for sexual purposes;
  - using the computer to access, download, store, or transmit obscene materials through or on the university's computer network system.

### *Unsanctioned CCU Websites*

Students are not permitted to create their own CCU website. Students are free to create publicly accessed websites (as all citizens are). However, they may simply state that they are "a student at Cincinnati Christian University". They may not "represent" the university in any other way. They may not use any CCU logo or image in a slanderous or malicious way or give the appearance that they are in any way supported as an employee of the University. CCU has a legal right to prosecute any individual who unlawfully slanders the name or image of the university. CCU also reserves the right to investigate and take appropriate action if information

is disclosed on a website about a student who violates the CCU "Code of Conduct". Appropriate disciplinary action will be taken, as outlined in the CCU Student Handbook.

### *Network & Internet Use*

All systems connected to the university's network will be audited for all security and critical updates and have an anti-virus software program installed. It is the responsibility of the owner of the system to have these installed properly and without the installation the user's network resources will be restricted. If one does not have an anti-virus program installed to their system, they can purchase one from online or download a free version. Internet activity is filtered by CCU requiring each student to login prior to use of the Internet. Even though an Internet site may not be filtered, it does not necessarily mean it is acceptable. CCU reserves the right to monitor Internet activity on campus. Students are individually responsible for Internet use as tracked by their login.

### **Electronic Communication**

The university uses institutional email addresses as an official means of communication. The CCU email address is used by academic and administrative offices to send important information about activities, updates, etc. Students are required to check this email regularly and respond promptly when requested.

#### *Electronic Communication Policy*

- CCU does not guarantee privacy or confidentiality of any email.
- Use of email to violate this or any CCU policy is prohibited.
- The user bears sole responsibility for all transmissions from the CCU email address.
- Concealment or misrepresentation of identity, address, or affiliations in email is prohibited.
- Use of email for commercial purposes is prohibited.
- Use of email that is threatening, offensive or for purposes of harassment is prohibited.
- Use of email programs or scripts to intentionally create or spread spam or viruses is prohibited.

### **Wireless Access Points, Hubs, and Routers**

Students are not permitted to install wireless devices such as access points and hubs in their residence hall rooms. Students are permitted to install ethernet switches in their room, however it must be registered at the Helpdesk. The Helpdesk would need the student's contact information, ID Number, make and model of the device as well as the MAC address. Any unauthorized device found on the network could be considered contraband in which case fines would apply as well as disciplinary action. The device will also be confiscated.

Students must install the device themselves. It is in the student's best interest that they know how to properly setup an ethernet switch. The student is responsible for any negligence that occurs from any usage of the device and how it affects the network or other students' systems on the entire network, not just the student local wireless network.

CCU is not responsible for damages that occur do to a student's device. The student registered to the device will be held responsible for damages to the network and repair costs.

## STUDENT DISCIPLINE PROCEDURES

The purpose of discipline at CCU is to assist individual and community growth, and to aid the university in maintaining an environment conducive to learning. Personal growth and maturity are encouraged most when each member of the university community displays self-discipline and shares the responsibility to confront others when appropriate. The overarching desire at CCU is to maintain a campus environment where every member of the university community can grow to full maturity in Christ.

Students who experience a challenge, problem, or event that may represent a violation of the rules or regulations contained in this document are strongly encouraged to seek help and guidance from faculty or staff, or seek services from the CCU Counseling Center. *See also the Proactive Response to Misconduct Policy.*

Disciplinary regulations at CCU are set forth in writing in order to give students an understanding of expectations and the range of responses that the university may employ in response to misconduct. The regulations should be read broadly, and are not designed to define misconduct or university responses in exhaustive terms. CCU reserves exclusive rights to define, interpret, and apply all aspects of the published regulations and possible responses to student misconduct.

Each case is handled individually. Discipline is based on a range of factors including, but not limited to, the severity of the offense and extenuating circumstances. Any compromise of integrity is a serious matter. CCU reserves the right to counsel students out of school or expel students in response to conduct contrary to the guidelines published in this document.

*\*The following applies to violations of the Code of Conduct. However, processes and policies related to incidents of Sexual Misconduct (See Sexual Misconduct Policies) may differ from statements in this section. Those differences supersede information provided here.*

### Proactive Response to Misconduct

In keeping with the redemptive nature of CCU's disciplinary philosophy, students who confess misconduct may be afforded an opportunity to submit to a range of sanctions outside the disciplinary process. Application of this option is not guaranteed. In cases where the behavior is repetitive, self-destructive, endangering others, or involves legal issues, the University reserves the right to take formal action in accordance with the *Student Misconduct Investigation, Hearing, and Sentencing* procedures. The following conditions must be met in order for this policy to be applicable:

- The student must take the first step by discussing his or her situation with a Student Services official with the intent to identify an appropriate response. If a violation is identified or reported by someone other than the respondent, the normal disciplinary process will ensue and the student will no longer be permitted to appeal to this policy.
- The student must be willing to submit to any intervention deemed appropriate by the Director of Student Services and/or designee.



## Terms

1. *Campus Security Authority (CSA)* - A CSA as defined by CCU includes: Campus Security, Director of Student Services, Title IX Coordinator, University administrators, Faculty, Hall Coordinator, or a Resident Assistant.
2. *Student Affairs Committee* - The Student Affairs Committee will consist of faculty or staff members, with optional student representatives.
3. *Respondent* - The individual who has allegedly committed behaviors that violate the Code of Conduct.
4. *Complainant* - A student or community member who has brought forth a complaint against another student.
5. *Preponderance of Evidence* - This means that the information as a whole, shows that the facts support the conclusion is “more likely than not” that the student engaged in the alleged behavior. Cincinnati Christian University utilizes the *preponderance of evidence* standard for determining responsibility for breaking the Code of Conduct. Students found *more likely than not* to have been responsible for an act of misconduct may be sanctioned as a result of the misconduct hearing.
6. *Responsible and Not Responsible* - A student may be asked to make a declaration of “Responsible” or “Not Responsible” during their investigative statement or the Preliminary Conference. When a student declares that he or she is “Not Responsible” for an alleged violation - the Director of Student Services and/or a designee is appointed to decide whether or not the student is responsible by the preponderance of evidence.
7. *Hearing* - A hearing is the opportunity for the University to determine the level to which a student is responsible/not responsible for an alleged violation of the Code of Conduct. In cases in which an investigative finding is issued, a hearing may be requested in writing by the respondent within 48 hours of the sanction being issued.
8. *Hearing Officers* - Hearing Officers are the members of the Student Affairs Committee or appointees of the Director of Student Services.
9. *Notification in Writing* - This may include in person, mail, or electronic form.

## Investigations

Any member of the University community may file a complaint against a student for violating the Code of Conduct. In cases involving a student being caught in the act, or in light of overwhelming convincing evidence, the university may choose to forgo a formal investigation and hearing, immediately communicating with the student regarding sanctions.

Upon receiving an alleged complaint that an individual or group of students has violated one or more components of the Code of Conduct, the complaint shall be investigated by the Student Services Office. The investigation will be conducted in a manner that is thorough, reliable, and

impartial and may include interviewing of the parties involved, interviewing witnesses, and gathering of other relevant information and documentation.

- a. If it is determined that the allegation is without merit, the investigation will cease.
- b. If it determined that a violation may have occurred, the student(s) may be notified to attend a Preliminary Conference with a designated conduct officer.
- c. If it is determined that a criminal offense has been committed, the alleged offense will be reported to Campus Security, the Title IX Coordinator, and local law enforcement when appropriate and/or required by law.
  - The Title IX Investigator, Campus Security, and law enforcement officials conduct independent investigations, though information, evidence, etc. can be shared between the groups.
  - An internal investigation or hearing will always be conducted in response to alleged criminal offenses. Campus Security and local law enforcement officials determine whether or not criminal charges will be filed with local, state, or federal courts.
- d. The investigation process is designed to be completed within 30 days of the incident being reported to the Student Services department. If extenuating circumstances require a deviation from this timeframe, the parties will be notified in writing of the reason for the deviation.
- e. The university reserves the right to record any verbal communication during the conduct process.
- f. In some instances involving housing policy violations, or other more minor infractions, a staff member may elect to simply notify the student of the offense and the corresponding sanction. In these instances, students are able to appeal through the student advocacy process.
- g. The conduct officer may choose to issue a finding, as well as a corresponding sanction, in cases in which the investigation has yielded clear and convincing evidence. The conduct officer may only issue this type of finding if the respondent gave a statement in the investigation and was allowed to describe their account of the events in question.

### **Interim Measures**

The university may impose interim measures as needed to provide for the well-being or safety of individuals or members of the campus community or the integrity of the disciplinary process. The Director of Student Services or his/her designee has discretion to impose interim measures, which may include, but are not limited to, no communication/no contact directive; providing a Safety and Security escort on campus, referral to counseling services, residential, academic or employment modification, and interim suspension. Interim suspension may include suspension of privileges, withdrawal from future classes pending a conduct resolution, or suspension from the institution. During an interim suspension, a student may be denied access to the residence halls and/or campus, including classes, may be located to a different residence hall, have class changes made and/or denied access to other University activities or privileges for which the student may otherwise be eligible. The interim suspension, however, does not replace the student disciplinary process.

The Director of Student Services or his/her designee may take action against a student, organization or group in a manner external to, and as an alternative to, the Student Code of Conduct system when he or she believes such action is warranted to protect the safety and well-being of members of the CCU community, to protect the accused student's own physical or emotional safety and well-being, to protect University property or if the accused student, organization or group poses an ongoing threat of disruption or interference with the university's operations.

### **Preliminary Conference**

The purpose of the Preliminary Conference is to finalize the investigation, provide guidance to the complainant or the respondent in the disposition of the charges, to answer questions regarding the procedures and format of the campus judicial system, and to make arrangements for the hearing if necessary. The complainant and respondent will be given 3 business days to schedule a Preliminary Conference once notification of an alleged violation has been received. The conduct officer may elect to schedule the preliminary conference at a predetermined date and time. In these instances, the complainant or respondent will receive written notification of the conference via email.

If during the Preliminary Conference a respondent declares that he or she is "Responsible" for the violation(s) of the Code of Conduct, an Informal Hearing will immediately follow.

If during the Preliminary Conference a respondent declares that he or she is "Not-Responsible" for the violation(s) of the Code of Conduct, the Department of Student Services will consider the severity and frequency of the charge(s) and will determine the appropriate hearing format. The student may choose to waive any afforded preparation time and proceed with an immediate administrative hearing.

If a respondent fails to attend the Preliminary Conference, the case will automatically be scheduled for a hearing. Hearings may be scheduled at the convenience of the appointed Hearing Officer(s) with consideration of the students' class schedule(s). The student(s) in question will be given notice of the date, time, and location for the hearing via his or her CCU email account.

### *Types of Hearings*

1. **Informal Hearing** - An Informal Hearing occurs when the respondent declares that he or she is "Responsible". Informal Hearings will be conducted by the Director of Student Services and/or a designee.
2. **Administrative Hearing** - An Administrative Hearing will be conducted by the Director Student Services and/or a designee.
3. **Student Affairs Committee (SAC) Hearing** - If an SAC Hearing cannot be established (e.g. summer), violations of the Code of Conduct will be resolved through an Administrative Hearing.

## Hearing Procedures

1. Hearing Procedures will be conducted in private. Informal, Student Affairs Committee (SAC), and Administrative Hearings may be recorded for University records. Students will receive notice of the date, time, and location of their hearing via their CCU email account. Hearings will take place with or without the presence of the respondent. Hearings are not mandatory, but rather are listed here as an example of a typical conduct procedure. Students have the right to request a hearing in the event that the conduct officer issues an investigative finding. The respondent must request a hearing in writing within 48 of the sanction being delivered.

2. Admission of any person to the hearing shall be at the discretion of the Hearing Officers. As conduct hearings are designed to ensure accountability for the CCU Community, individuals who are not a part of this community are not normally permitted to be in attendance during University proceedings (parents, legal counsel...etc.). Students may petition the Hearing Officers to allow a friend or support person to be present for the hearing. This petition must be submitted in writing 48 hours prior to the scheduled hearing. Permission for outside individuals does not equate to participation. Outside guests are not permitted to speak or participate in judicial proceedings but will be asked to state their name and relationship to the student for the record. The Hearing Officers reserve the right to dismiss any individual from conduct proceedings based on an individual's failure to comply with direction. Refer to the *Sexual Misconduct Policy* for additional information regarding the use of advocates.

The university can assign someone (by request) from the Student Services staff to serve as an advocate to students undergoing the conduct process. This advocate will be available to assist the student in the process, answer questions about their case, and to offer support during conduct meetings. CCU staff advocates do not require petition on the part of the student, but are present at the discretion of the investigator or conduct officer. Student use of an advocate is not required.

3. In cases involving more than one accused student, the Hearing Officers may choose to conduct hearing proceedings together or individually.

4. Prior to the hearing/statement of charges, the parties will be given the opportunity to address perceived bias or conflicts of interest in regard to Hearing Officers.

5. During a hearing, the student(s) will have the opportunity to present information, to challenge or clarify information, and to submit questions for anyone involved in the proceedings that appears in person to provide information.

## Hearing Order of Events

1. Introduction.
2. Parties voice any concerns regarding perceived bias or conflicts of interest.
3. Statement of Charges.
4. Respondent will be asked to accept or deny responsibility for all or part of the charges.
5. Complainant will provide information to support charges against the respondent, or if there is not an active complainant in a case, the investigation report may be read aloud.
6. Respondent and complainant will give opening statements.

7. Respondent will be questioned by the Hearing Officers.
8. Complainant will be questioned by the Hearing Officers.
9. Witness Statements.
10. Hearing Officers question witnesses.
11. Hearing Officers ask clarifying questions (may be asked of complainant, respondent, or witnesses).
12. Respondent submits questions, if any, to the Hearing Officers to ask of either the complainant or witness. The Hearing Officers may accept or reject the proposed questions submitted by the respondent.
13. Complainant submits questions, if any, to the Hearing Officers to ask of either the respondent or witness. The Hearing Officers may accept or reject the proposed questions submitted by the complainant.
14. Closing Statements by complainant and then respondent.
15. Dismissal for deliberations.
16. Written notification of hearing results will be distributed as noted below under Sanctioning Procedures.

This order of events is intended as a guide for participants and is not a strictly required hearing format. If there is no complainant or if the complainant is not actively participating, the events reflected above will not include the complainant's active participation.

### **Sanctioning Procedures**

1. The timing of sanctioning decisions will be as follows:
  - a. Informal Hearing - Sanctioning will typically be decided within 24 hours of the conclusion of the hearing.
  - b. Administrative Hearing - Written notification of hearing results will be distributed via email within 3 business days of the conclusion of the hearing.
  - c. SAC Hearing - Written notification of hearing results will be distributed via email within 3 business days of the conclusion of the hearing.
2. Complainants will only be notified of sanctions applied to the respondent if the sanction directly relates to the complainant.
3. A copy of the final ruling with the respondent's signature, acknowledging their understanding of the sanction, will be placed in the respondent's official file, except in the case of a verbal reprimand.
4. The university, to the degree permitted by law, will protect the privacy and anonymity of the complainant(s). When required to publicly report crime data, victim identity will be carefully guarded.

### **Retaliation Prohibition**

Retaliation in response to a reported grievance or investigation into alleged student misconduct is strictly prohibited. Complainants are encouraged to report instances of retaliation to a CSA. Each report of retaliatory behavior will be pursued as a separate instance of student misconduct.

### **Appeals Process**

Either the complainant or the respondent has the right to appeal a hearing decision not in their favor. The Appeals Committee hears conduct appeals. In the event that the Appeals Committee is not able to hear an appeal, the Chair of the Appeals Committee will designate a Hearing Officer (who played no role in the case) to hear the appeal. At the discretion of the Director of Student Services, sanctions may be deferred until after the appeals committee has reached a decision.

### *Appeal Procedures*

1. Appeals must be submitted in writing in the form of an Appeal Letter emailed to the Director of Student Services. Parties have 24 hours from the distribution of the hearing decision to appeal. Appeal letters must be authored by the student submitting the appeal.
2. The Appeal letter should state the reason(s) for the appeal and the supporting facts. In order for an appeal to be considered valid, the request and supporting facts must fit within one or more of the following criteria:
  - *Procedural error* - A procedural error occurred which had a bearing on the original decision.
  - *New information* - Information that was not available at the time of the inquiry which could have had a bearing on the original decision.
  - *Bias* - Information demonstrates that a reasonable person could not have arrived at this decision without a prejudiced viewpoint.
  - *Disproportionate sanction* - Sanction imposed was not in proper proportion to the gravity and nature of the conduct.
  - *Lack of Evidence* - whether the adjudication was supported by the preponderance of the evidence.
3. The Appeals Committee may choose to:
  - Reject the appeal because it does not meet one of the above criteria
  - Uphold the original decision of the hearing
  - Overturn a finding of *responsible* based on the preponderance of the evidence.
  - Request a new hearing based on procedural error, previously unavailable information, or bias
  - Uphold the original decision of the hearing with a recommendation to adjust the sanctions. This recommendation will be submitted to a conduct officer uninvolved with the original decision for consideration.
4. The final decision of the Appeals Committee will be distributed via email. The decision will be distributed within 5 business days of receipt of the appeal in most cases. All decisions by the Appeals Committee are final.

### **Possible Sanctions**

Possible sanctions for violations of the Code of Conduct can include, but are not limited to, the following:

1. ***Verbal Reprimand*** - Personal contact and discussion about inappropriate behaviors or attitudes without a formal record of contact.
2. ***Written Reprimand*** - Written documentation of inappropriate behaviors or attitudes with a record kept in the student's file.

3. **Disciplinary Contract** – A warning status when a student is in jeopardy of more serious disciplinary responses. A student may lose his/her leadership position. Elements of the contract are outlined in a written statement signed by the student. This contract is placed in the student's file and is left in the file for the time specified in the contract.
4. **Disciplinary Probation** - The most serious sanction prior to suspension. A student leader (who reports to Student Services) will automatically lose his/her leadership position. Students on disciplinary probation will not be eligible for CCU Village housing. All alcohol and drug violations will automatically fall into this category. Students found responsible for violations of the Code of Conduct during their probationary period will likely be separated from CCU by either expulsion or disciplinary suspension.
5. **Disciplinary Suspension** - A student is dismissed from enrollment by the Director of Student Services, the Student Affairs Committee, or designee, is not permitted to register for a designated time period, or is administratively withdrawn from classes immediately. Students who receive a disciplinary suspension will receive a "W" for classes currently enrolled, are prohibited from CCU property, and are eligible for refunds according to the institutional refund policy.
6. **Deferred Dismissal** - If an offense occurs late in a semester, a student may be allowed to finish the semester but would be ineligible to return the following semester.
7. **Expulsion** - When a student's behavior and/or attitude seriously violate the standards of CCU, the student will be expelled or dismissed from the university. Student expulsions result in an immediate removal from the campus community, failing grades for current classes, and a prohibition from CCU property, activities, and events.

Additional sanctions for violations of the Code of Conduct may include:

- Restitution and/or monetary fines
- Letters of Apology
- Community Service
- Required attendance to an educational or intervention program, seminar, etc.
- Referral for Counseling
- Parental Notification
- Accountability Relationship
- Drug Testing
- Loss of privileges - such as the privilege to move off-campus, etc.
- Permanent No-Contact Orders between involved individuals
- Permanent No-Trespass Order on Cincinnati Christian University campus(s) or properties for an individual

The student remains responsible for financial obligations, regardless of the disciplinary response imposed, including tuition, fees, room & board, and fines. Reduction in credit hours may affect Financial Aid eligibility. The student is responsible to reimburse any federal funds according to the Title IV Funds Refund Policy. If there are insufficient funds in the student account, the student must repay CCU the balance of the refund amount. Students who fail to fulfill sanction terms will not be permitted to register for future courses and will have their transcripts held until completion.

*Variations of the Disciplinary Responses listed above may be created when deemed appropriate. Sanctions may be increased in severity based upon repeated/multiple infractions.*

### **Disciplinary Readmission**

Students who are suspended from the University may be barred from enrolling in courses in perpetuity. Appeals for disciplinary readmission are handled on an individual basis according to the standards established by the Director of Student Services and/or the Student Affairs Committee at the time of a student's dismissal.

Appeals for disciplinary readmission must be submitted in their entirety by November 1 for a spring start and April 1 for a fall start. The reapplication process consists of:

- The standard requirements for reapplication through CCU's Admissions Department
- A letter of recommendation from the student's home minister
- A letter from the student explaining how he or she has changed or adjusted his or her behavior since his or her departure from CCU
- Any additional steps identified at the time of dismissal

If readmitted, the student will enter on Disciplinary Probation for a period of not less than one semester. This probationary semester may be rescinded or renegotiated by the action of the Director of Student Services.

In severe cases, students may not be eligible for re-admission to the university. In these cases the student will be notified of this decision in writing and all appropriate departments will be notified at the time of sentencing.



## SEXUAL MISCONDUCT POLICY

Cincinnati Christian University is committed to providing a working and learning environment that is free from sexual misconduct of any kind, including but not limited to, sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. CCU will not tolerate sexual misconduct in any form. As such, this policy applies to all members of the university community including: students, employees, volunteers, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the university. This policy applies to all university-related activities both on and off campus. CCU is committed to the respect of every individual and any student, faculty, or staff member that has been subjected to sexual misconduct will be provided with support, both internal and external to the institution.

### Introduction

All students, faculty and staff members of CCU are subject to the provisions of the Sexual Misconduct Policy, as well as, compliance with all federal, state and local laws regarding sexual misconduct, sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. Pursuant to the provisions of the Higher Education Act and the Title IX prohibitions against sexual harassment and sexual violence on campus, the following policies and procedures have been adopted to comply with CCU's duty to its community and legal compliance. Title IX of the Education Amendments of 1972 is a federal law which states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

CCU is committed to maintaining a safe environment and responding to reports of sexual misconduct: (1) in a timely manner; (2) in a supportive manner; (3) with discretion and empathy protecting the privacy of those involved to the greatest extent possible; (4) in a manner that supports the complainant while maintaining the rights of the respondent; (5) imposing appropriate sanctions to offenders; (6) to ensure the safety of the community.

In the event that the university finds that any student has been a victim of discrimination or harassment relating to his or her sex, any form of sexual misconduct, domestic violence, dating violence, or stalking, the university will take immediate measures to remediate and/or correct the conduct or circumstances. Any individual who is subjected to such conduct will be notified of the university's measures to remediate and/or correct such conduct.

### Title IX Coordinator:

The Title IX Coordinator is the designated university official with primary responsibility for coordinating the university's compliance with Title IX and overseeing the resolution of complaints made pursuant to this policy. The duties of the Title IX Coordinator include, but are not necessarily limited to, coordinating the notification, investigation, and disposition of complaints as well as coordinating the provision of educational materials and training for the university and its students.

Any questions regarding this policy or Title IX may be referred to the Title IX Coordinator.

The university's Title IX Coordinator is the Director of Student Services – Ray Horton. He can be contacted by email, telephone, or in person during regular office hours at: [ray.horton@ccuniversity.edu](mailto:ray.horton@ccuniversity.edu) or 513-244-8420.

## Definitions

### *Complainant*

A student or community member who has brought forth a complaint against another student.

### *Consent*

Consent is an informed, knowing, and voluntary decision to engage in mutually acceptable sexual activity. Consent is active, and not passive. Silence, passivity, or lack of active resistance should not be interpreted as consent. Consent must be part of a mutual and ongoing process by both parties throughout the sexual interaction. In other words, Consent to any one form of sexual activity cannot automatically imply consent to any other form of sexual activity. Consent may be given by words or actions as long as they create mutually understandable permission.

It is important to remember:

- Previous sexual relationships and/or a current relationship may not be taken to imply consent.
- Consent cannot be implied or inferred by attire or time and place (e.g., being invited to a person's residence at a certain time of night).
- Consent to sexual activity may be revoked at any time, as long as the revocation is communicated clearly, at which point sexual activity must cease immediately.
- Consent cannot be given by minors, mentally disabled individuals or incapacitated persons. Because consent may never be provided by an incapacitated person, one must assume consent has been withdrawn should an individual become incapacitated at any point during a sexual act or encounter.
- Consent cannot be obtained through the use of fraud, force (actual or threatened), or any other form of physical or psychological coercion or intimidation.
- Intoxication is not an excuse for failing to obtain consent.

### *Dating Violence*

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of the relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

### *Domestic Violence*

Felony or misdemeanor crimes of violence committed by a current or former spouse of the complainant, by a person with whom the complainant shares a child in common, by a person who is co-habiting with or has co-habited with the complainant as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of Ohio, or by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of Ohio. (42 U.S.C. 13925(a)).

### *Incapacitated*

An individual will be deemed incapacitated if they are mentally or physically unable to make rational, reasonable, or fully-conscious decisions at the time of an event. This includes being in such a state due to alcohol or drug consumption.

### *Respondent*

The individual who has allegedly committed behaviors that betray CCU's Code of Conduct.

### *Sexual Assault*

Sexual assault is any intentional sexual contact, however slight, by a person upon another person, without consent.

### *Sexual Contact*

Sexual contact includes:

- Any sexual intercourse. Intercourse includes vaginal or anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact, by a person upon another person.
- Contact of a sexual nature with another person's breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts;
- Any other bodily contact of a sexual nature.

Whether or not contact or touching is considered to be of a sexual nature will be determined using a reasonable person standard (i.e. would a reasonable person believe that the contact or touching was of a sexual nature).

### *Sexual Exploitation*

Sexual Exploitation is when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or the advantage or benefit of anyone other than the one being exploited, and that does not otherwise constitute one of the other sexual misconduct definitions. Examples include, but are not limited to: exposure of genitals or inducing another to expose their genitals; invasions of sexual privacy including non-consensual video or audio-taping of sexual activity or voyeurism; inducing intoxication/incapacitation for the purposes of sexual activity; or aiding in the commission of sexual misconduct.

### *Sexual Harassment*

Sexual harassment includes, but may not be limited to, any repeated, unwarranted or unwelcome offensive or objectionable verbal or physical sexual advances, requests for sexual favors, or expressive behavior where:

- Submission to such conduct is made explicitly or implicitly a term of condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting the individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment;

- Such conduct, actions, or statements are contrary to generally acceptable standards of behavior or professionalism.

### *Stalking*

Engaging in a course of conduct directed at a specific person that would: cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

## **REPORTING INSTANCES OF SEXUAL MISCONDUCT/ CAMPUS PROCEDURES**

### **Reporting Sexual Misconduct**

Cincinnati Christian University encourages any complainant of sexual misconduct to report the incident immediately. Complainants of sexual misconduct may feel uncomfortable in reporting the incident. The University offers support to any person in reporting such an incident and dealing with emotional and physical trauma, which may result from the misconduct.

Incidents of sexual misconduct involving a CCU student should be reported to a Campus Security Authority (CSA). CSAs include: Campus Security, Director of Student Services, Title IX Coordinator, University administrators, Faculty, Hall Coordinator, or a Resident Assistant.

CSAs at Cincinnati Christian University, except where protected by privilege, are required to notify the Director of Student Services, the Human Resources Department, Campus Security, or the Title IX Coordinator if an instance of sexual misconduct is reported to them. All complaints or allegations of sexual misconduct will ultimately be reported to the Title IX Coordinator.

Instances of sexual misconduct may violate both university policy and the law. As a result, the university encourages victims to pursue their complaints through both the university's processes and through the criminal justice system. The **Cincinnati Police Department**, which can be reached at **513-765-1212**, can explain the procedures for pursuing a criminal investigation. The Cincinnati Police Department will investigate incidents to determine if a crime has been committed.

Also, the U.S. Department of Education's Office for Civil Rights is a federal entity charged with enforcing Title IX compliance. Inquiries about these issues may also be referred to the Office for Civil Rights/Cleveland at U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114 or by calling (216) 522-4970.

In addition to reporting the incident, it is recommended that an individual who believes that he or she has been the victim of sexual assault do the following:

- Get medical attention immediately to check for physical injury, the presence of sexually transmitted disease or pregnancy. This information may also be required in a subsequent investigation.
- Preserve all evidence of the incident. Don't bathe or douche; save your clothing.

## Support Services for Survivors

- The CCU Counseling Center  
Phone 513.244.8193  
<http://www.ccuniversity.edu/counseling-center>

- Women Helping Women  
24-Hour Crisis Line 513.381.5610  
<http://www.womenhelpingwomen.org/>

- Women's Crisis Center  
24-Hour Crisis Line 800.928.3335  
<http://www.wccky.org/index.php>

## Confidentiality/ Duty to Notify/ Notification of Parents

Cincinnati Christian University encourages every complainant to report instances of sexual misconduct and to utilize the resources available to provide support. Complainants have the right to request that they remain anonymous and the university will make every effort to honor this request. However, if a student requests the university to not reveal his or her name to his or her alleged perpetrator or asks the university to not investigate his or her complaint, this may limit the university's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. In order to ensure a safe and nondiscriminatory environment for all students or if required to report the incident by law, the university may not be able to honor certain requests for confidentiality. Additionally, the university has a duty to complete certain publicly available recordkeeping including reporting and disclosing information about certain crimes pursuant to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Duties under the Clery Act will not, however, require the university to report or disclose a complainant's personally identifying information. Nonetheless, in all cases, every effort will be made to honor the confidentiality of the complainant when requested. Cincinnati Christian University reserves the right to notify parents when a substantial concern for the student's safety and well-being exists, pursuant to the provisions of the Family Educational Rights and Privacy Act.

## Private Reporting

Students have the opportunity to seek the assistance of the CCU counselling center and to seek the assistance of other faculty and staff members on campus. When engaging in a counseling relationship with the CCU Counselling center, your personal information is protected, with the exception that the counselor must make notification of non-personalized information regarding the incident when a threat exists to others.

All faculty, staff, and student employees at Cincinnati Christian University, except where protected by privilege, are required to notify the Director of Student Services, Campus Security, or the Title IX Coordinator if an instance of sexual misconduct is reported to them.

## **UNIVERSITY RESPONSE AND INVESTIGATION**

1. Upon receipt of a complaint falling under this policy, both parties involved in the sexual misconduct case will be clearly advised of the following:
  - Their rights within the university
  - The requirement to investigate the allegation and duty of the university to respond to on-going threats
  - The internal and external support systems available when applicable, particularly those involving counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and student financial aid
  - The right to confidentiality when possible
  - The right to notify law enforcement and assistance with notifying law enforcement if needed
  - The process to obtain protective or no-contact orders and the right to have such orders enforced on campus
  - The process and importance of preserving evidence
  - The right to change living conditions, academic classes, and/or on-campus work conditions
2. Both parties will be permitted to have an advisor of his or her choice present during all proceedings. However, advisors may only act in an advisory capacity. An advisor may not actively participate during a proceeding. Proceedings include investigations, formal or informal meetings, and hearings.
3. The university will make available to the student complainant the ability to change residence hall rooms and course schedules when deemed necessary to protect the complainant or allow for the student to fully participate as a member of the community.
4. In collaboration with the Director of Student Services, the Title IX Coordinator will initiate an investigation to determine whether sufficient evidence of an on-going threat exists to the complainant or the community and to determine whether to initiate discipline proceedings.
5. Any investigation of a matter related to this policy will be performed by a properly trained Title IX investigator. The investigation will be conducted in a manner that is thorough, reliable, and impartial and may include interviews of the parties involved, interviewing witnesses, and gathering of other relevant information and documentation.
6. If the investigation concludes that there is probable cause of a Code of Conduct violation, discipline proceedings are initiated pursuant to the CCU Code of Conduct. In situations involving a member of the faculty or staff as the respondent, the matter will be referred to the Director of Human Resources.
7. If it is determined that the situation involves an on-going threat to the community or the complainant, the Director of Student Services will initiate an action plan to address the threat and, if necessary, notify the entire university community. Such a finding may also result in an interim suspension of the accused.
8. Investigations and disciplinary proceedings will begin promptly and will typically not be delayed for criminal proceedings. The university will strive to have the investigation and disciplinary proceedings, including appeal, completed within 60 days from the date the allegations are reported. If extenuating circumstances exist requiring a deviation from this timeframe, the parties involved will be notified in writing, typically electronically.
9. Unless extenuating circumstances require a deviation, the investigation phase should take no longer than 30 days. Similarly, unless extenuating circumstances require a deviation, the

discipline hearing phase (including appeal) should take no longer than 30 days. If necessary to deviate from either of these two timeframes, the university will notify the students involved in writing as to why the deviation is necessary.

10. Notification will be made to the Office for Civil Rights, Department of Education whenever an investigation provides probable cause that a violation of the sexual misconduct policy occurs.
11. The university reserves the right to record any verbal communication during the conduct process.

## **DISCIPLINE HEARING PROCEDURES**

### **Allegations Against Students**

Charges of sexual misconduct are adjudicated through the campus judicial system. In addition to the foregoing, this process is described in the Student Discipline Procedures section of the Student Code of Conduct. When the initial investigation of sexual misconduct is concluded, the Director of Student Services will determine whether probable cause exists to file charges under the Student Code of Conduct. Charges are filed when probable cause exists, and in some cases will require that the complainant agrees to proceed in the discipline system. Probable cause exists if by taking the allegations made by the complainant as true, those allegations would constitute a violation of the Student Code of Conduct, and that the evidence gathered through the investigation does not significantly undermine the possibility of the violation's occurrence. Discipline proceedings involving sexual misconduct will follow the procedures outlined in the Student Code of Conduct and shall specifically ensure the following:

1. The complainant and respondent will have the opportunity to be present during the proceedings, produce witnesses, and question witnesses. If extenuating circumstances arise, a witness may be permitted to supply a statement in lieu of participating in person.
2. Students involved in sexual misconduct allegations will not be asked to engage in mediation.
3. Both parties will be notified at the same time of the result of the hearing. The result will include the rationale for the decision as well as the sanctions, if any, that are issued. Such notification will be sent within three business days after the hearing ends.
4. In all cases involving sexual misconduct, the standard shall be "preponderance of the evidence."
5. Alternative testimony options will be offered to all parties, such as placing a privacy screen between parties or use of technology such as skype/facetime to allow for testimony outside the physical presence of the other parties. These options are intended to make the parties more comfortable without working to the disadvantage of the other party.
6. The University will strive to provide a fair and equitable process and hearing for all parties involved. Filing a false report is a serious matter and will result in discipline charges being filed with the potential of suspension or expulsion from the institution.
7. If it is determined that a student is responsible for violating the Code of Conduct, appropriate sanctions will be administered. The range of potential sanctions includes each of those identified above in the Student Discipline Procedures section.

8. Similarly, appropriate action will be taken against a member of the faculty or staff found to have engaged in any prohibited conduct. Such action will be consistent with faculty/staff manual for complaints against members of the faculty and staff.
9. Both parties have the right to appeal a hearing decision. Refer to the Student Discipline Procedures section for the procedure to appeal.

The notifications required by this policy will not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. § 1232g), commonly known as the Family Education Rights and Privacy Act of 1974 (FERPA).

### **Allegations Against Staff/ Faculty**

Allegations against faculty/staff will be forwarded to the Director of Human Resources who will conduct an initial investigation. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Upon a finding of probable cause that the sexual misconduct policy has been violated, the Director of Human Resources will follow the process outlined in the faculty/staff manual. Support resources will be provided to the parties involved.

### **Retaliation**

Cincinnati Christian University does not tolerate conduct that discourages students, staff, and faculty to express their concerns regarding sexual harassment or sexual misconduct. Any act of retaliation by a University employee, student, or representative of the University which interferes with or penalizes an individual for exercising his/her rights to file a complaint, will result in appropriate and prompt disciplinary action, including possible expulsion or termination of employment.

### **Bystander Intervention**

The University offers programs regarding bystander intervention. The bystander intervention programs are designed to provide safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

The university expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. The university will support its members who choose to intervene in this fashion.



## Education and Programs

The university provides educational programming to prevent dating violence, domestic violence, sexual assault, and stalking which would also include promoting the awareness of: Rape, acquaintance rape, other forcible and non-forcible sex offenses and procedures to follow when a sex offense occurs. This programming involves primary prevention programs, awareness programs, and ongoing prevention programs.

The primary prevention programs offered by the University include programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and health behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in health and safe directions.

The awareness programs offered by the University include audience-specific programming, initiatives, and strategies designed to increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

The university will also offer ongoing prevention and awareness campaigns, which include programming, initiatives, and strategies that are sustained and focused on increasing understanding of topics relevant to and skill for addressing dating violence, domestic violence, sexual assault, and stalking.

This information delivered in these programs, as well the programs offered regarding bystander intervention, is designed to assist in reducing the risk of violence in the campus community. Risk reduction information is designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

## STUDENT ADVOCACY (GREIVANCE) POLICY

Cincinnati Christian University is available to students who request assistance in resolving a concern with another individual or a matter of importance which is not covered by existing policies such as housing policies, alcohol/drugs, criminal activity, etc. CCU is committed to address and resolve the concern as quickly and efficiently as possible.

Student Academic Rights and Freedoms form the context of an Academic Grievance (see [AAUP Joint Statement on Rights and Freedoms of Students](#)).

- 1. Protection of Freedom of Expression & Opinion.** Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they remain responsible for learning and being assessed according to the content as presented by the professor.
- 2. Protection against Improper Academic Evaluation.** Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- 3. Protection against Improper Disclosure.** Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

### Informal Student Advocacy Response

In some circumstances, it may be possible to resolve an advocacy request through dialogue between the involved parties. When reasonable and appropriate, students are encouraged to pursue this option as an initial step toward conflict resolution. In situations where this option might prove harmful to one or more individuals, or when the Informal Response proves ineffective, students should pursue the Formal Student Advocacy protocol.

### Formal Student Advocacy Response

A formal student advocacy request may be lodged by completing and submitting a CCU Formal Student Advocacy Request Form to the Student Services Office. The form is available in the Student Services Office or online at [my.CCUniversity.edu](http://my.CCUniversity.edu) under the Student Services tab.

Responsibility for student advocacy reviews and responses will be based on the specific nature of the complaint:

*Fellow Students:* Student advocacy requests focused on a fellow student will be reviewed and addressed by the Student Services department. The CCU Student Advocacy Request Form will be directed to the Director of Student Services.

*Faculty Members:* Student advocacy requests focused on faculty members will be reviewed and addressed by the relevant Academic Dean (See *Appeals and Special Requests* in the Academic Catalog).

*Staff, Administration, or Vendors:* Student advocacy requests focused on staff, administration, or vendors will be reviewed and addressed by the Human Resources department or the appropriate administrative office. The CCU Student Advocacy Request Form will be directed to the Director of Human Resources in most cases.

*Sexual Misconduct:* Victims of sexual assault should immediately seek medical attention, alert law enforcement, and contact a Campus Security Authority (A CSA as defined by CCU includes: Campus Security, Director of Student Services, Dean of Men or Women, Title IX Coordinator, University administrators, Faculty, Hall Coordinator, or a Resident Assistant). Student Advocacy Requests focused on any form of sexual misconduct including, but not limited to, sexual harassment or assault will be reviewed and addressed according to the Student Discipline Procedures in the CCU Student Handbook. In such cases, the CCU Student Advocacy Request Form will be directed to the CCU Title IX Coordinator.

The following guidelines outline the Formal Student Advocacy Response process:

1. The student will complete and submit the Student Advocacy Request Form to the Student Services office, clearly identifying the nature and scope of the complaint, within 14 days of the inciting event.
2. Student Services will direct the Student Advocacy Request Form to the appropriate personnel as noted above.
3. The student will, within normal circumstances, be contacted within one to five business days in response to the Student Advocacy Request Form.
4. While an advocacy request is being investigated, the university reserves the right to impose measures, such as No Contact orders, to maintain the safety and comfort of involved parties.
5. If the advocacy request relates to a published policy, the student will be directed to the relevant document and policy. Appeals to published policies will be reviewed by the Appeals Committee.
6. When deemed appropriate, the university will conduct an investigation, a hearing, sentencing, and communication relating to the investigative process in accordance with published policies.

## CCU SPIRITUAL FORMATION PROGRAM

CCU's traditional undergraduate Spiritual Formation Program seeks to integrate classroom and co-curricular experiences that encourage individual students to develop in their faith and commitment and to evidence this commitment in their choices and lifestyle. Because spiritual formation is a highly individual lifelong journey, CCU's Spiritual Formation Program seeks to expose students to a range of growth opportunities while allowing them freedom to focus on activities and expressions that are most personally meaningful. Ultimately, the program seeks to help students develop a comprehensive biblical worldview and faith practice that will undergird their personal and professional lives after graduation.

CCU encourages students to view the Spiritual Formation Program and its individual components as structured experiences that provide a framework for the exploration of personal faith and values, with the goal of developing a lifelong discipline of love for God and one's neighbor. The program therefore does not attempt to measure spirituality or personal commitment, and participation in its various activities should not be taken as the substance of one's faith and commitment, but rather as a venue for the growth and expression of faith.

### **Biblical Studies Minor**

All CCU undergraduate degrees require completion of an 18-hour Minor in Biblical Studies alongside the student's chosen major; some programs also include extra courses relating to biblical and/or theological studies in their Arts & Sciences or/and professional studies requirements. The Minor and each of its individual courses are academically rigorous and are constructed to promote the development and integration of a biblical worldview and to support the university's larger Spiritual Formation Program.

As an introduction to CCU's core values and campus community, all incoming traditional undergraduate students are required to complete the course "Christian Belief and Practice 1" during their first semester of study. For students entering CCU in the Fall, this course will be taken in an "early week" format and highly integrated with other Welcome Week activities, including an overview and sampler of other components of the Spiritual Formation Program. The CBP1 course is designed to encourage reflection on personal values and lifestyle choices, and to consider ways that these values and choices can be integrated into, and expressed within, the student's chosen field of study and anticipated career path. Alongside the classroom experience, students spend much of Welcome Week in co-curricular events that build engagement, promote growth in faith, and prompt spiritual reflection.

At the conclusion of their degree programs, and as a bookend to the initial Christian Belief and Practice course, all seniors will complete the course Seminar in the Bible and Culture during the semester before graduation. This capstone class brings together students from all majors to encourage reflection on ways to think critically about personal beliefs and values and on the integration of faith with the student's chosen profession.

### *Biblical Studies Minor Description (from CCU Catalogue)*

The Minor in biblical studies allows students in professional disciplines to develop a robust biblical worldview. This sequence of courses introduces students to the social world of the Bible, major sections of the Bible, and ways in which the Bible continues to govern our understanding of the most profound aspects of human identity and the Christian life.

### *Biblical Studies Minor Program Outcomes*

Students who successfully complete coursework for the Biblical Studies Minor can . . .

- 1) describe how events narrated in the Bible participate in God's historical activity to redeem humanity;
- 2) describe how events narrated in the Bible present timeless truths relevant to contemporary life;
- 3) describe the relationship between biblical teachings and Christian ethics and practices;
- 4) interact with contemporary social issues from an informed biblical perspective.

Please note that some degree programs (e.g., Christian Ministries; Worship and Music) may require significantly more Bible/Theology courses than others, or/and a different roster of courses than those required for completion of the Biblical Studies Minor in other programs.

### **Co-Curricular Experiences**

As noted above, CCU seeks to expose students to a broad range of spiritual formation opportunities while also affirming that individuals will find some activities more meaningful and helpful than others. Students who cannot complete the program requirement in any given semester should contact Student Services to develop an alternate plan or a make-up plan. *Students who do not fulfill the requirements of CCU's Spiritual Formation Program or make alternate arrangements through the Student Services department will not be permitted to graduate, regardless of their academic standing.*

### **Church Attendance**

Students are strongly encouraged to be active in a local congregation during their time at CCU, and specifically to attend weekend worship services at the church of their choice.

Students are also actively encouraged not only to attend a local church regularly, but also to participate in other aspects of congregational life, including, e.g., service and small groups.

Students who hold paid or volunteer positions in a local church that involve substantial service time or other responsibilities should contact Student Services to determine the allotment of Spiritual Formation Credit represented by that service. In some cases, such service may fulfill a significant percentage of the requirements of the CCU Spiritual Formation Program.

### **Community Gatherings**

Each semester, CCU offers numerous on-campus opportunities for community worship and/or fellowship, many of which are student-led. These include Chapel Services, “Family” worship gatherings, and some special events offered on campus on an occasional or irregular basis. *Each semester, every full-time undergraduate student must complete documented participation in 30 Community Worship Experiences described below.*

Chapel Services are held each Tuesday and Thursday at 10am in the auditorium of the Worship and Ministry building. These gatherings typically include worship and inspirational messages.

“Family” is a student-led worship and devotional gathering that meets each Wednesday evening at 10pm in the auditorium of the Worship and Ministry building.

### **Mission Trips/Study Tours**

CCU encourages students to engage in cross-cultural experiences that provide opportunities for enhanced global awareness and immersive learning. School-sponsored tours are offered both for-credit and for fulfillment of Spiritual Formation Units, with some trips (not all) meeting both academic and spiritual formation requirements. All mission trips sponsored by CCU comply with the Spiritual Formation Program and therefore count toward the fulfillment of the requirement for the semester in which the trip is taken. In some cases, CCU may also allow students to participate in trips sponsored by other organizations (e.g., churches, not-for-profits, other universities) in fulfillment of the Spiritual Formation requirements. Students who are interested in such opportunities should contact the Student Services office for review on an individual basis.

Participation in a school-sponsored mission trip is tracked by CCU staff. Participation in an approved trip sponsored by another organization should be reported to CCU’s Student Services staff, who may award Spiritual Formation Units for the experience to the individual student.

### **Community Service**

CCU strongly encourages students to take an active role in volunteer service to the community through opportunities offered through the university, the local church, or a not-for-profit service organization. Throughout the year, CCU hosts a variety of university-sponsored service opportunities, and also encourages students to participate in structured service opportunities through a local church or a CCU partner organization, such as BLOC Ministries or City Gospel Mission.

Students may also complete community service through a local church; see “Church Attendance” above.

Participation in community service experiences that are led by CCU staff members (for example, an athletic team might complete a service project together) is tracked by CCU staff.

### **Small Group Meetings**

CCU offers a number of opportunities for students to participate in small-group meetings outside the classroom that focus on dialogue and personal reflection. Small groups (generally 10 members or less) meet regularly for structured conversation under the supervision of a CCU-authorized sponsor. Groups typically meet for one hour on a weekly basis to share concerns and experiences, pray together, and discuss issues or/and Scripture passages determined by the sponsor. Discipleship groups may also participate together in service opportunities (see above). Students may also choose to participate in a small group program through a local church.

CCU encourages students to develop their faith by taking leadership roles in the Spiritual Formation program. Students who are approved by Student Services to serve as Small Group Leaders or athletic Team Chaplains and who consistently and successfully fulfill their obligations will receive **spiritual formation credit** for each semester of service as determined by Student Services. Group Leaders and Team Chaplains must complete training by CCU Student Services staff before they can serve in this capacity.

### **“Teaching Church” Experience**

CCU’s traditional undergraduate Ministry programs offer students a unique opportunity to develop and practice their professional skills in the context of a local congregation. Students who follow the “Teaching Church” track will become significantly involved in the life of their host church, and will be expected to worship and serve with that congregation for a set number of hours per week. Aside from any academic credit received for these experiences, students may count participation in the Teaching Church program toward their Spiritual Formation requirement, using the following scale:

Freshmen: 15 Community Worship Experiences per semester  
Sophomores: 15 Community Worship Experiences per semester  
Juniors: 25 Community Worship Experiences per semester  
Seniors: 25 Community Worship Experiences per semester

Students participating in the Teaching Church program are encouraged to complete more units with their host church than those noted above. For example, a sophomore enrolled in the Teaching Church program may wish to participate in a small group and/or also service opportunities at their host church, or may be mentored by a staff member of the church or may mentor members of the church. These experiences may also be credited for Spiritual Formation if approved by Student Services.

### **Penalties for Non-Fulfillment**

Personal growth and development—academically, professionally, emotionally, and spiritually—are central to the CCU experience. CCU takes a holistic approach to education that seeks to prepare students for success not only in their careers, but also in their personal lives. This Spiritual Formation program is one strategy for accomplishing this goal, and we assume that students who choose CCU will appreciate its value to their total educational experience and will actively participate. Students who face special challenges in fulfilling some or all aspects of the Spiritual Formation program, particularly challenges relating to scheduling or personal

responsibilities (work, family, etc.) should contact Student Services for assistance in developing alternate arrangements. The Plan seeks to be flexible, and CCU is committed to creating a workable solution for every student.

In view of the above considerations, *successful completion of this Spiritual Formation Program for every semester in which the student is enrolled full-time as a traditional undergraduate is a requirement for graduation.* Students who do not satisfactorily complete the plan will not be eligible for graduation, regardless of their academic standing.

Students who fail to complete all requirements of the Spiritual Formation Program for a single semester will be contacted by Student Services staff for an advising session. During this session, the student will work with staff members to develop a “make up” or other alternate plan to cover the missing requirements. Students will not be able to enroll in full-time coursework for the following semester until after this meeting, and may be subject to further restrictions relating to curricular or co-curricular experiences (e.g., participation in athletic or music/drama programs).

Misrepresentation in self-reporting is considered a serious offense, and will be monitored by random checks by CCU Student Services staff. Misrepresentation of fulfillment of Spiritual Formation Units is treated as a code of conduct violation, with penalties up to and including suspension from the university.



## RESIDENTIAL POLICIES

### Residential Staff

#### *Associate Dean of Students*

The Associate Dean of Students oversees all aspects of the residence life program including special programs, activities, student leadership development, and other areas of service to students.

#### *Hall Coordinator (HC)*

The men and women on campus have a year-round employee serving as a Hall Coordinator for Men and a Hall Coordinator for Women. The HCs have responsibility for the day-to-day oversight of the residence halls. HCs are members of the Student Services staff. Each HC is responsible for administering and operating a residence hall and supervising Resident Assistants to ensure the general welfare of residents. HCs and their staff are officials of the University. Each HC resides in their respective Residence Halls.

#### *Administrative Resident Assistant (ARA)*

Each Hall Coordinator has a student assistant responsible for the general administrative needs of the residence halls. They may also assist the HC in providing leadership in the residence hall, pursuing the safety/security of the residents, encouraging the mental, physical and spiritual development of the residents, and other responsibilities as assigned by the HC and/or the Student Services Department. The ARA assists the HC by providing general oversight when the HC is absent for any reason.

#### *Resident Assistant (RA)*

Each residence hall floor is assigned a student to serve as a RA. The RA has responsibility in developing the community atmosphere on the floor, which will assist students in spiritual, academic, social, and personal growth. Moreover, RAs are students who assist the Hall Coordinator in the supervision and direction of spiritual life, student conduct, and activities in the residence hall. They are resource people, liaisons, and mentors who are available outside of normal business hours. By close contact with their peers, RAs challenge students to make the most of their CCU experience.

The name and contact number of the Resident Assistant on duty is posted in the main lobby of each Residence Hall. A male and female RA is on duty and available weekdays at 6PM throughout the evening and on weekends (with the exception of Institutional breaks).

Students may use the following emergency phone numbers:

- Police, Fire & Medical Emergency 911
- CCU Safety & Security 1.513.244.8437
- CCU Counseling Center 1.513.244.8193
- Cincinnati Police Dept. (District 3) 1.513.263.8300
- Poison Hotline 1.800.222.1222
- National Suicide Hotline 1.800.273.8255

## **Housing Contract**

All students residing on campus are required to sign or update his/her housing contract. This is the equivalent of a lease and explains some of the residential rules and policies. Failure to follow the contract will result in disciplinary action. All housing forms are completed during the check in process, and must be submitted in order to obtain a room key. Failure to submit completed forms will result in a \$25 fine.

The contract period is for the Fall and Spring Semesters. Priority for university housing is given to traditional undergrad students enrolled for 12 credits or more each semester. Students enrolled part-time may request housing as space permits. A student contracts for a space on campus, but not for a specific residence hall, room/apartment or roommate assignment. The university reserves the right to:

- Assign roommates unilaterally
- Reassign students who are without roommates
- Use a room when it is not occupied
- Assign single rooms
- Reassign students to different rooms or residence halls in the event such reassignments are determined necessary.

Upon occupying a room within a Residence Hall, the student (and his or her parents or legal guardian, as the case may be) agrees to accept responsibility and the legal obligation to pay all room and meal plan charges and other fees incurred regardless if the Housing Contract has been signed. Although the student's parents or legal guardian may serve as cosigner, the student remains primarily responsible and legally obligated to Cincinnati Christian University.

## **Housing Policy**

All traditional undergraduate full-time students under the age of 23, not living with a parent or a legal guardian within a 30-mile radius of CCU's main campus\*, are required to live in University Housing. This policy is enforced Fall and Spring semesters. Students enrolled in graduate programs are only permitted to live in CCU housing when space is available or by filing an appeal. Students enrolled in the CALL program are only permitted to live in CCU housing by filing an appeal.

Students must be 16 years old by January 1 of the calendar year they are enrolling at CCU to live in CCU housing. CCU may have limited married housing on campus. In the case that married housing is available, both members of the married couple must be active CCU students to qualify. Students actively sharing a household with a dependent child are not permitted to live in CCU housing.

## **Housing Policy Exemptions**

Students 23 years of age or over (by the end of a given semester), veterans, or married students are exempt from the University Housing Policy. These students are required to complete a Commuter Declaration form and return it to the Student Services office every semester.

Students who have accumulated 57 credit hours or more may be approved to live in CCU Village housing. (CCU Village housing will be awarded to seniors first and then to juniors.) We reserve the right to request spiritual references during the application process for CCU Village housing.

All residents in any form of university housing must comply with all rules and regulations in the Student Handbook and Housing Contract and be subject to all appropriate CCU authorities (Hall Coordinators, Resident Assistants, and CCU Security Officers).

Residents may wish to consider purchasing insurance for personal belongings. The University carries no insurance on student property and accepts no responsibility or liability for its security.

### **Housing Policy Appeals**

Appeals for exemption from the CCU Housing Policy may be submitted for review to the Student Affairs Committee ([jeremy.jordan@ccuniversity.edu](mailto:jeremy.jordan@ccuniversity.edu)) based on the following grounds:

- The cost of adhering to the policy would present an insurmountable financial hardship.
- The student has a documented disability that would require support that is best provided outside of campus housing.
- The student provides an essential means of care for an immediate family member within the home.
- The student is participating in a special ministry situation or a school-sanctioned internship that requires alternate housing.

All appeals should be submitted in writing through email by submitting the Housing Policy Appeal Form. The specific grounds for appeal must be included in the student's written submission, as well as the specific housing policy regulation that is being appealed. In cases in which university housing has no vacancy, students with the most earned credit hours will be given preference when applying to live off campus.

### **Off-Campus Housing Requests**

Students must meet the housing exemptions outlined under the Housing Policy if planning to live off-campus at any time while enrolled at CCU.

Every student who plans to live off-campus is required to complete an online Commuter Declaration form each semester.

Any student living off-campus without the CCU Student Services Department's prior knowledge and approval will be at risk of having their student account blocked, being charged a residential housing fee, and will be required to immediately adhere to university housing guidelines.

## Move-in Dates & Times

All Students are required to follow the proper move-in and move-out procedures.

### *Fall Semester*

- Students enrolled in an Early Fall class may move into their residence hall the weekend immediately preceding the start of Early Fall classes:
  - new students are required to move in at their assigned move in event
  - returning students may move in on Sunday from 2-5PM
- Students whose schedule does not include an Early Fall class may move into their residence hall the Sunday immediately preceding the start of Fall Semester classes from 2-5PM.

### *Spring Semester*

- Students enrolled in an Early Spring class may move into their residence hall the Sunday immediately preceding the start of Early Spring classes from 2-5PM. Students whose schedule does not include an Early Spring class may move into their residence hall room the Sunday immediately preceding the start of Spring Semester classes from 2-5PM.

In the case of extenuating circumstances, exceptions to the above stated move-in schedule may be granted by a Hall Coordinator. A fee may be charged.

## Check-out Procedures

The following guidelines outline steps for checking out of residence halls. Students who leave without following the procedures accept full liability for damages as assessed by the Residential staff. All residents must be completely moved out by 5 PM of the day following the last day of final exams. Students participating in graduation may remain until 5 PM on the day of graduation. Students that are moving into summer housing will inform their current RA of their summer room. Summer residents will move into summer housing the day after graduation or as instructed by Residential Life Staff. There is \$25 per day charge to individuals staying late; any exception must be approved by the Hall Coordinators. Any damage or cleaning charges will be assessed to the student's account. Keys are to be returned to the Residential Life Staff at the end of each year.

### *Winter Break Procedures (Returning Students)*

If changing rooms, residents must first seek approval from the Hall Coordinator. Once approved, all room changes must be conducted prior to leaving for Winter Break. Residents should coordinate with each other to find a mutually beneficial timeline and make a check-out/in appointment with the Resident Assistants accordingly. Residents are responsible for following the check-out procedures as outlined below, and fully checking into their new room. Failure to keep check-out/in appointments may result in a fine.

Returning residents are responsible for completing a Winter Break cleaning check-list before leaving campus for Winter Break. This check-list will be emailed to all residents from the HC. These guidelines ensure that the residence halls are left clean and secure.

Over Winter Break Facilities and/or Residential Life Staff may enter the room to ensure that proper cleaning was completed and conduct any required maintenance. Residents who fail to complete each item on the list will be assessed a fine that will be added to their student account.

### *Fall and Spring Semester Check-Out (Non-Returning Residents)*

When residents are ready to leave for the year, they must follow this procedure in order to be sure they are not assessed damage or cleaning charges for which they are not responsible. Failure to check out or return the room key before leaving campus results in a \$100 charge to the student account for each infraction.

- Sign-Up for a checkout time as directed by Residential Life. Consult the instructions provided on how to checkout of residential room.
- Remove ALL personal items from room.
- Thoroughly clean the room. If one person accepts a responsibility and leaves without completing it, the charge is assessed to all occupants equally. Sweep all the floors, dust shelves and surfaces, and clean mirrors or windows as needed.
- Do not leave trash in the hallway at any time. Trash must be taken to the outside location for collection. Failure to dispose of personal trash properly will result in a fine.
- With a Residential Life staff member, residents must review the condition of the room using the Inventory Sheet, which was filled out when they moved in this year. Sign the inventory sheet along with the Residential Life Staff member.
- Return the room key to the Residential Life Staff member.

CCU is not responsible for student belongings left in the residence hall after the student vacates his/her room. Any item left in the residence hall after checkout will be considered university property.

### **Room Sign-Ups**

In the spring, returning students may request their desired room for the upcoming academic year. All returning students must sign up for a room at that time, following the instructions given by the Hall Coordinator. Due to space limitations, all residents are encouraged to sign-up with a roommate. Returning residents are responsible for finding their own roommates.

Students who request a room and then decide to cancel their request must notify the appropriate Hall Coordinator as soon as possible. Cancellations for Fall Semester must be made by August 1, and cancellations for Spring Semester must be made by January 1. A \$75 room cancellation fee may be assessed to the resident's account if the cancellation is received after the deadline. Students must remain in compliance with the Housing policy (refer to the Housing Policy and Procedures).

### *Single Rooms*

Due to space limitations no single rooms will be guaranteed. Single rooms are granted on an availability basis and are usually not available for the Fall Semester. As single rooms become available, priority is given to those who have seniority by classification and have notified the Hall Coordinator of a single room request. All single rooms will be charged the single-room rate regardless of circumstance. Students signing up for a single room should select a roommate for fall in case a single room is not available.

## Room Assignments

A \$35 residence hall application fee and all completed components of the Housing Application packet are due before a room assignment will be made.

CCU reserves the right to control room assignments and changes in the interest of health, discipline, management, or general welfare of the residents.

During the beginning of the semester it may be necessary to assign a resident to a room where a vacancy exists. If a vacancy occurs in the room, the resident will have time to find another roommate, after which, someone may be assigned to the room or the resident may be asked to move into another room in the residence hall. During the second week of the semester, the Hall Coordinator will contact all residents who need a roommate via their CCU email account. It is the resident's responsibility to choose a roommate. If space permits, and a resident does not have a roommate beginning the third week of the fall or spring semester, he/she will be charged the higher room rate and will sign an agreement with the Hall Coordinator that he/she agrees to this arrangement and room rate.

Students must notify the appropriate Hall Coordinator when they vacate their rooms. If a student moves out of the residence hall during the semester, a proportional refund is available through the third week of classes each semester. If a student is dismissed from school, or asked to leave the residence hall, he/she must vacate the room within 24 hours from the time of the request. Students may be asked to vacate at an earlier time if the college feels the resident is a potential danger to the health or well-being of the other residents. No refund is available.

## Room Changes

Guidelines for room change may be obtained from the floor Resident Assistant (RA) or Hall Coordinator (HC). Approval must be received from the HC before any change can be made. Upon approval, residents must complete all required paperwork prior to moving and complete a room checkout with the RA (see *Room Check-out Procedures*). Students who move to another room without permission may incur a fine and may be required to return to the originally assigned space. Room changes will be made during the first two weeks of each semester, at the discretion of the HC. Room changes for Spring Semester must be requested prior to Fall Finals Week and all room changes must be completed the last day students are required to leave for Christmas Break. The HC will provide guidelines for this transition time.

## Room Charges

Room charges are made according to the number of occupants per room. Occasionally due to an early withdrawal or a "no show", students have a single room that was not anticipated. Persons who do not desire to pay for a single room will be assigned a roommate during the room change week at the beginning of each semester. It is left to the parties involved to arrive at a mutual agreement regarding which room they will occupy. If a decision cannot be reached in the matter, the Hall Coordinator will determine it. All single room residents may pay the single room rate regardless of circumstances. Final charges are made through Enrollment Services.

## **Room Keys and Access**

Residents must promptly return keys directly to the Residence Hall Staff at the point of checkout, withdrawal, or room change. Room keys may not be duplicated or given to other students. Anyone who illegally possesses, uses, or duplicates a university key will be subject to a fine and/or disciplinary action. Students may not enter another individual's room without the resident's consent. Any resident who loses a key to his or her room will have 24 hours to notify the Residence Hall Staff that the key is lost. The Residence Hall staff will ensure that a new key is provided and a fine will be assessed.

If a resident is locked out, he/she should find an RA. If no RA is available, Safety & Security may be contacted. Appropriate college ID may be requested before entry to a residence hall. The resident may be charged if he/she is frequently locked out.

Any student or resident who uses their key, passcode, or ID to allow an unauthorized person access to a restricted area (residence halls, Village houses, locker rooms, etc.) may be held accountable. Access to these areas may only be granted by university staff.

## **Guest Rates**

When space is available, CCU may rent out residential spaces on campus at a nightly rate of \$20 per person. This guest lodging is intended for members of our CCU campus community or our ministry partners, and not available to the general public. Students who typically commute, guest speakers, and attendees of campus events are all examples of guests who may elect to stay with us on campus and need short-term lodging.

## **Windows**

Residents may not remove screens from windows.

## **Inspections and Right of Room Entry**

CCU respects the privacy of each student in his or her room. However, the university reserves the right to enter and examine rooms (without notification, if necessary) for reasons including but not limited to: maintenance, safety and security, maintaining discipline and order, cleanliness inspection, and/or if the college determines reasonable grounds to suspect that a violation of college policy is taking place.

These searches and seizures may be divided into three categories: inspection, search and emergency.

### *Inspection*

The entry by college officials into an occupied room in order to ascertain the general welfare of students, to determine health and safety conditions in the room, to check the physical conditions of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Inspection is not necessarily conducted in the presence of the room occupant(s). This will include room checks by RAs and HCs or other school officials. If any

object or material that violates a college regulation or standard of conduct is discovered during a room check, it will be removed by school personnel (including RAs). Residents in rooms that do not pass room checks will be given twenty-four hours to clean the room according to room inspection standards before a second inspection. If at the time of a second inspection the room does not pass inspection the resident(s) may be assigned a fine.

### *Search*

College officials may enter an assigned room for the purposes of (1) investigating suspected violations of campus regulations and/or city, state or federal law and (2) investigating circumstances, which require immediate attention.

In order to enforce college policies, college officials upon *reasonable cause to believe* may enter an individual room, make a search for and seize illegal or otherwise forbidden items, which may be confiscated as evidence in any subsequent disciplinary proceedings. Such searches may be in the presence of the students concerned. A college official will conduct searches, accompanied by at least one other person.

Confiscated items that are illegal or perishable will not be returned to students. Prohibited items with a value of \$10 or more may generally be claimed by the student from the security office once the university has completed any associated conduct investigation. Confiscated items must be claimed by students within 30 days or they will be destroyed.

### *Emergency*

The entry of college authorities into an assigned room when there is perceived imminent danger of persons, properties or buildings may be necessary at times. Emergency entry is not necessarily conducted in the presence of the room occupant(s).

These policies protect the well-being of the entire residence hall community. The University reserves the right to remove any object or material from a student room that would violate a college regulation or standard of conduct. Disciplinary action may be taken with any student found in possession of such items.

Regular room inspections are conducted by Residential Staff to assure the health, cleanliness and safety conditions of student occupied rooms. Refusal to comply with requests to clean a room may result in a fine and require further room checks. This includes, but is not limited to, the timely removal of all personal trash to the dumpster located outside the residence halls and keeping floors and windows clean. Residents may not deposit personal trash in lobby trash cans or place trash in hallways.

### **Residence Hall Meetings**



Meetings are held throughout the semester to inform residents of university policies and events and to receive feedback from residents on how the living environment may be improved. Each resident is required to attend mandatory meetings.

Floor Meetings will be held each week, usually Tuesdays at 10:00PM. These offer times for building community and growing spiritually. RAs will also distribute information, ask for feedback, and communicate ideas and concerns for the residential living environment. If it is necessary for a resident to be absent from a meeting, it is the resident's responsibility to inquire about the information discussed.

### **Room Personalization & Decorations Guidelines**

Room decorations are encouraged so long as they do not create health and/or fire hazards, cause damage to the room, or are deemed contrary to the mission of the University. Residence Hall rooms may not be painted. Painting in any rooms or any areas of any residence halls is prohibited. If any area of a room is painted, the students in that room will be charged \$250 to have the room repainted. Christmas decorations are not to include live trees (artificial trees are acceptable). Spray snow is not permitted in the Residence Halls.

Tacks, drilling, staples, nails, and mounting squares or anything that will mark or damage University surfaces are not to be used are not permitted in walls, wood trim, furniture, or doors. Contact paper, tape, wallpaper, stenciling or paneling is not permitted. The use of removable adhesives is permitted; however, failure to completely remove adhesives or any other material to mount room decorations (before check-out) will result in a checkout fine. Damage to walls as a result of the use of removable adhesives will result in a fine.

CCU also reserves the right to remove or alter any window, wall, or door postings inside or outside the room.

University furniture, including lounge and study room furnishings, signs, and decor must not be taken to student rooms, shifted from one room to another, or taken from the buildings for any purpose. Furniture will remain in the student room in which it has been placed unless written permission from a Hall Coordinator has been given.

Dismantling or reconstructing beds or other furniture provided in the room is prohibited unless authorized by the Hall Coordinator. This includes the unbolting of brackets, standing of beds on end, stacking of furniture, etc. Removing a bed will result in a \$100 fine and the bed will be placed back in the room. Lofting of beds or other school furniture is not permitted in any residence hall.

Residents must furnish their own bed linens, blanket, pillow, washcloths, and towels. All rooms are furnished with a single bed, desk, mattress, and dresser for each student.

### ***Room/Residence Hall Damage Costs***

Students are expected to take good care of school property and not cause undue wear or damage to school facilities. Missing articles or damage of school property is to be reported immediately to a Resident Assistant. Damage done by a student to school property will be assessed to the student. Repair and replacement of unreported damage by vandalism in the residence halls will be charged collectively to the group using the

facility. When damage occurs in the residence hall and no individual admits responsibility, the residents of that wing, floor, or residence hall will be charged for the damage.

Below is a listing of the charges for various damages to the residence hall and its furnishings. Thoroughly complete the check-in form to note damages caused by another student. Students are responsible for the damages in their room and will share the cost of repairs with their roommate.

#### *Doors*

1. Repair: \$100 for parts and labor.
2. Replacement: \$350 (This includes doors kicked in or damaged from abuse).
3. If lock, doorknob, hardware, etc., must be replaced: \$100.
4. Damaged door frame: \$15.

#### *Walls*

1. Holes, nails, darts, etc.
  - o 5 or less: \$75 with painting.
  - o 6 or more: \$150 with painting.
2. Cork and glue on walls: if four or more places: \$150.
3. Repainting due to unacceptable painting done by students, \$250.

#### *Room Cleaning Charge*

Fine assessed at checkout if the room is not acceptable: \$50. CCU reserves the right to assess final room damages/ cleaning charges if room is deemed unacceptable after time of checkout.

#### *Furniture*

1. If damage to furniture can be repaired: 80% of the replacement cost will be charged.
2. Handles broken off, loose legs, etc. are considered normal wear and tear.
  - New desk: \$300
  - New desk top: \$100
  - New desk drawer: \$65
  - New bed frame: \$150
  - New chest: \$200
  - Broken window: \$55
  - Broken Smoke Detector: \$20
  - Broken light fixture covers: \$30
  - Broken mirror: \$30
  - Lost/damaged screen: \$70
  - Damage to floor sufficient to require more than stripping & waxing: \$100
  - Carpeted floor damage - up to 100% of the repair or replacement cost

All fines are added to the student's account within two weeks, and verification of the amount of the fine will be communicated to the student by a Hall Coordinator (via the CCU student email account). Any appeals must be submitted through the Student Advocacy Request form within 48 hours of the student receiving notice of the fine. Disciplinary fines are separate from making restitution for direct damages (see below in Room/Hall Damage Charges).

Hallways are to remain clear of personal objects at all times. No personal items such as trash, drying racks, furniture, shoes, etc. are permitted in the hallways at any time.

The University will furnish light bulbs and fluorescent tubes for University light fixtures.

### **Appliances and Electronics**

The electrical service in the rooms will support small appliances such as hairdryers, electric razors, computers, stereos, TVs, and radios. Adding portable or window air conditioners is prohibited. Residents are permitted to have a small residence hall-size refrigerator, with a limit of one per room. Such appliances must be connected to a power strip with a self-contained circuit breaker.

No open coil heating units are permitted in the residence halls. This includes but is not limited to: toasters, electric skillets, crock pots, hot pots, George Foreman Grills, coffee pots, popcorn poppers, hot plates, fry pans, fry pots, counter-top ovens, sandwich makers, or personal microwave ovens

All computers should be secured (as well as turned off or put in sleep mode) when leaving the room. This will prevent others from accessing information on your computer that may be questionable in nature. All information accessed through the network is traced to the individual's name and password.

### **Residence Hall Closures**

University residence halls will close for Christmas Break beginning Friday at 5PM, the week of Fall final exams and for the Summer Recess beginning at 5PM the Saturday of commencement. Similarly, the university may close housing facilities for Fall, Thanksgiving, and Spring breaks at the administration's discretion. To accommodate those students who must remain in the Cincinnati area for class or work, limited housing is available.

- A *Christmas Break Housing Request* form must be submitted to the Hall Coordinator at least two weeks prior to the scheduled residence hall closure in December.
- A *Summer Housing Request* form must be secured from the Student Services office prior to the scheduled residence hall closure in May.

Location and regulations may be altered because of limited residence staff or maintenance schedules. While the residence halls are officially closed, no one is to remain in or return early without prior permission from the Hall Coordinator.

Prior to the end of each semester, closing dates & times will be posted. It is the responsibility of each resident to be familiar with those times. Failure to leave the residence halls by the designated time will result in disciplinary action.

Residents who have not been given permission to stay are to return to campus no earlier than 24 hours before classes begin.

### **Campus Hours**

The campus will be closed every weeknight (Monday-Thursday) at 1 AM and every weekend (Friday-Sunday) at 2 AM. At this time students and guests are required to vacate all common areas of the campus (gym, student center, student lounges, grounds, etc.) and either return to their residence hall or to an off-campus site residence. Campus reopens daily at 6 A.M.

CCU Security provides 24-hour campus coverage and can be reached at (513) 244-8437. Upon campus closing, CCU Security personnel will patrol the campus and check identification cards of all students and guests entering or leaving the campus. CCU students must have their ID cards in their possession at all times. Students not in possession of their ID card when stopped by Safety & Security may be fined \$50.

Students entering/exiting a Residence Hall after campus closure must enter/exit from the front door of the Residence Hall. Making any false statements or failure to comply will not be tolerated and will result in disciplinary action.

In order to maintain a high level of campus safety and accountability, all students and guests entering campus after campus closure are required to adhere to the following guidelines:

- Contact the on-duty Safety & Security officer 513.244.8437
- Enter campus via the main entrance (from Glenway Ave.)
- Enter through the front door of the Residence Hall

### **Residence Hall Hours of Operation**

Guests may be entertained in the lobby from 8:00 AM until closing time (2 AM Friday, Saturday, and Sunday nights, 1 AM all other nights.) Both men and women visiting other residence halls should always use the main entrance. Members of the opposite sex are not permitted beyond the main lobby except during specified Open Residence hall Nights.

Residents are encouraged to inform their Resident Assistant when leaving campus overnight so they may be contacted in case of an emergency. A location and phone number where they are staying is recommended. When leaving the campus due to an emergency and the Resident Assistant is not available, contact the Hall Coordinator

### **Quiet Hours**

Quiet hours are designated in the residence halls to allow opportunities for undisturbed study. Normal quiet hours are from 11PM- 8AM daily. These hours may be extended by agreement of the residents of that floor. Unnecessary and disturbing noise should be kept to a minimum at all times. Twenty-four hours of courtesy is always in effect. Instruments, radios, stereos, TV sets, etc. must be played on low volume in order not to disturb other students, staff or neighbors and to help create a good study environment. Repeated violations of quiet hours will be subject to disciplinary action by the Hall Coordinator.

### **After-Hours Policy**

Residential staff will monitor residents' late night returns to track concerning patterns. Hall Coordinators (HC) may contact the resident to discuss concerns and assess the reasons for consistent late night returns. The HC reserves the right to restrict residents' activities after

campus closing times. Safety & Security officers will monitor students entering campus after campus is closed.

## **Visitation Policy**

Men and women may visit each other's residence hall rooms only during specified hours for Open Residence halls. Any visitor of the opposite sex at any other time is deemed as a Visitation Violation and is subject to disciplinary action. Exceptions, for such purposes as carrying heavy luggage, can be made with the prior approval of a Hall Coordinator or Resident Assistant.

### *Open Residence Halls*

Each residence hall is open for a period of time each week. Times are posted in each respective residence hall. During these times, students may visit in the rooms of the opposite gender. The door to the room must remain completely open with a light source on at all times visitors are present. The Student Services Department and Hall Coordinators will provide additional guidelines for Open Residence halls. This tradition provides excellent relational opportunities and encourages students to take greater pride in their living areas. Failure to comply with these guidelines may result in loss of Open Resident Hall privileges or fines.

### *CCU Village Housing*

In CCU Village housing, guests may visit between the hours of 12pm – 10pm daily. Guests of the opposite sex may visit common areas only, and may not visit personal rooms.

### *Overnight Guests*

Overnight guests must register with the Hall Coordinator, Resident Assistant, or House Rep before the overnight stay begins. It is the responsibility of the student to alert campus security as well when having overnight guests. Housing for guests is normally limited to a stay of two consecutive nights. Failure to comply with this policy will result in disciplinary action (\$50 fine per night) taken against the host student. All guests are expected to observe all institutional rules. A per-night housing fee may be charged. The college provides no linen service. Overnight guests must be the same gender as the resident student host, even if they are family members, and be at least 12 years old. A guest cannot exceed a maximum of 7 nights per semester in CCU-owned housing.

## **Destructive, Inappropriate, or Harmful Activities**

Activities that result in the disturbance or distress of others, damage, destruction, or defacement of property, physical injury, or danger to the health and well-being of residents are strictly prohibited and may result in disciplinary action.

Activities that are prohibited in campus housing include, but are not limited to: Soccer, basketball, wearing of cleats, wall climbing, frisbees, paint guns, air-soft guns, water fights, water balloons, water guns, throwing items in the hallway, bouncing balls on the floor or in the hallways, fighting, harmful pranks, water battles, inappropriately loud or offensive music, shaving cream fights, biking, rollerblading, skateboarding, etc.

## Fire Safety

The potential of fires poses a significant threat to the residential community. The following policies have been established to reduce the risk of fire:

- **Flammable Substances:** Flammable substances are forbidden on university property, including in campus housing, parking lots, cars, or any other campus facility.
- **Candles & Incense:** All candles and incense are prohibited. This includes, but is not limited to, candles, gel candles, potpourri crocks, wax warmers, and incense.
- **Ceiling Fans/Air Conditioners:** Students may not install ceiling fans or air conditioners for both safety reasons and the residence halls cannot take the energy drain from such appliances. Any personal maintenance, which involves tapping into pre-existing electrical, water, or phone systems, is prohibited.
- **Space Heaters:** Space heaters are not permitted in campus housing due to the fire potential.
- **Extension Cords/Multi-Plug Adapters:** For the protection of the residential community each resident is permitted to have one extension cord and power strip combination. Only UL approved three-prong grounded extension cords that are 14 gauges are permitted. Cords cannot exceed 10 feet in length. Only UL approved multi-plugged power strips with circuit breakers are permitted. The combination of the extension cord and power strip may not exceed 14 feet due to fire code restrictions.
- **Causing the Fire Department to come to campus for a “false alarm”** will result in a \$250 fine.

## Fire or Suspected Fire Response

Immediate evacuation and closing of all windows and doors when an alarm sounds is mandatory. Re-entering a building before the alarm is silenced is prohibited. In compliance with state regulations, mandatory drills will occur twice each semester. The Security Officer on duty will notify the residents when re-entry is possible.

If a fire is suspected and an alarm cannot be heard, activate a fire alarm immediately.

If smoke is present in the room, keep close to the floor and move to the door. If the door is hot, do not open it. Seal the cracks with cloth and call 9-1-1 and campus security (513.244.8437) to report your location. If the phone isn't working, open the window and hang a sheet or other material out of the window to attract attention.

### *In Case of Fire:*

- Close the windows and open the draperies; turn on all lights.
- Take along a coat or blanket and a towel; wear shoes.
- Unlock and close the door when leaving.
- Go to the nearest exit.
- Walk rapidly, but do not run; keep to the right; go quietly, PREVENT PANIC.
- Stay with the group and away from the building until a signal is given to re-enter.
- Never re-enter the building during a fire. Personal belongings are not worth risking one's life.

If an alarm is heard and the door is not hot, close the windows, open the curtains/blinds, turn the lights on, leave the room and close the door leaving it unlocked. Proceed to the nearest exit, checking to see if the rooms next to you are empty. (Each residence hall has posted evacuation routes, which are designed to eliminate confusion.) Proceed to the nearest evacuation location. Do not return to the building until approval is received from the residence hall staff, the CCU Security Officer, or the Fire Department.

Students who knowingly refuse to vacate a residence hall during a fire or fire drill will be fined \$100 and are subject to additional disciplinary action.

### **Severe Weather Procedures**

The City of Cincinnati operates a severe weather siren. In the event of severe weather the siren sounds in a steady tone. If the severe weather siren is heard, be sure to seek shelter immediately. Move to the interior hallway on the lowest level of the building, away from glass doors & windows. Avoid auditoriums, the gymnasium or other structures with wide free span roofs. (The severe weather siren is tested at noon on the 1st & 3rd Wednesdays of each month.) Follow the directions given by both Residential Life Staff and CCU Safety & Security Officers.

### **Bed Bug Remediation**

Evidence of an infestation must be found or no treatment will be performed. The following information describes protocol in response to suspected bed bugs in a residence hall.

- Residents are required to report possible infestations to Residential Life Staff.
- If a resident suspects bed bug infestation, he or she must continue to reside in the room throughout the inspection and treatment process until the room has been determined free of bed bugs by a professional exterminator. This is to prevent spreading infestation in the residence halls.
- Inspection of the room by Residential Life staff and/or Maintenance staff to confirm bed bug activity.
- Room inspected by exterminators to confirm infestation.
- Residents are responsible for the room preparation prior and post treatment. Residents are personally responsible for the costs associated with such preparations (i.e. laundry costs, removal of infested property, etc.). The University will cover the costs associated with the treatments unless there are repeated issues in the same room. In the case of repeated treatments being necessary the University will assess whether the resident has been careless in bringing bed bug infested furniture into the room or the resident is frequenting areas of the city where bed bug infestations are reported as high. The resident may be charged for part or all of the treatment in those situations (\$400-\$800 per treatment).
- Professional exterminators will remediate infested rooms.
- Failure for residents to abide by the policy may result in fines or dismissal from the residence hall.

To ensure the effectiveness of the treatment, residents are required to fully complete pre/post treatments as outlined below. Incurred costs associated with such preparations are the sole responsibility of the resident. To prevent the spreading of bed bugs, residents of an infested

room are not to move personal items to other rooms for storage. Residents that fail to properly prepare their room for treatment are subject to disciplinary action. Further, residents' whose room is habitually infested may be dismissed from the residence hall.

The following information describes the roles and responsibilities of various entities in relation to a bedbug response strategy:

#### *Operations & Management*

- O&M staff will temporarily provide a mattress cover to contain the infestation. In extreme cases, the mattress may be removed for disposal.
- If the bed or other furniture needs to be removed, Maintenance personnel will be responsible for disassembling any furniture and removing the furniture from the room.
- O&M will arrange the initial treatments and for all treated areas to be retreated as needed.
- O&M will provide information to the student(s) regarding preparing the room for treatment by a vendor technician.

#### *Residential Staff*

- Residential Staff will provide information to the student(s) regarding cleaning personal items and reducing the potential of any future outbreak of bed bugs.
- Residential Staff will follow-up with residents with infested rooms as needed to provide encouragement and support.

#### *Vendor*

- The vendor technician will treat the room and any furniture as needed.
- The vendor technician will also inspect the adjoining rooms.
- If an infestation is found, they will follow the protocol outlined above.
- If an infestation is not found, the room may be treated as a preventative measure, however, the mattress and furniture will not be removed.

### **General Guidelines and Safety Policies for Residence Halls**

#### *Illegal Drugs, Alcohol, Vaping, and Tobacco,*

Under no circumstances is the use, possession, or distribution of illegal drugs permitted. Alcohol is not permitted on campus, in university-owned housing, in university-owned vehicles, or at any university-related activity. Vaping, as well as the use of tobacco products in any form, is not allowed on campus, in university-owned housing, in any university-owned vehicle, or at any university-related activity.

#### *Bicycles & Large Equipment*

Bicycles may not be parked in walkways, hallways, stairways or entrances. The appropriate Hall Coordinator must be contacted for permission to store bicycles or large equipment. These items are not to be stored in residence hall rooms, hallways, walkways, stairways, or entrances.

#### *Common Areas, Quiet Rooms, and Lobbies*

These facilities must be clean and open. Although common areas are cleaned several times each week by the housekeeping staff, residents are expected to participate in



keeping their residence hall a clean and livable environment. Community furnishings are not to be removed. For a group activity, residents may reserve their floor lounge or residence hall lobby through their RA or HC.

In order to maintain cleanliness, students are prohibited from the following:

- Placing any personal items (i.e. clothes, shoes, trash, etc.) in common areas (especially hallways).
- Placing any foreign objects in the fire extinguisher cabinets.
- Leaving trash, clothing, dishes etc. in the shower room or restrooms. If any of these items are left, they will be discarded. Personal trash must be discarded in the dumpsters.
- Using quiet rooms as storage areas.

#### *Energy Conservation*

In an effort to conserve energy, turn off electrical items while not in use and be sure to turn off items when leaving the room for extended periods of time (i.e., weekends, holidays, etc.).

#### *Food Products*

Food kept in the room must be sealed in heavy plastic, metal or glass containers to prevent bug infestations. No food or any other items are to be stored at any time on the outside window ledges. Disciplinary fines may be assessed if Residential Life staff discovers food items are consistently found inappropriately stored.

#### *Medication*

It is recommended that any resident who is required to take special medication notify the Hall Coordinator or Resident Assistant. All prescription medication must be stored in the original pharmacy container.

#### *Music*

Students are encouraged to give careful consideration to the music selected for listening. Music containing indecent or immoral lyrics or ideology is not permitted. Volume should be controlled in consideration of other students. Musical instruments are not to be played in the residence halls. Practice rooms are available in Presidents Hall for such purposes. Exceptions can be made for guitars used in leading residence hall devotions.

#### *Pets*

Students may not have pets or animals at any time in campus housing. Any animals or pets in campus housing should be reported immediately to the appropriate university staff.

### **Sample Disciplinary Fines**

The following table describes the range of fines that may result from certain residential activities. The specific dollar amounts assigned to each type of misconduct may be adjusted based on the specific nature of the offense.

#### **RESIDENTIAL SAMPLE DISCIPLINARY FINES**

<b>Trash in Hall</b>	\$20 - per person in room
<b>Inappropriate Items in Room (posters, candles, open coil heating elements, etc.)</b>	\$20 - per item per person
<b>Quiet Hours Violation</b>	\$15
<b>Failed Room Inspection</b>	\$15 per day, per person
<b>Tampering with Fire Equipment</b>	\$100-\$250
<b>Cable TV Tampering, Network Tampering</b>	\$50
<b>Fireworks, explosives, weapons, firearms, knives, etc.</b>	\$50-\$250
<b>Failure to Evacuate during Fire Drill</b>	\$100
<b>Failure to check-out of room, lost room key, changing rooms without permission</b>	\$50 each offense
<b>Inappropriate Behavior (i.e. cursing, pda, reckless behavior)</b>	\$20 (all parties involved will be fined and removed)
<b>Refusal to Comply with Open Residence hall Policy</b>	Loss of open residence hall privileges and substantial fines may result from repeated offenses
<b>Tobacco use/possessions</b>	Confiscation and \$25
<b>Alcohol/Drug Use/Possession</b>	<i>See Student Disciplinary Procedures section of Student Handbook for discipline sanctions.</i>
<b>Visitation Violation</b>	1st offense - \$50, 2nd - \$200 fine and will be referred to the Director of Student Services, 3rd – up to suspension/expulsion
<b>Lost Room Key</b>	\$50
<b>Missing Mandatory Meeting</b>	\$25
<b>Other Infractions</b>	Fine to be determined by Residential Staff

\* All disciplinary matters may be appealed. See Student Advocacy Policy.

\*\* Fines must be paid in full otherwise unpaid student account balances are blocked from registering for future classes and are unable to receive grade reports and transcripts until the balance is paid in full. Payment may be made in the Enrollment Services Office.

## RESIDENTIAL SERVICES

### Laundry

Laundry Facilities are provided in the residence halls. The laundry facilities in CCU Village housing are for the use of house residents only. Questions regarding use of laundry facilities should be directed to the appropriate Hall Coordinator. Each student is responsible for the care of his/her clothing while in the laundry room. Clothing is not to be left in the laundry room. Clothing will be discarded after one week. Laundry supplies such as detergent or fabric softener are not to be left in the laundry room. If a machine malfunctions, put an out-of-order sign on it and submit a maintenance ticket to the Administrative Resident Assistant including the machine location and nature of problem. Laundry facilities are for current residents use only. The University is not responsible for lost or stolen items.

### Locks

Tampering with or damaging locking mechanisms is prohibited. Students are prohibited from gaining entry into locked doors, windows, or buildings by any manner other than the authorized means (i.e., no picked locks, carded doors, forced entries, etc.). Additional locks may not be added to doors or college property or equipment. If a lock does not work properly, the Resident Assistant should be notified. Resident Assistants have master keys to assist students who are locked out.

There is a \$50.00 fine for any student having unauthorized campus-building keys or entry codes. The unauthorized key must be turned in to the appropriate school official.

### Lost & Found

All lost items should be brought to the CCU Security office. Items may be claimed by the owner, providing proper identification is available. Items are disposed of after a period of one month.

### Maintenance Requests

All maintenance requests from the individual residents are to be directed to the Operations and Maintenance Department through the Administrative Resident Assistant.

### Storage

Cincinnati Christian University does not provide for the storage of students' personal property on campus during the summer. Exceptions may be made for students whose permanent residence is outside the continental U.S. In the event of such exceptions, CCU is not liable for the theft or damage of any property placed in the storage areas during the summer. CCU is also not liable for items placed in storage during the school year. Residents who have stored items and do not return are responsible for making arrangements to remove his/her belongings from the residence hall before the next school semester begins or the items will be thrown out.

## VEHICLE OPERATION POLICY

The purpose of the vehicle operation policy is to ensure a fair and safe environment for drivers, pedestrians, and university property. The operation and parking of any vehicle on campus should be considered a privilege that can be revoked if misused or abused. 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 the understanding of the vehicle operations policy. Any questions on the policy should be directed to the Campus Security office (513.244.8437 or security@CCUniversity.edu).

### General Vehicle Operation Rules and Regulations

The scope of the Vehicle Operation Policy covers the CCU campus, all property owned or operated by CCU, or any property hosting a function sponsored by CCU in any way. Students, faculty & staff, and guests shall not operate or park any motor vehicle on campus unless properly registered. Students register at the Safety & Security Office; Faculty/Staff register at the Human Resources Office; & Guests register at the Receptionist Desk.

Students must adhere to the following vehicle guidelines:

- All vehicles must be insured for at least the minimum coverage required by the state of Ohio.
- Speed limits on campus are 10 MPH or as posted.
- Students should note other parking and traffic rules such as no parking, reserved parking, guest parking, parallel parking and one-way traffic signs.
- Motor vehicles are to be parked only in designated, unreserved parking areas. White painted lines on the paved parking lot surface designate these spaces. Vehicles parked in unauthorized areas are subject to citation and towing.
- Registration of a vehicle does not in any way guarantee the availability of a parking

### Vehicle Registration Permit

Vehicle permits are issued annually. Each student who will be operating a motor vehicle on campus at any time must have and properly display a parking permit. Improperly displayed permits are invalid and will be charged a \$35.00 fine. All previous CCU permits must be removed from the vehicle. Permit owners are responsible for all violations charged to their permit. Permits must be updated as student status changes (i.e. marriage, change in residence, change of license plate)

#### *Vehicle Permit Regulations*

- All motor vehicles must display a valid CCU parking permit.
- The permit (Decal) must be visible. Decals must be attached with the entire adhesive proved on the lower corner (driver's side) of the front windshield taking care not to obstruct the driver's vision.
- A new permit must be obtained every Fall Semester
- Each off-campus student (Commuter student) having more than one motor vehicle may obtain an additional permit at no extra charge.
- Lost permits may be replaced for a fee of \$15.00.
- Students who will be using a motor vehicle for a period of two weeks or less may obtain a temporary permit, free of charge, from Campus Security. It must be

obtained the first day the student's car is on campus. It must be displayed at all times while on CCU property.

- Special temporary permits may be obtained for students who are injured or otherwise disabled, also free of charge, from Campus Security. This permit allows the disabled student to park in designated handicap spaces. The university provides a limited number of parking spaces for student use. Failure to adhere to parking rules and policies may result in the revocation of parking privileges.

## **Parking**

The university provides a limited number of parking spaces for student use. Failure to adhere to parking rules and policies may result in the revocation of parking privileges.

### *Parking Regulations*

- Parking regulations are in effect 24 hours per day 7 days a week.
- Lot 1, east of Presidents Hall, is faculty/staff parking only Monday - Friday 1:00AM - 5:00PM. Students may park in this lot from 5pm until 1am.
- Lot 3, behind Worship/Ministry, is faculty/staff parking only. Female CALL students may park in this lot after 5pm with the proper permit.
- Commuting students must park ONLY in Lot 2 (west of Presidents Hall), or in open student parking in Lot 5 or Lot 6.
- Residents of Restoration Hall must park ONLY in Lot 4 behind Restoration Hall; or in open student parking in Lot 5 or Lot 6.
- Lot 5 is open student parking. Students must have a current parking decal.
- Lot 6 is open student parking. Students must have a current parking decal. Overnight parking in Lot 6 is not permitted.
- Parking in the fire lane or reserved spaces is prohibited.
- Temporary parking for loading and unloading purposes is permitted in front of residence halls. Motor vehicles must have their warning flashers on. The allowable time for loading or unloading is limited to the amount of time it actually takes to move the item(s) from the vehicle to the residence hall lobby or vice versa and is not to exceed 5 minutes. An individual should be present who can move the vehicle in an emergency situation. Non-compliance with the above stated rule may result in a citation being issued and the vehicle being towed at the owner's expense.

## **Motor Vehicle Accidents**

If a student should damage another vehicle on campus accidentally and is unable to locate the owner of the vehicle, he/she must report the matter to Safety & Security. All motor vehicle accidents occurring on campus will be investigated by Campus Security. For purposes of documentation, drivers are urged not to move their vehicles until after the arrival of Security official. Copies of the accident reports are usually available on the second business day following the accident.

## **Non-motorized Vehicles**

The use of skateboards, longboards, scooters and rollerblades is prohibited on campus. Bike riding on campus is limited to the roadways.

### **Security Escort Service**

Students needing an escort across campus or from CCU-operated housing may contact the Safety & Security office, or if a student's vehicle battery is dead and needs jump cables, call Safety & Security at 513.244.8437.

### **Vehicle Towing**

Any vehicle parked illegally or without a proper permit may be towed at the owner's expense without prior warning and stored at the owner's expense. CCU and/ or Merchant's Security will not be responsible for paying the towing fees for any reason, including, but not limited to:

- Permit is not properly displayed
- Vehicle is not registered
- Vehicle belonging to a guest and is not registered
- Registered vehicle is parked in a non-designated lot
- Disabled vehicle is illegally parked and the owner has not notified Safety & Security

### **Citations and Fines**

Safety & Security issues citations. Fines are typically \$35.00 each. All fines are to be paid in Enrollment Services. Anyone receiving three parking tickets in one semester will lose his/her driving privileges on campus for the remainder of that semester. Any suspended vehicles found on campus will be towed at the owner's expense. Any appeals of parking fines must be submitted within 7 days to the online Student Advocacy Request form on My.CCU.

### **Vehicle Policies Disclaimer**

Cincinnati Christian University will not be responsible for any personal or public liability as a result of the student's use or possession of a motor vehicle on or off campus. CCU assumes no responsibility for any fire, theft, loss or damage of any kind to any vehicle or contents thereof while on campus property.

## STUDENT ACCOUNT BILLING AND PAYMENT

**Financial and Academic Obligation:** Upon registering for classes, housing, or meals at CCU, you incur a financial obligation for the cost of these services and all related charges. These obligations can only be adjusted by official withdrawal from CCU in accordance with established policies. Failure to attend does not withdraw you from your classes. Please refer to the Institutional Refund Policy for specific refund information. Additional information regarding refunds and academic policies may be found in the CCU catalogue and/or student handbook.

**Billing:** When you register for classes, charges are created on your student account. All student account information is available to you through CCU's web-based Student Account Center (SAC). The SAC provides real-time updates of all your student account activity including charges, financial aid and payments. You may share account access with parents, spouses or other sponsors through the SAC.

Payment arrangements are due 10 business days before the start of each regular academic semester.

A late payment fee of \$100 will be applied if you have not completed payment arrangements by these due dates. Monthly finance charges (1.25% per month; 15% APR) are applied to unpaid account balances.

You will be blocked from registration for future semesters until your account is paid in full. A block on your student account will also prevent you from receiving a transcript or your diploma. If your account is delinquent after 90 days, it will be placed with an agency for collection. You will be responsible for paying all fees and expenses incurred by CCU in the collection of your account balance.

### Available Payment Methods:

- Awarded and accepted financial aid
- Scholarships awarded by CCU
- Online payment through the SAC
  - All major credit cards are accepted. A convenience fee is charged for payments made by debit or credit card.
  - ACH payments from checking or savings accounts. No fee is charged for ACH payments.
- Payment in person – cash, check or credit card (Discover, MasterCard, Visa)
- Monthly Payment Plan through Tuition Management Systems
- Third-Party Payment

**Tuition Management Systems (TMS) Monthly Payment Plan:** This payment option allows you to make monthly payments through the semester. There is an enrollment fee of \$35 per semester. You may enroll online through the SAC or call TMS at 1-800-356-8329.

**Third-Party Payment:** If your account will be paid by a third party, you must provide official documentation to Enrollment Services. This documentation must verify the amount of the

scholarship or payment by semester and list any restrictions or additional requirements.  
Examples of third-party payment sources:

- Scholarship from a church or other organization
- Assistance through your state vocational rehabilitation agency
- Military tuition assistance

## Other Student Account Information

**Purchasing Books:** If your financial aid creates a credit balance on your student account, you may use that credit (posted or anticipated) to purchase books and supplies through the CCU's virtual bookstore. Requests to use excess financial aid for book purchases will be accepted prior to the start of each semester. Students should use the online transfer request form provided on myCCU.

**Processing of Financial Aid:** Financial aid funds will be to your student account at various times starting on the first day of the semester, after verification of enrollment and upon receipt of funding from the Department of Education, state, or other agency. Most federal grants and loans are applied within the first three weeks of the semester. Institutional grants, scholarships, and discounts are applied after the add/drop period, generally about 4-5 weeks after the start of the semester. State grants may be applied a little later in the semester based on when funds are received from the state.

**Refunds of Student Account Credits:** Credit balances that result from excess financial aid or over payments will be refunded to you automatically through the CCU refund disbursement system. When you register in the refund system, you may choose to receive your refund as a direct deposit to your bank account or on a prepaid VISA card. Refunds of posted credits are processed on a weekly basis.

**Managing Student Finances:** You will want to limit your borrowing to cover only necessary educational expenses. Learn to manage your money and time wisely while you are in school. These skills will enable you to make wise choices throughout your academic career and your whole life. Tools and ideas to get you started can be found on the Eagle \$ense page of MyCCU.

## Communication

Enrollment Services is an important resource for you. Email or call with your questions, or schedule an appointment to meet with someone in person to discuss your finances. We want to help with any financial problems that may arise, but we can help only when we are aware of your situation.

Our office will communicate directly with you via email and campus mail. Please respond promptly if we request information from you. A delay in your response could mean a delay in the processing of your financial aid.



## Student Insurance

**Accident Insurance:** All full-time college students are included in CCU's group accident insurance policy. This policy provides a benefit of up to \$5,000 for each covered injury. This accident policy works in conjunction with your primary insurance policy (can cover co-pays and deductibles) or stands alone if you do not have other insurance. If you do not have primary coverage, you will be reimbursed for costs related to the accidental injury.

Coverage is for 12 months beginning in August and is not limited to accidents that occur on campus or while in school. The premium is automatically charged to full-time students. You can find links to policy information and claim forms on MyCCU.

**Health Insurance:** All students are expected to have health insurance as mandated by the Affordable Care Act. Students without access to a family or group insurance plan can purchase coverage by accessing the Health Insurance Marketplace.

Students should carry a copy of their medical insurance card and know the basic requirements for obtaining healthcare using their insurance program.

**Intercollegiate Sports:** All students who compete in team sports are required to provide proof of insurance. Athletes are covered by CCU's intercollegiate sports policy. Sports injury claims must first be submitted to a student's primary insurance company, followed by CCU's group accident policy. Charges that are not covered by those two policies will be submitted to the school's intercollegiate sports policy. The CCU Athletic training staff provides assistance in the submission of sports injury claims.

## FINANCIAL AID & SCHOLARSHIP INFORMATION

### Financial Aid – Getting Started

The Free Application for Federal Student Aid (FAFSA) establishes your eligibility for financial aid by collecting data about your family's income, assets, size, and number in college. The results of the FAFSA will determine your eligibility for federal and state aid (Federal Pell Grant, Federal SEOG Grant, Federal Work-Study, Federal Direct Loans, and Ohio College Opportunity Grant). The FAFSA can be found online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application must be filed annually and is available each year beginning on January 1.

When you complete your FAFSA online, you will sign the application using your FSA ID comprised of a username and password. If you are a dependent student, your parent also will need an FSA ID. Be sure to include Cincinnati Christian University in the school section of your FAFSA. This will enable Enrollment Services to receive your FAFSA results electronically from the Federal Processor. (Our Federal School Code is 003029.)

Maintain good records with regard to your financial aid application. Carefully complete all information, and keep a copy for your files. After receiving your FAFSA, the Enrollment Services staff will contact you if additional information is needed to complete your financial aid file. Your Award Packet will be mailed to you approximately two weeks after your file is complete. The Award Packet will include a letter detailing your financial aid eligibility. It also will include further instructions for completing the financial aid process.

**Should I apply if I don't think I will qualify for anything?** Financial aid includes Federal Direct Subsidized and Subsidized Loans and PLUS Loans as well as state and federal grants. You cannot obtain a federal loan unless the FAFSA has been completed. Even if you do not plan to take out a loan, it may benefit you to fill out the paperwork. Also, you cannot know your eligibility for federal or state grants for certain unless you file the FAFSA. Occasionally, unforeseen situations will arise that create a financial need. By completing your financial aid file early, you will be better prepared for an emergency.

### Types of Financial Aid

**Scholarship:** This type of award does not have to be repaid. Cincinnati Christian University offers a variety of scholarships to new students each year. For details regarding CCU scholarships, please visit [www.CCUniversity.edu/financial/financial-aid/scholarships](http://www.CCUniversity.edu/financial/financial-aid/scholarships).

**Grant:** This type of award is based on financial need and does not have to be repaid. Federal and state governments provide funding for most grants. Cincinnati Christian University also has some need-based grant awards.

**Endowment Scholarships:** Cincinnati Christian University has a limited amount of funds available in the form of Endowment Scholarships. At the start of each semester, Enrollment

Services will provide an application form and invite eligible student to apply for Endowment Scholarships. Eligibility requirements are as follows:

- Undergraduate and CALL applicants must have a 2.5 GPA (2.5 cumulative high school GPA for current freshman) and must be enrolled full time.
- Graduate applicants must have a 2.67 GPA (2.67 undergraduate GPA for first year graduate students) and must be enrolled full time.

**Family Grant:** Cincinnati Christian University offers this grant when more than one member of a family unit (parent and dependent children or married couple) is enrolled as a full-time undergraduate student at CCU. Each family member must be accepted and attending full time to be eligible. The amount of the Family Grant is up to \$1,500 per semester. The Family Grant application is available on MyCCU and from the Enrollment Services Office. The form must be submitted each semester. Please see the application for additional restrictions.

**Federal Student Loans:** Low-interest federal loans are available to students who are attending college at least half time. No credit check is required. Repayment on the loan begins six months after you graduate or drop below half time. You must submit the Free Application for Federal Student Aid (FAFSA) to gain eligibility for a federal student loan. Annual loan limits have been set by the federal government and are based on dependency status and year in school.

- Federal Direct **Subsidized** Loans are available to students who have financial need as determined by the FAFSA. The federal government will pay the interest on your Subsidized Loans while you are in school at least half time and during the six month grace period before you enter repayment. The interest rate for Federal Direct Subsidized Loans first disbursed to undergraduate students between July 1, 2017 and June 30, 2018 is fixed at 4.45%.
- Federal Direct **Unsubsidized** Loans are available regardless of family income. You are responsible for paying all interest on your Unsubsidized Loans. Although payment of the loan is not required while you are in school at least half time, the interest will accrue during this time and increase your indebtedness. You have the option of paying the interest as you go to help keep your loan debt to a minimum. The interest rate for Federal Direct Unsubsidized Loans first disbursed to undergraduate students between July 1, 2017 and June 30, 2018 is fixed at 4.45%.

**Federal Direct PLUS Loan:** This low-interest federal loan is available to parents of dependent, undergraduate students who are enrolled at least half time. The interest rate for PLUS Loans disbursed between July 1, 2017 and June 30, 2018 is fixed at 7%. The PLUS borrower must pass a credit check to qualify for the loan. If a parent is denied a PLUS Loan due to adverse credit, the dependent student will become eligible to borrow up to the independent student annual loan maximum. Repayment of the PLUS Loan begins after the loan is fully disbursed and generally will continue for ten years. In-school deferment is available, but interest will continue to accrue.

**Private or Alternative Loans:** These are credit-based loans that have varying interest rates and fees. Students must attend at least half time for most programs and may need to have a co-signer to be eligible. Typically, students will exhaust their federal loan eligibility before applying

for a private loan, but there is no requirement to do so. Compare the terms of various loan programs to find the loan that works best for you.

### **Additional Facts about Federal Loans**

The government has set annual borrowing limits for students based on the number of credit hours earned. Dependent students may borrow up to the following maximums per academic year:

Freshmen (0-25 credit hours earned)	\$5,500
Sophomores (26-57 credit hours earned)	\$6,500
Juniors/Seniors (58+ credit hours earned)	\$7,500

Independent students may borrow the following maximums per academic year:

Freshmen (0-25 credit hours earned)	\$9,500
Sophomores (26-57 credit hours earned)	\$10,500
Juniors/Seniors (58+ credit hours earned)	\$12,500

Federal funds are sent directly to CCU via electronic transfer.

For Direct Subsidized and Unsubsidized Loans first disbursed on or after October 1, 2016 and before October 1, 2017, a fee of 1.069% is deducted from each disbursement. The fee deducted from each Direct PLUS Loan disbursement is 4.276%. For Direct Subsidized and Unsubsidized Loans first disbursed on or after October 1, 2017 and before October 1, 2018, a fee of 1.066% will be deducted from each disbursement. The fee deducted from each Direct PLUS Loan disbursement will be 4.264%.

All first-time student borrowers must complete Loan Entrance Counseling which describes the students' rights and responsibilities with regard to Federal Direct Loans. A Master Promissory Note (MPN) also must be signed. Loan funds cannot be released to a student account until these two items have been completed. A parent who is approved for a Direct PLUS Loan must sign a PLUS MPN. In certain situations, a parent will be required to complete PLUS Loan Counseling to borrow the PLUS Loan.

**How do I obtain a Federal Direct Subsidized/Unsubsidized Loan?** You must complete the FAFSA to begin the Direct Loan process. The FAFSA results enable Enrollment Services to determine your loan eligibility. You will receive an Award Letter detailing your federal loan eligibility and the exact steps for obtaining a Federal Direct Loan.

**How does my parent obtain a Federal Direct PLUS Loan?** You must complete the FAFSA to begin the Direct PLUS Loan process. Additional instructions for obtaining a PLUS Loan will be sent in your Financial Aid Award Packet. If your parent is denied the PLUS Loan due to adverse credit, you will become eligible for additional Unsubsidized Loan funds.

**What do I do if I think my Federal Student Loan awards should be higher?** Information regarding your credits to be transferred to CCU may not have been available at the time your

award was created. If you are transferring credits to your CCU degree and believe you have transferred enough credits to be at a higher grade level than your student loan awards reflect, please contact the Enrollment Services Office to have your loan eligibility reviewed. You also can request to have your eligibility increased mid-year if you earn enough credits during the fall semester to achieve a higher grade level for the spring semester.

## Scholarship Opportunities

**Outside Scholarships:** Community organizations often have scholarship funds available. Check with local civic groups and professional and social organizations. Churches often support students who attend Christian colleges. Many CCU students receive financial support from their home churches.

**Partner Church Scholarship:** Churches that agree to support CCU at a certain financial level can participate in the Partner Church Program. If you are a member of a Partner Church, you may be eligible to receive a Partner Church Student Scholarship in the amount of \$4,000/year. You will need to complete a Partner Church Scholarship Application which is available from your church's liaison. The liaison will certify your membership status and forward the application to CCU. Additional restrictions are listed on the application form. A list of Partner Churches may be found on the CCU website.

**Scholarship Searches:** Several free scholarship searches are available online. Try starting at [go.salliemae.com/scholarship](http://go.salliemae.com/scholarship) or [www.fastweb.com](http://www.fastweb.com). You will need to complete a user profile, and then your profile will be cross-referenced with databases containing thousands of scholarships. You will receive information regarding scholarships which match your profile. Be wary of any company which charges you money to help you find additional funding.

If you are awarded any outside grants or church scholarships, be sure to keep us informed. These outside grants and scholarships may have an affect your financial aid eligibility.

## Federal Work-Study

Federal Work-Study (FWS) is an award of work eligibility and does not guarantee that you will be offered a job. If you are awarded FWS, you should complete the Student Worker Job Skills and Interest Form which will be submitted to the Human Resources Office. The Human Resources staff will screen the applications that are submitted and direct them to hiring departments based on interest and experience. The maximum amount that you may work is 20 hours per week. Federal Work-Study earnings will be paid to you directly based on the number of hours you work, and the money may be used at your discretion. Watch your CCU email for information about open positions.

## Satisfactory Academic Progress

Federal Regulations require students applying for or receiving Federal Title IV student financial aid to maintain standards of Satisfactory Academic Progress (SAP) as they pursue their degrees. This rule applies to all students applying for aid whether or not financial aid has been received previously. Both quantitative (the maximum time frame and completion rate) and qualitative (grade point average) measures are used in determining satisfactory academic progress for Title IV aid.

**Programs affected:**

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Direct Loans, Subsidized and Unsubsidized
- Federal Direct PLUS Loans
- Other Federal Aid
- State Grants and Scholarships
- Institutional Grants and Scholarships

**Minimum Credits to be Completed:** All students must maintain a cumulative completion rate of 67%. Your completion rate is determined by dividing the number of credits you have earned by the total number of credits you have attempted. Credits transferred from another university count as attempted and earned hours. Any course for which you are scheduled to begin attendance will count as attempted unless you drop the course before it begins. Courses that are dropped before they start will not affect your completion rate or maximum time frame.

**Minimum Cumulative GPA:** All undergraduate students must maintain a minimum cumulative GPA of 2.0. Graduate students must earn a cumulative GPA of 2.67.

**Maximum Time Frame:** A student becomes ineligible for aid after he has attempted 150% of the number of credit hours required for his current degree program. Credits which were taken at another university and transferred to the CCU degree program will count as attempted hours. Periods when a student does not receive Title IV aid will count toward the maximum time frame. Non-credit developmental coursework will count toward your enrollment status for the term but will not affect your GPA, completion rate, or maximum time frame.

## Return of Federal Financial Aid

The Financial Aid staff must recalculate financial aid eligibility for students who withdraw, are dismissed, or drop out prior to completing 60% of a semester. A student should contact Enrollment Services Office to withdraw from all classes. The student's notification will initiate the Return of Title IV (Federal) Funds calculation which will be computed by the Financial Aid staff.

When a student who is receiving federal financial aid withdraws from all classes (or leaves without notifying the institution) during the federal refund period, unearned funds will be returned to federal aid accounts in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan

- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG Grant
- Iraq and Afghanistan Service Grant

The government provides a form called *Treatment of Title IV Funds When a Student Withdraws From a Credit-Hour Program* which is used to calculate the amount of Title IV aid earned by the student. The Official Withdrawal Date will be the student's last date of recorded attendance. This date will be used to determine the amount of Title IV aid to be returned or offered as a Post-Withdrawal Disbursement, if applicable.

The percentage of the payment period completed is determined by dividing the number of calendar days completed in the payment period, as of the day the student withdrew, by the total number of calendar days in the same period. Institutionally scheduled breaks of five or more days are excluded from the calculation.

In order to receive all or a portion of a post-withdrawal disbursement of a loan, the student, or the student's parent for a PLUS Loan, will need to sign and return a notification letter by the appropriate date.

Title IV grant funds from a post-withdrawal disbursement will be credited automatically to a student's account to pay for tuition, fees, and room and board. The student's authorization will be requested in order to apply the Title IV grant to charges other than current charges.

Unearned funds will be returned to the Department of Education within 45 days of the date it was determined that the student withdrew. The same Return of Title IV Funds calculation will be used for all students whether the students are asked to withdraw or they withdraw voluntarily.

A letter detailing the amount of Title IV aid to be returned will be sent to the student's home address following withdrawal. When aid is returned, a balance may be owed to Cincinnati Christian University. The student should work with the Enrollment Services Office to make arrangements to pay any balance due.

## INSTITUTIONAL REFUND POLICY

(Effective 7/1/15)

Students who withdraw from classes will have their tuition refunded according to the following schedules:

### **Fall or Spring Semester Classes (including online\* and hybrid classes)**

- 100% Refund – Classes dropped before or during the first week of class
- 75% Refund – Classes dropped during the second week of class
- 50% Refund – Classes dropped during the third week of class
- No Refund – Classes dropped during or after the fourth week of class

*\*See below for the refund policy that applies to CALL online classes through Knowledge Elements*

### **Non-Traditional Format Classes (including Early Fall, Early Spring, Summer, CALL, Concentrated MAR, 2-2-2, 3-3 Classes)**

- 100% Refund – Classes dropped on or before the first day of class
- 75% Refund – Classes dropped on the second day of class
- 50% Refund – Classes dropped on the third day of class
- No Refund – Classes dropped after the third day of class

### **CALL Online Classes (through Knowledge Elements)**

- 100% Refund – Classes dropped within 7 days of the class start date
- 40% Refund – Classes dropped between 8 and 14 days of the class start date
- No Refund – Classes dropped after 14<sup>th</sup> day from the start of the class

*Tuition for performing groups, charges for applied music instruction, audit charges and all other fees are non-refundable.*

The Registrar's Office will provide specific dates when these refund rates are applied. Through the first week of the semester, students may adjust their schedule online through MyCCU. After the first week of the semester, students must submit an official "Change in Registration" form to Enrollment Services. After the third week, the instructor's signature is required on the form. This form must be presented in person to Enrollment Services. Changes in registrations are not official until the "Change in Registration" form is received. All refunds are calculated from the official date the form is received by Enrollment Services.

### **Last dates for withdrawing from classes:**

- **Traditional Fall or Spring semester classes** – Students must withdraw prior to the final four weeks of the semester.
- **CALL classes** – Students must withdraw prior to the final class session.
- **All other non-traditional format classes (including Early Fall, Early Spring, Summer, Concentrated MAR, 2-2-2, 3-3)** – Students must withdraw within one week of the last class session unless the final assignment is due before that date.



### **Room and Board Refund Policy**

- 100% Refund – Prior to first day of class
- 90% Refund – During the first week of class
- 75% Refund – During second week of class
- 50% Refund – During third week of class
- 40% Refund – During fourth week of class
- No Refund – After fourth week of class

*It is the responsibility of the student to notify the appropriate Hall Coordinator when vacating a room and complete the required checkout process. A student who remains on campus after their last date of attendance will be held liable for room and board charges beyond that date. All refunds for room and board are calculated from the date when checkout has been completed.*

The Financial Aid Staff recalculates the financial aid eligibility for students who withdraw, are dismissed or drop out prior to completing 60% of a semester in accordance with the Federal Refund Policy. This recalculation may result in the return of financial aid funds to the student aid programs. Please refer to the above information regarding **Return of Federal Financial Aid** for additional information.

## STUDENT SERVICES CENTER

The Student Services Center provides students with engagement and support opportunities that promote academic growth, persistence to graduation, professional development, and meaningful employment. Located in Presidents Hall level 2, across from the elevator, the Student Services Center houses several key student support offices. These include the Evan Bolejack Learning Center, the Student Involvement Offices, Disability Services, and academic advising.

### Evan Bolejack Learning Center

#### Contact Information

Rachel Vincent - Lead Learning Coach

Zach Brower – Lead Learning Coach

Phone: 513.244.8479

Email: [learning.center@ccuniversity.edu](mailto:learning.center@ccuniversity.edu)

#### Hours of Operation

Monday – Thursday 11am – 9pm

Friday 11am – 4pm

Additional times by appointment

#### Support Services

Academic Coaching – Students who are experiencing academic difficulties may meet with a Learning Coach on a weekly basis. At this meeting, the Learning Coach will meet with the student to identify problem areas, develop a plan of action, and improve skills.

Academic Tutoring – Students needing tutorial services can receive assistance from the Learning Center. The Learning Center offers short-term or weekly individual tutoring sessions. These sessions are individualized to meet the needs of the student.

Study groups and supplemental instruction are also available at student or faculty request.

### Disability Services

#### Contact Information

Ray Horton – Director of Student Services

Phone: 513.244.8420

Email: [ray.horton@ccuniversity.edu](mailto:ray.horton@ccuniversity.edu)

Notification of Disabilities: It is the responsibility of the student to notify the school of his or her disability and to follow the process for requesting appropriate auxiliary services and academic adjustments.

1. Students entering CCU should submit a written request for disability services to the Director of Student Services after admission into Cincinnati Christian University. A current student who discovers the need for accommodations may submit a request at any point during his or her academic career.

2. Along with the written request for services, the student must provide documentation of the disability. This documentation must be prepared by a medical doctor, psychologist, or other qualified diagnostician as appropriate.
3. Complete documentation should include a diagnosis of the current disability, the date of this diagnosis, how the diagnosis was reached, the credentials of the diagnosing professional, how this diagnosis affects a major life activity, and how the disability affects the student's academic performance.
4. If available, the student should submit other documentation such as an Individualized Educational Program (IEP) or a section 504 plan from high school. CCU prefers these plans to be dated within three years of submission.

#### Grievance Procedures:

1. If a student believes that the recommended auxiliary aids have been established in error, extenuating circumstances are present that are not adequately addressed in the documentation, or approved accommodations are not being fully implemented, an appeal may be made in writing to the Student Services Office through the student advocacy process.
2. For full details on the student advocacy process, refer to the *Student Advocacy Policy* section of the student handbook.

### **Student Involvement Office**

#### Intramural Sports

Intramurals are available through the Student Involvement Office during both fall and spring semesters. Students are encouraged to take advantage of the opportunity to play a variety of sports.

#### Eagle's Nest

A student lounge, the Eagle's Nest, is available with a pool table and ping pong table. Ask a barista about using the game tables, the grill, the fire pit or borrowing any board games. Because the Eagles Nest serves the entire campus, it cannot be reserved in its entirety for private gatherings. Those wishing to reserve a portion of it for special meetings may do so by contacting the Event Coordinator's office

## **CAMPUS SERVICES AND SUPPORT**

### **Announcements and Information**

Announcements posted by students, employees, and outside organizations must be approved and stamped at the CCU Student Services office. Permission to post announcements on the Graduate School bulletin board must be secured from the Graduate Office (located in the Edwin G. Crouch Memorial Building).

CCU reserves the right not to publish information for reasons including, but not limited to lack of time, inappropriate content, or lack of available space. CCU also reserves the right to remove posted information that has not been approved by the Student Services Office or the Graduate Office.

### **Campus Store & Mail Center**

#### Hours of Operation (Subject to change)

Monday, Tuesday, Thursday--8:30-6:30

Wednesday, Friday--8:30-5:00

\*Closed during Chapel on Tuesday (10:00-10:50 AM) and during Small Group time on Thursday (10:00-10:50 AM).

\*\*Summer and additional hours are posted outside the bookstore.

The Campus Store stocks books, software, gifts, cards, music, CCU apparel and imprinted merchandise. Visa, MasterCard, Discover, cash and personal checks are accepted.

Complete postal services are available through the Mail Center, located in the Campus Store. Shipments are received and delivered daily via U.S. Postal Service, UPS, FedEx, International, and Express services. Mail is distributed to campus mailboxes Monday through Friday. Stamps and envelopes are also available for purchase.

### **Campus Technology**

#### Contact Information

Phone: 513.244.8647

Email: [support@missolutions.com](mailto:support@missolutions.com)

CCU technology resources include a fiber backbone network, student housing internet connectivity, and filtered internet access, several student labs for research, homework, Bible study, and leisure. Lab hours are posted outside of each lab. Policies on acceptable use of campus technology are detailed in the Student Handbook.

If you have any questions or problems regarding campus technology, please contact the IT Department.

### **Commuter Student Opportunities**

#### Contact Information

Student Services Department

Phone: 513.244.8150  
Email: [studentlife@CCUniversity.edu](mailto:studentlife@CCUniversity.edu)

Commuter students are encouraged to take advantage of the Eagle's Nest, located in the lower level of the Worship & Ministry Center and the Student Union located in the lower level of President's Hall. Both locations are open Monday-Friday and serve food, plus offer a place to study. The Eagle's Nest contains a coffeehouse, game rooms, TVs, and a patio overlooking the city.

## **CCU Counseling Center**

### Contact Information

CCU Counseling Center  
Phone: 513.244.8193  
Email: [counseling@CCUniversity.edu](mailto:counseling@CCUniversity.edu)

The Center is located on the first floor of Presidents Hall.  
The Center is open Monday-Wednesday from 9 AM to 9 PM and Thursdays from 9 AM to 4 PM.

Students can receive counseling free of charge at the CCU Counseling Center. The Center is a training clinic staffed by advanced students in the Master of Arts in Counseling program. Student counselors are fully supervised by licensed professional clinical counselors. Medical and other off-campus professional referrals can also be made through the Center. Students are encouraged to contact the Counseling Center to deal with problems such as homesickness, depression, sleep disturbances, anxiety, inability to concentrate, grief, relationship issues, anger, sexual purity, and other impulse control problems, as well as other personal issues.

## **Dining Services**

### Contact Information

Food Services Director – Steve Baker  
Phone: 513.244.8135  
Email: [sbaker@creativedining.com](mailto:sbaker@creativedining.com)

The Student Union is an "All You Care to Eat" dining facility that is open throughout the day on Monday through Friday, as well as brunch and dinner served on Saturday and Sunday. The Student Union is located in the lower level of President's Hall.

### *Meal Plans*

CCU's Dining Service offers many types of meal plans, which are redeemable at the Student Union. See the website for a list and full description of each meal plan at [www.ccudiningservices.com](http://www.ccudiningservices.com). (Note: Every residence hall student must purchase a meal plan.)

## **Enrollment Services**

*Enrollment Services is a one-stop office where you can get assistance with your student finances (including financial aid and student account), course registrations, and arrangements for housing and meal plans.*

Location: Presidents Hall, Enrollment Services hallway on level 2

Office Hours:

Monday through Thursday 8:30 AM - 4:15 PM  
Friday 9:00 AM - 4:15 PM

During the school year, Enrollment Services is closed on Tuesday and Thursday 9:30-10:30 AM for chapel

Extended hours are offered at the start of each semester. Check the schedule posted on MyCCU.

Enrollment Services Information on MyCCU

- Announcements and important information
- Access to Student Account Center (SAC)
- Links to financial aid forms and sites
- Links to online request forms (Meal Plans, Virtual Bookstore)
- 1098-T Tuition Statement Information
- Eagle \$ense tools

Contact Information:

Ph#: 513-244-8130  
Fax#: 513-244-8453

Email: [enrollmentservices@CCUniversity.edu](mailto:enrollmentservices@CCUniversity.edu)

**Health Services**

An athletic trainer is available on campus during posted hours. The training room is located on the stage in the gymnasium. The CCU Student Services Department also maintains a list of area Urgent Care facilities, hospitals, and other appropriate health care providers. Additionally, students can receive referrals to local physicians through the Student Services Department or the trainer.

The University is not responsible for providing emergency medical transport. The local rescue squad will be notified and the student may be transported via their medic units or by private ambulance. In less critical situations, students may opt to be transported by friends or family in a private car.

**Human Resources**

The Human Resources office is located in PH level 2. This office handles all administrative tasks related to on-campus student employment and can make referrals for off-campus employment. The office also issues paychecks, deals with worker's compensation, and sexual harassment issues related to on-campus employment.

### *Student Employment/Federal Work Study*

Students interested in working on-campus or as part of the federal work-study program should contact HR at 513.244.1729. Once an award letter is received from the Financial Aid office, students may then seek interviews within the various campus departments with student job openings. For most on campus positions, the starting pay is the minimum wage per hour as established by the U.S. Department of Labor or the State of Ohio, whichever is greater.

### **Inclement Weather Information**

When travel conditions are poor, a decision regarding the cancellation or delay of classes will be as soon as reasonably possible. This information will be announced on most local radio and television stations, via email, and through the CCU website. Students are strongly advised to sign up for the "RAVE Alert System" on [my.ccuniversity.edu](http://my.ccuniversity.edu) to receive a text, email, or phone call announcing university closures or other emergencies.

Announcements of delay or closure will identify the specific campuses impacted and will also indicate the duration of the delay. For example, the announcement "CCU main campus closed February 2" would indicate that all main campus courses are cancelled for February 2, while the announcement "CCU closed untilnoon" would indicate that courses beginning at 12pm or later will be in session. Please note that online courses are not impacted by campus closings.

### **Intercollegiate Athletics**

#### Contact Information

Athletic Director

Phone: 513.244.8645

Email: [john.taylor@ccuniversity.edu](mailto:john.taylor@ccuniversity.edu)

Web: [www.ccuathletics.com](http://www.ccuathletics.com)

Questions concerning the CCU Athletic program should be directed to the Athletic Director.

### **Library Services**

#### Contact Information

Phone: 513.244.8680

Email: [library@CCUniversity.edu](mailto:library@CCUniversity.edu)

#### Hours of Operation

Monday & Tuesday\* 7:45 a.m. - 11:00 p.m.

Wednesday 7:45 a.m. - 10:00 p.m.

Thursday 7:45 a.m. - 11:00 p.m.

Friday 7:45 a.m. - 5:00 p.m.

Saturday 10:00 a.m. - 5:00 p.m.

Sunday Closed

\* Closed every Tuesday and Thursday from 9:30-10:30 a.m. during chapel. Hours vary in the summer and during school breaks. Please check the CCU Library website for the latest information regarding hours of operation.

Located on the upper level of the Crouch Building, the George Mark Elliott Library provides students with many information resources and services to fulfill their learning and research needs. The library has a large collection of both electronic and print research materials, including articles, books, videos, theses/ dissertations, and much more. Students can access these materials by using the library catalog (<http://scrolls.ccuuniversity.edu>) and the research databases accessible through the library's web site (<http://library.ccuuniversity.edu>). The library's online resources can be accessed anywhere the student has internet access. To log on to these resources from off-campus, students must activate their library account. Once their account is activated, students can use their barcode number from the back of their student ID cards to log in to the databases. In addition to accessing these research collections, students may also benefit from the many services the library provides. The library offers computer labs (equipped with both PC and Mac computers, and printing/scanning/copying services), group and quiet study areas, and research assistance.

The CCU Library also provides inter-library loan services in order to help students access books, articles, and other research materials not available directly from the CCU Library. CCU is a member of OhioLINK (<http://www.ohiolink.edu>), which allows students to borrow books and other materials from college and university libraries throughout the state of Ohio. The CCU Library also participates in a consortium called OCLC, which allows students to borrow copies of books, articles, and other research materials from a global network of libraries.

Students must present a valid student ID card to check out items from the library. Students are responsible for all materials checked out on their ID cards and are urged not to allow others to check out materials on their cards. Students are financially responsible for all materials checked out to their library accounts. Most books may be checked out for a period of 21 days and may be renewed once. A fine of twenty-five cents per day for each overdue book is charged to the student's library account. When a book becomes more than 30 days overdue, a replacement bill of at least \$60.00 will be placed on the student's library account. This fee may be reduced if the book is subsequently returned in satisfactory condition.

Some library materials are placed on reserve each semester by professors. Professors assign a limited circulation time for each reserve item, ranging from two hours to seven days. When students check out reserve materials, they should notice the sticker on the front of each reserve item, because it will explain the type of reserve, the amount of time the item can be checked out, and the fines imposed for late return.

Reference books and periodicals must only be used in the library unless a library staff member grants permission for a special loan. Please do not remove any item from the library without first checking out the item. Removing items from the library without permission is considered stealing. Also, please return library items in the same condition in which they were checked out; defacing library materials is considered vandalism. Stealing and vandalism are both subject to discipline. Please help the library staff keep the collection intact and in good order so that all students may benefit from the library's research collections.



## Registrar's Office

### Contact Information

Phone: 513.244.8170

Email: [registrarcommunication@CCUniversity.edu](mailto:registrarcommunication@CCUniversity.edu)

The Registrar's Office serves as the official steward of academic records for the university. The following list includes some of the primary services provided by the Registrar's Office.

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### *Registration and Records Services*

The Registrar's office handles registration, add/drops, transcripts, class scheduling changes (day/time/classroom), enrollment verifications, degree certifications, changes in major/advisor/degree, course scheduling information, grades/grade reports, veterans (V.A.) educational benefits, intent to graduate forms, international student affairs and diplomas.

### *Registration Information*

Students in good academic standing are expected to register through [my.CCUniversity.edu](http://my.CCUniversity.edu) (my.CCU) Students who are not in good academic standing will have to have register on a paper registration form and have advisor approval for their schedule.

Registration dates, times, and procedures are published and each semester's schedule of classes are posted on the Student page of my.CCU.

Students in good academic standing can make changes in schedules via my.CCU before the semester begins. Once classes start, students may change their schedule through emails sent from their CCU email address or in person at the Registrar's Office. Students who are not in good academic standing have to have all schedule changes approved by an advisor.

### *Grades*

Grades are available to students via My.CCU. Grades and official transcripts will not be released to students who have an outstanding account balance. My.CCU accounts will also be blocked from registering for classes for students who owe money to the school.

### *Academic Advising*

Cincinnati Christian University provides academic advising to all degree-seeking students. All students are encouraged to consult with their academic advisor when selecting courses or adjusting their course schedule. However, the final responsibility for meeting all program/degree requirements and being informed of school regulations and procedures rests with the student.

## Safety and Security

### Contact Information

Phone: 513.244.8437

Email: security@CCUniversity.edu

Call 911 in the event of an emergency.

Campus Security is located in President's Hall on the second level.

Security officers are on duty to assist with campus policy and law enforcement at all times. Security personnel have authority to enforce campus traffic policies, to request identification of any person on campus, to escort unauthorized persons from campus if necessary, to detain persons in violation of the law, and to fulfill such other responsibilities as may be appropriate in securing the campus.

Campus crime and security issues are very minimal due to careful and thorough campus security measures. Campus security and Cincinnati Police officers patrol the campus regularly. CCU is also protected by the use of security cameras that monitor activity on campus. Students living on campus are given access codes to the main door of their residence hall. They may also contact Campus Security to be admitted to the hall and proper identification is required. The residence halls and other campus buildings have an announced closing hour during the year, exceptions to the posted times must be approved by either the Student Services Office or Hall Coordinators in advance of a scheduled event.

### *Student Identification Cards*

Each student's photo is included on his/her identification card, which remains effective as long as the student continues at CCU. The card, properly validated, is used for identification in the dining hall, library, at various school activities, and by security personnel. The card may also be used to borrow books from the participating libraries in the greater Cincinnati Library Consortium. Students who lose their student I.D. cards must obtain a replacement card from the Safety & Security Office at the cost of \$15.00.

Campus security is the responsibility of the entire CCU community. It is therefore important for members of the community to report any and all questionable incidents. Crimes that occur on campus are to be reported immediately to CCU Security (513.244.8437). Victims or witnesses of criminal activities are directed to complete an Incident Report, which details the facts surrounding the crime. Report forms are available in the Security office, through residential staff, or in the Student Services office. In cases involving violation of local, state, or federal laws, the Cincinnati Police are notified for appropriate follow up. The University cooperates fully with any investigations conducted by proper authorities. In the event of a crime that poses a threat to the campus community, notice may be made through the University's television system and bulletins placed in high traffic areas of the campus, as well as the Rave Alert system.

Students are obligated to adhere to the following regulations regarding campus safety:

#### *Facility Entry*

Students are prohibited from entering rooms, buildings, and other restricted areas of the campus without permission or after their normal closing hours.

#### *Official Requests and Direction*

No student shall fail to comply with a reasonable and lawful request or direction by members of the faculty, administrative staff members, residence hall staff, or other university employees acting in the performance of their duties. Students must be prepared to provide proper identification upon request of a university official

#### *Falsification*

No student shall intentionally provide false information to a university faculty member or staff member acting in the performance of his/her duties.

#### *Identity Concealment*

Students are prohibited from wearing masks on campus or otherwise concealing their identity. The only exception to this is when officially sanctioned university activities call for the participants to dress in costume.

#### *Residence hall Codes*

Each residence hall entrance is locked and secured requiring a code to gain entry. CCU residents are not to give out the residence hall codes. Additionally, residents are not to prop open doors or tamper with the locking mechanisms in an attempt to gain entry to the residence hall.

#### *Eluding Security*

Any student who intentionally flees or eludes campus security for the purposes of concealing one's identity, entering campus after closing, or for any other purpose will receive a disciplinary penalty. All students must act appropriately when approached by campus security to answer questions or provide identification.

#### *Suspicious Persons/Activity*

Any suspicious persons/activity should be reported immediately to Security and the appropriate RA and/or HC. The residence halls are private property and therefore are not open to businessmen, solicitors or other outside persons.

#### *Theft*

Any crimes and/or thefts should be reported immediately to Security. If desired, the student may notify the police department. The University makes a reasonable effort to protect the personal property of residents, however the University will not be liable for articles that are lost, stolen, or damaged by fire, water, heat, and/or natural disasters. Students are strongly encouraged to lock room doors and car doors. (Please Refer to *Residential Services* for information about Lost & Found)

## **Scheduling Events, Rooms, and Facilities**

### Contact Information

Production Coordinator- Josh Hopper  
Phone: (513)244-8417  
Email: [joshua.hopper@CCUniversity.edu](mailto:joshua.hopper@CCUniversity.edu)

The Production Coordinator maintains the official calendar of school events. The official academic calendar is maintained in the office of the Chief Academic Officer. Nearly all requests can be handled immediately. Occasionally requests will need to be discussed with the Leadership

Team, the faculty and/or college administrators. If you have any questions about reserving locations on campus, please contact the events office.

In order to schedule a room for a meeting or gathering on campus, please make the request by contacting Josh Hopper, Production Coordinator. This includes scheduling any classroom, chapel, or Foster Hall.

To schedule the Multipurpose Center (gym), contact John Taylor, the Athletic Director, by phone (ext. 8191) or email ([john.taylor@ccuniversity.edu](mailto:john.taylor@ccuniversity.edu)).

Student sponsored events require approval through the Office for Student Involvement. Contact the Student Involvement Coordinator by phone (513.244.8685) or email ([student.involvement@ccuniversity.edu](mailto:student.involvement@ccuniversity.edu)).

### **Residence Hall Lobbies**

There are several locations students may use to socialize or study. Each residence hall has a lobby on its main entry floor. After the residence hall closes, only the residents of that particular residence hall are permitted in the lobby. Furniture is not to be removed from lobby areas.

## STUDENT ORGANIZATIONS & LEADERSHIP

Students are encouraged to participate in college-sponsored extracurricular activities. These activities strive to develop the total personality of the individual. Any inquiries about student organizations should be made to the CCU Student Services Department or directly to the department or individual listed with the organization.

The following is a listing and description of some of the opportunities for religious, physical & social activities on the CCU campus.

### **Ministries, Missions, and Outreach**

To encourage the spread of the gospel at home and abroad and to encourage Christian growth in oneself and others, students can participate in these ministries at Cincinnati Christian University.

#### *Outreach Ministries*

Students who participate in CCU's Outreach program are prepared for practical ministry in the areas of leadership, worship leading, teaching, preaching, missions, and servant evangelism. Teams represent CCU at churches, conferences, conventions, and church camps throughout the mid-west. Teams of 4 travel during the summer, sharing Christ and developing practical ministry skills to further their development for ministry. Auditions for these teams take place during the fall semester. Upon completion of the Outreach Ministry training semester and the travel commitments, students will be eligible to receive Outreach Ministry compensation. Inquiries about this program should be directed to the Mark Tucker at [mark.tucker@ccuniversity.edu](mailto:mark.tucker@ccuniversity.edu).

### **Drama**

The Cincinnati Bible Theater Organization uses the drama talent of the student body to provide entertainment for the CCU family and encourage development of drama within the church or school setting. This group usually performs a Spring play each year and works with all aspects of dramatic production. Activities beyond participation in productions vary from year to year. Inquiries about this organization should be made to Paul Friskney at ext. 8128 or [paul.friskney@CCUniversity.edu](mailto:paul.friskney@CCUniversity.edu).

### **Music & Worship**

Many opportunities for students to enhance their musical talents exist at Cincinnati Christian University. Questions about these opportunities and others at CCU should be made to Dr. Ken Read at ext. 8195 or [ken.read@ccuniversity.edu](mailto:ken.read@ccuniversity.edu).

#### *MUEN 110 Worship Ensemble (1 hour)*

Made up of music and worship students, plus others by audition and need. The ensemble focuses on a wide variety of repertoire, but all is centered on expression of Christian worship. This group regularly leads in chapel once a week. (Requires

acceptance as a degree student in music and worship, or special permission from the director).

*MUEN 210 Vocal Ensemble (1 hour)*

A select mixed choir. Literature and performances vary from year to year to include the following types of experiences: seasonal concerts, conferences, major choral works, musicals, and a spring tour. (Prerequisites: Audition and/or special permission from the director)

*MUEN 220 Mixed Instrumental Ensemble (1 hour)*

A select small ensemble focused on instrumental degree students, plus others by audition and need. The repertoire for the group varies widely, based on the makeup and needs of the group of musicians. Prerequisites: Audition and/or approval of the director(s).

*Non-credit music ensembles*

Athletic Band. Rhythm section and wind instruments.

*Private lessons*

Cincinnati Christian University offers private applied instruction in piano, voice, guitar, brass instruments, percussion, and composition. Applied lessons in other instruments can sometimes be arranged through special arrangements with an off-campus instructor. See the Music & Worship Office for registration.

## **Student Leadership**

Many leadership opportunities exist at CCU through various departments and organizations. To inquire about Student Leadership positions, please contact the CCU Student Services Department at ext. 8150 or [studentlife@CCUniversity.edu](mailto:studentlife@CCUniversity.edu).

*Orientation Leaders*

This group is vital to our Orientation Programming. The primary goal of Orientation Leaders is to assist new students in their assimilation into CCU life. Orientation Leaders are a group of upperclassmen selected at the end of April for the following academic year. For more information about this opportunity, please contact the CCU Student Services Department at ext. 8150 or at [studentlife@CCUniversity.edu](mailto:studentlife@CCUniversity.edu).

*Resident Assistant*

This group consists of 14 floor RAs. There is at least one RA on each floor in each residence hall. The RAs have responsibility for developing an atmosphere on the floor and in the residence hall, which will assist students in spiritual, academic, and social growth. Resident Assistants are selected at the end of February for the following academic year. For more information about this leadership program, please contact the CCU Student Services Department at ext. 8150 or [studentlife@CCUniversity.edu](mailto:studentlife@CCUniversity.edu).

*Student Activities Board (SAB)*

This group is comprised of students, selected annually, who seek to improve the university experience by providing opportunities for growth through a wide variety of activities that meet the needs & interests of the CCU community.

The Student Activities Board:

- Serves as a primary resource for students to get involved on campus.
- Challenges students through a model of servant leadership to improve the university experience for themselves and their peers.
- Serves as one of the major programming organizations at CCU.

#### *Student Government*

This group exists to promote a unified, healthy, and vibrant student body by providing undergraduate students with an active voice in campus issues & concerns. Furthermore, the Student Government serves as representatives of student interests to the university administration. Members of each class will be elected to serve for a year-long commitment. In addition, the several leadership positions within the body will be chosen through open election.

Student Government:

- Listens, understands and represents students' ideas, questions, and concerns.
- Works to improve students' satisfaction and life on campus.
- Supports campus clubs and organizations.
- Works with other student groups to foster community and promote communication between students, administration, faculty and the board of trustees.

### **Forming Campus Organizations**

Additional campus organizations may be initiated by students. To start an organization an application must be obtained from the CCU Student Services Office. The group must secure an advisor who is a member of the college faculty/staff, compile a list of members, and complete A Campus Organization Application. When the application and the above information are received and approved by the CCU Student Services Department, the group becomes a fully authorized campus organization.

For the organization to be approved and remain so, the following criteria must be met and agreed upon:

- The organization must have a clearly stated purpose.
- All activities and/or fundraisers organized by the group must be approved by and planned in conjunction with the CCU Student Services Office.
- The organization must have an advisor who is a member of the college faculty/staff.
- The organization may not plan programs which are a duplication or in competition with other campus organizations.

All organizations and their members must maintain a standard of behavior that is consistent with university standards of conduct and the mission statement of CCU, the Student Handbook, and the Handbook for Student Organizations.



Every organization must complete a form that lists their members and advisor each year. Advisers, approved by the Student Services Department, are to be present at any college-approved event where students are present off-campus. The college reserves the right to revoke the registration of any organization that does not abide by the guidelines for organizations.

### **LIMITATIONS AND DISCLAIMER**

The intent of this document is not to parse out every potential behavior associated with a behavior category. Questions about individual categories can be directed to the Student Services department. The Policies, rules, and regulations may be created or modified at any time without notice. Additions and modifications will be published in the Student Handbook and/or Catalog.



Appendix A – Admissions Application Agreement

I understand that I have access to the 2015-2016 Cincinnati Christian University Student Handbook at <http://ccuniversity.edu/catalog/general-info/student-life-at-ccu/college-student-life/>, or by requesting a copy in person or electronically from the CCU Student Services Center. I acknowledge that I am responsible for adhering to all of the policies and procedures contained in this student handbook. I agree to follow all of the policies and procedures contained in the student code of conduct as well as all local, state, and federal laws. I understand that if I violate any policy or procedure contained in the handbook that I may be subject to the consequences described therein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



# CINCINNATI CHRISTIAN UNIVERSITY

## Student Handbook CALL Addendum 2018-2019 Edition

The complete Student Handbook can be found at [My.CCUniversity.edu](http://My.CCUniversity.edu) on the Student Services Tab.

### **Center of Adult Learning and Leadership – Student Handbook Supplement**

This Student Handbook Addendum is for students in the Center of Adult Learning and Leadership. To obtain further information about policies relating to undergraduate students and degrees, please consult the Student Handbook or the University Catalog.

#### **OUR MISSION**

The mission of Cincinnati Christian University is to develop students into selfless, well-rounded leaders who follow Christ and positively impact their community, country, and world.

## **ACCREDITATIONS AND AFFILIATIONS**

Cincinnati Christian University is affiliated with the Christian Churches and Churches of Christ. It is accredited by these agencies to award Associate's, Bachelor's and Master's degrees:

Higher Learning Commission  
of the North Central Association of Colleges and Schools  
30 North LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
(312) 263-0456

## Center of Adult Learning and Leadership and its students

### Characteristics

- The class schedule is an accelerated program, not an abbreviated program. Therefore, students can maximize their time in the classroom by coming prepared with completed homework for each session.
- Classes are scheduled year-round. Appropriate holiday and summer breaks are built into the schedule. Students can plan for breaks during the week of the following holidays: Labor Day, Thanksgiving, Christmas, New Year, Good Friday (Easter), Memorial Day, Fourth of July.
- Students fully registered for the cohort schedule are full-time students and are therefore eligible for federal financial aid.
- Courses are scheduled on Monday, Tuesday and Thursday nights on the Main Campus.
- Courses are scheduled on Thursday nights at the Tri-County (Vineyard Community) site. Currently only Professional Core courses are scheduled at the Tri-County extension site.
- Courses meet from 6:00 – 10:00 p.m. Each course meets for 5 weeks, followed by a take home final exam or project, typically due the first week of the next course.
- Students may opt in or out of the textbook delivery program. Through the textbook delivery program, textbooks are mailed to the student's address and scheduled to arrive approximately 2 weeks before the start of class. Students who opt out of the program will obtain their textbooks through third party vendors. Textbook lists are made available prior to the beginning of each semester.
- Students may access their syllabi through the My.CCUniversity.edu website by clicking on the Adult Learning Syllabi link. Syllabi will also be embedded in the respective Learning Management System (Canvas) course.

### Curriculum

The Center of Adult Learning and Leadership is designed to help the student complete their Bachelor of Science or Bachelor of Arts degree. This is accomplished through:

1. **Courses** are offered in an accelerated format, 5-week courses meeting year-round, one right after another; 3 semester hours of credit for each course. Degrees are offered in five majors: Business Management, Christian Ministries, Organizational Leadership, Psychology and Humanities. We also offer an Associates of Arts in Humanities.
2. **Arts & Sciences and Open Credit Courses** – Students needing to complete their Arts & Sciences and Open Credit requirements may take such classes in the Center of Adult Learning and Leadership accelerated format at the Main campus.
3. **Online Classes** – Online course offerings are available to supplement a student's need for Arts & Sciences and Open Credit requirements. Students are assessed to meet eligibility standards. There are limits to the number of online courses a student may take at CCU and apply toward their degree requirements. For more information please contact your Academic advisor.
4. **Credit by Demonstrated Competency (CDC)** – Students may earn Credit by Demonstrated Competency for extensive experience that can be related to an

academic discipline. An online tutorial class is available for a reduced fee to help students evaluate their life experience for possible submission for CDC credits.

### **My.ccuniversity.edu**

This official CCU site is a source for important information and forms.

### **Degree Requirements**

All students must satisfy the following requirements to receive the Bachelor of Science degree:

1. Completion of 120 semester hours accepted by Cincinnati Christian University with a cumulative grade point average of 2.0 (4.0 system) or above in the Core.
  - a. 18-30 semester hours in Bible & Theology, depending on the degree major
  - b. 30-39 semester hours in the Professional Core, depending on the degree major
  - c. 39 semester hours in Arts & Sciences
  - d. 21-36 semester hours in Open Course Credits (usually fulfilled by transfer credit)
2. Fulfill all financial obligations to the University.

### **Arts & Sciences Schedule**

For students beginning with fewer than 60 semester hours of college credit, the Arts & Sciences schedule allows the student to build a proper educational foundation before entering the schedule of Bible & Theology and Professional Core courses in the Center of Adult Learning and Leadership. The Arts & Sciences schedule follows the same accelerated format—Monday, Tuesday and Thursday evenings—offering Arts & Sciences and Open Credit courses. This allows the student to earn 12 to 15 hours of credit per term.

## **ACADEMIC POLICIES**

For official and current academic policies, please refer to the CCU Academic Catalog.

### **Faculty**

Faculty members who teach in the Center of Adult Learning and Leadership will all hold at least the Master's degree, and many will hold the Doctoral degree. Many will be full-time CCU faculty while some will have experience and expertise in appropriate fields of ministry or in the marketplace.

Contact information for each instructor is provided on the course syllabus, which is accessed at [my.ccuniversity.edu](http://my.ccuniversity.edu); Adult Learning Syllabi link. Students should contact the instructor concerning issues related to the course and its requirements.

Along with the contact information, the instructor provides expectations of the student in submitting written assignments and classroom management. Any student who questions the grade awarded for an assignment or for the course should discuss those questions directly with the instructor. If the student is not satisfied with the resolution of the discussion, a written appeal should be submitted to the Registrar and the Admissions and Academic Standards Committee.

### **Adding/Dropping Courses**

Once a student begins and is registered for the accelerated schedule, the assigned academic adviser will initiate continuous registrations until a student indicates in writing their intention to withdraw for a period of time. Students are responsible for knowing their academic schedule, especially as it relates to their personal schedule. Registration indicates a commitment to complete a degree in this academic institution and the student is responsible for being involved with the scheduling along with the academic advising that CALL provides.

All requests for schedule changes should be made in writing and approved by the student's Academic Advisor. If you discuss a schedule change in a phone call, please follow-up with a written request via email to your advisor.

If changes in schedule become necessary, they should be made in a timely manner. Effective August 15 2007, the following fees may be assessed for schedule changes:

- \$10—Change in Registration (adding or dropping) which happens 60 days before a course begins (before books are ordered). If the change is made because of an issue which we have deemed is our responsibility and not the student's, the fee will be waived.
- \$50—Change in Registration (adding or dropping) which happens within 60 days of a course beginning. If the change is made because of an issue which we have deemed is our responsibility and not the student's, the fee will be waived.

### **Withdrawal from a Class/Program**

To withdraw from a class at Cincinnati Christian University, a student must notify their Academic Advisor in writing explaining the reason and the intent as soon as possible (see the Catalog for full details). Any withdrawal results in changes to financial aid eligibility, so the student should discuss with Enrollment Services staff the impact of the withdrawal on the student's financial obligation.

Failure to attend class(es) is not sufficient notice to qualify for a refund and will result in the grade of "FA" (failure due to absences) in the course(s). The student is still responsible for the debt incurred by enrollment. For students who withdraw from part of their class load, refunds will be made from the official date of withdrawal according to the following schedule:

<b>Term</b>	<b>Refund</b>
Before the first class session	100%
On the second class session	75%
On the third class session	50%
After the third class session	NO REFUND

### **Additional Options for Credit**

Center of Adult Learning and Leadership students may earn up to 30 semester hours of non-traditional course credit (anything outside of the traditional classroom setting). Any combination of these options is part of the 30 hour total:

- ***Credit By Demonstrated Competency***  
A 3rd party provider, Knowledge Elements, can help you evaluate certificates and non-accredited learning experiences. Once you have identified a specific area, you would write a 10-15 page paper demonstrating in written form what kind of learning took place and how it is equivalent to college-level study.

This process begins with a 1-hr online course that serves as a tutorial, walking you through a printed manual. Once you have determined an area to request credit, you would then write about your learning experience. The online course cost is \$50. Each credit hour requested is \$50, plus the faculty evaluation cost is \$100. The total cost would be \$300 for 3 credit hours (the typical amount). Credit is restricted to Arts & Sciences (English, communication, science, history, behavior, philosophy) or open course requirements and not for courses in the core curriculum.

Students interested in meeting Arts & Sciences or Open Credit requirements by CDC should discuss enrollment in the online tutorial to help estimate the number of prior learning credits you might earn in this manner.

- ***CLEP (College-Level Examination Program)***

See the University Catalog for full details.

- **Online Courses**

Cincinnati Christian University partners with Knowledge Elements in an effort to make online courses available to students in the Center of Adult Learning and Leadership. Students can use this option as a way of meeting general education and elective requirements that cannot be fulfilled through a regular classroom experience. The online courses should not be substituted for courses offered in the Bible & Theology and Professional Core of the Center of Adult Learning and Leadership.

Students must have a computer with an internet connection and an active email address. A relatively high-speed computer and internet connection are essential requirements for online courses.

The online program will meet the course objectives just as the classroom courses require. Although classes will be asynchronous (all students do not need to be online at the same time), students will have contact with their instructor and classmates through forums and e-mail.

The Center of Adult Learning and Leadership staff will evaluate each student on a case-by-case basis to determine whether he or she is a good candidate for online coursework.

### **Course Attendance**

See the University Catalog for full details.

### **Completion of Coursework**

A course syllabus is made available to every student for each course. All Center of Adult Learning and Leadership students are strongly encouraged to read through the Syllabus and become familiar with the Student Evaluation (Grading) section and Learning Outcomes for the course.

If no specific guidelines are provided, this standard policy applies. Any written assignment turned in after the due date will result in a reduction of the grade for that assignment. Any assignment not turned in will result in an “F” for that exercise and a reduction in grade for the course.

- a student cannot submit anything for credit after the final has been submitted.
- a student cannot submit anything for a class after the following class has completed its scheduled sessions

*Be sure to consult your instructor if you are having trouble completing an exercise, assignment or final.*

### **Optional Book Distribution**



The Center of Adult Learning and Leadership offers a textbook delivery program option for interested students. Students who opt-in to this program will be charged a variable materials fee for each course. Textbooks are mailed to students at least two weeks prior to the start of the new class. Changes of address must be submitted to the Registrar or to the academic adviser. ***Students should contact the CALL office immediately when books are expected and not received.***

### **Academic Progress**

See the University Catalog for full details.

### **Graduation Requirements**

All degree requirements must be successfully completed as previously defined. All financial obligations to the University must be fulfilled. Students anticipating graduation should complete and file an *Intent to Graduate* form (available online) and pay the appropriate graduation fee by the deadlines provided by the Registrar's office.

While three graduation dates are scheduled in the Academic Calendar (August, December and May), only one ceremony is held in May to celebrate the accomplishments of all graduating students. Diplomas are issued several weeks following the graduation date when the Registrar's office has verified that all requirements have indeed been met by the students.

The graduation fee is due along with the completed Intent to Graduate form. Intent to Graduate forms are usually due in April for August, May for December graduation and October for May graduation. Intent to Graduate Forms and Fee information are available online at [my.ccuniversity.edu](http://my.ccuniversity.edu).

## **STUDENT ACCOUNT BILLING AND PAYMENT**

**Financial and Academic Obligation:** Upon registering for classes at CCU, you incur a financial obligation for the cost of these services and all related charges. These obligations can only be adjusted by official withdrawal from CCU in accordance with established policies. Failure to attend does not withdraw you from your classes. Please refer to the Institutional Refund Policy for specific refund information. Additional information regarding refunds and academic policies may be found in the CCU catalogue and/or student handbook.

**Billing:** When you register for classes, charges are created on your student account. All student account information is available to you through CCU's web-based Student Account Center (SAC). The SAC provides real-time updates of all your student account activity including charges, financial aid and payments. You may share account access with parents, spouses or other sponsors through the SAC.

Payment arrangements for CALL student, including financial aid, must be completed by the start of the first class in each CALL term. A late payment fee of \$100 will be applied if you have not

completed payment arrangements by these due dates. Monthly finance charges (1.25% per month; 15% APR) are applied to unpaid account balances.

You will be blocked from registration for future semesters until your account is paid in full. A block on your student account will also prevent you from receiving a transcript or your diploma. If your account is delinquent after 90 days, it will be placed with an agency for collection. You will be responsible for paying all fees and expenses incurred by CCU in the collection of your account balance.

#### **Available Payment Methods:**

- Awarded and accepted financial aid
- Payment Plan—CCU offers an interest-free monthly payment plan managed by Tuition Management Systems. There is a \$35/semester enrollment fee to use the payment plan. The CCU Enrollment Services staff assists CALL students with setting up payment plans.
- Third Party Payment—If your account will be paid by a third party, students must provide official documentation to Enrollment Services. This documentation must verify the amount of the scholarship or payment by semester and list any restrictions or additional requirements. Examples of third-party payment include: Veteran's Administration and state vocational rehabilitation.
- Employer Tuition Assistance—Check with your employer's HR department to learn if you have this benefit available and the requirements. Most employers require students to pay charges up front and receive reimbursement from their employer. CCU Enrollment Services can provide an invoice for your employer.
- Private or Alternative Loans—See MyCCU for a link to FASTChoice, a tool to compare terms of various private loan programs, to find the loan that works best for your needs.

#### **Other Student Account Information**

**Purchasing Books:** To aid in student academic success, CCU provides an optional textbook program for students in CALL. If you elect to participate in the textbook program, a book and materials fee is charged to your student account. If you opt out of the textbook program, you may purchase textbooks from the CCU Virtual Bookstore using excess financial aid funds. An online request form is provided to request a transfer of anticipated financial aid credits to the Virtual Bookstore.

**Processing of Financial Aid:** Federal and state funds are sent directly to CCU via electronic transfer and applied to your student account. Aid will be disbursed at various time during the semester after verification of enrollment and receipt of funding from the Department of Education, state or other agency.

**Refunds of Student Account Credits:** Credit balances that result from excess financial aid or over payments will be refunded to you automatically through the CCU refund disbursement system. When you register in the refund system, you may choose to receive your refund as a direct deposit to your bank account or on a prepaid Discover card. Refunds of posted credits are processed on a weekly basis.

**Managing Student Finances:** You will want to limit your borrowing to cover only necessary educational expenses. Learn to manage your money and time wisely while you are in school. These skills will enable you to make wise choices throughout your academic career and your whole life. Tools and ideas to get you started can be found on the Eagle \$ense page of MyCCU.

### **Communication**

Enrollment Services is an important resource for you. Email or call with your questions, or schedule an appointment to meet with someone in person to discuss your finances. We want to help with any financial problems that may arise, but we can help only when we are aware of your situation.

Our office will communicate directly with you via University email. Please respond promptly if we request information from you. A delay in your response could mean a delay in the processing of your financial aid.

## **FINANCIAL AID & SCHOLARSHIP INFORMATION**

### **Financial Aid – Getting Started**

The Free Application for Federal Student Aid (FAFSA) establishes your eligibility for financial aid by collecting data about your family's income, assets, size, and number in college. The results of the FAFSA will determine your eligibility for federal and state aid (Federal Pell Grant, Federal SEOG Grant, Federal Work-Study, Federal Direct Loans, and Ohio College Opportunity Grant). The FAFSA can be found online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application must be filed annually and is available each year beginning on January 1.

When you complete your FAFSA online, you will sign the application using your FSA ID comprised of a username and password. If you are a dependent student, your parent also will need an FSA ID. Be sure to include Cincinnati Christian University in the school section of your FAFSA. This will enable Enrollment Services to receive your FAFSA results electronically from the Federal Processor. (Our Federal School Code is 003029.)

Maintain good records with regard to your financial aid application. Carefully complete all information, and keep a copy for your files. After receiving your FAFSA, the Enrollment Services staff will contact you if additional information is needed to complete your financial aid file. Your Award Packet will be mailed to you approximately two weeks after your file is complete. The Award Packet will include a letter detailing your financial aid eligibility. It also will include further instructions for completing the financial aid process.

**Should I apply if I don't think I will qualify for anything?** Financial aid includes Federal Direct Subsidized and Subsidized Loans and PLUS Loans as well as state and federal grants. You cannot obtain a federal loan unless the FAFSA has been completed. Even if you do not plan to take out a loan, it may benefit you to fill out the paperwork. Also, you cannot know your eligibility for federal or state grants for certain unless you file the FAFSA. Occasionally, unforeseen situations will arise that create a financial need. By completing your financial aid file early, you will be better prepared for an emergency.

## Types of Financial Aid

**Scholarship:** This type of award does not have to be repaid. Cincinnati Christian University offers a variety of scholarships to new students each year. For details regarding CCU scholarships, please visit [www.CCUniversity.edu/financial/financial-aid/scholarships](http://www.CCUniversity.edu/financial/financial-aid/scholarships).

**Grant:** This type of award is based on financial need and does not have to be repaid. Federal and state governments provide funding for most grants. Cincinnati Christian University also has some need-based grant awards.

**Family Grant:** Cincinnati Christian University offers this grant when more than one member of a family unit (parent and dependent children or married couple) is enrolled as a full-time undergraduate student at CCU. Each family member must be accepted and attending full time to be eligible. The amount of the Family Grant is up to \$1,500 per semester. The Family Grant application is available on MyCCU and from the Enrollment Services Office. The form must be submitted each semester. Please see the application for additional restrictions.

**Federal Student Loans:** Low-interest federal loans are available to students who are attending college at least half time. No credit check is required. Repayment on the loan begins six months after you graduate or drop below half time. You must submit the Free Application for Federal Student Aid (FAFSA) to gain eligibility for a federal student loan. Annual loan limits have been set by the federal government and are based on dependency status and year in school.

- Federal Direct **Subsidized** Loans are available to students who have financial need as determined by the FAFSA. The federal government will pay the interest on your Subsidized Loans while you are in school at least half time and during the six-month grace period before you enter repayment. The interest rate for Federal Direct Subsidized Loans first disbursed to undergraduate students between July 1, 2016 and June 30, 2017 is fixed at 3.76%.
- Federal Direct **Unsubsidized** Loans are available regardless of family income. You are responsible for paying all interest on your Unsubsidized Loans. Although payment of the loan is not required while you are in school at least half time, the interest will accrue during this time and increase your indebtedness. You have the option of paying the interest as you go to help keep your loan debt to a minimum. The interest rate for Federal Direct Unsubsidized Loans first disbursed to undergraduate students between July 1, 2016 and June 30, 2017 is fixed at 3.76%.

**Private or Alternative Loans:** These are credit-based loans that have varying interest rates and fees. Students must attend at least half time for most programs and may need to have a co-signer to be eligible. You should exhaust all Federal Direct Subsidized and Unsubsidized eligibility before considering an alternative loan since these loans tend to be more costly than federal loans. Compare the terms of various private loans programs to find the loan that works best for you.

## Additional Facts about Federal Loans

The government has set annual borrowing limits for students based on the number of credit hours earned. Independent students may borrow the following maximums per academic year:

Freshmen (0-25 credit hours earned)	\$9,500
Sophomores (26-57 credit hours earned)	\$10,500
Juniors/Seniors (58+ credit hours earned)	\$12,500

Federal funds are sent directly to CCU via electronic transfer.

For Direct Subsidized and Unsubsidized Loans first disbursed on or after October 1, 2015 and before October 1, 2016, a fee of 1.068% is deducted from each disbursement. For Direct Subsidized and Unsubsidized Loans first disbursed on or after October 1, 2016 and before October 1, 2017, a fee of 1.069% is deducted from each disbursement.

All first-time student borrowers must complete Entrance Counseling which describes the students' rights and responsibilities with regard to Federal Direct Loans. This loan counseling must be completed before any loan funds can be released to a student account.

**How do I obtain a Federal Direct Subsidized/Unsubsidized Loan?** You must complete the FAFSA to begin the Direct Loan process. The FAFSA results enable Enrollment Services to determine your loan eligibility. You will receive an Award Letter detailing your federal loan eligibility and the exact steps for obtaining a Federal Direct Loan.

**What do I do if I think my Federal Student Loan awards should be higher?** Information regarding your credits to be transferred to CCU may not have been available at the time your award was created. If you are transferring credits to your CCU degree and believe you have transferred enough credits to be at a higher grade level than your student loan awards reflect, please contact the Enrollment Services Office to have your loan eligibility reviewed. You also can request to have your eligibility increased mid-year if you earn enough credits during the fall semester to achieve a higher grade level for the spring semester.

### Scholarship Opportunities

**Outside Scholarships:** Community organizations often have scholarship funds available. Check with local civic groups and professional and social organizations. Churches often support students who attend Christian colleges. Many CCU students receive financial support from their home churches.

**Partner Church Scholarship:** Churches that agree to support CCU at a certain financial level can participate in the Partner Church Program. If you are a member of a Partner Church, you may be eligible to receive a Partner Church Student Scholarship in the amount of \$4,000/year. You will need to complete a Partner Church Scholarship Application which is available from your church's liaison. The liaison will certify your membership status and forward the application to CCU. Additional restrictions are listed on the application form. A list of Partner Churches may be found on the CCU website.

**Scholarship Searches:** Several free scholarship searches are available online. Try starting at [go.salliemae.com/scholarship](http://go.salliemae.com/scholarship) or [www.fastweb.com](http://www.fastweb.com). You will need to complete a user profile, and then your profile will be cross-referenced with databases containing thousands of scholarships. You will receive information regarding scholarships which match your profile. Be wary of any company which charges you money to help you find additional funding.

If you are awarded any outside grants or church scholarships, be sure to keep us informed. These outside grants and scholarships may have an affect your financial aid eligibility.

### **Satisfactory Academic Progress**

Federal Regulations require students applying for or receiving Federal Title IV student financial aid to maintain standards of Satisfactory Academic Progress (SAP) as they pursue their degrees. This rule applies to all students applying for aid whether or not financial aid has been received previously. Both quantitative (the maximum time frame and completion rate) and qualitative (grade point average) measures are used in determining satisfactory academic progress for Title IV aid.

#### **Programs affected:**

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Loans, Subsidized and Unsubsidized
- Other Federal Aid
- State Grants and Scholarships
- Institutional Grants and Scholarships

**Minimum Credits to be Completed:** All students must maintain a cumulative completion rate of 67%. Your completion rate is determined by dividing the number of credits you have earned by the total number of credits you have attempted. Credits transferred from another university count as attempted and earned hours. Any course for which you are scheduled to begin attendance will count as attempted unless you drop the course before it begins. Courses that are dropped before they start will not affect your completion rate or maximum time frame.

**Minimum Cumulative GPA:** All undergraduate students must maintain a minimum cumulative GPA of 2.0. Graduate students must earn a cumulative GPA of 2.67.

**Maximum Time Frame:** A student becomes ineligible for aid after he has attempted 150% of the number of credit hours required for his current degree program. Credits which were taken at another university and transferred to the CCU degree program will count as attempted hours. Periods when a student does not receive Title IV aid will count toward the maximum time frame. Non-credit developmental coursework will count toward your enrollment status for the term but will not affect your GPA, completion rate, or maximum time frame.

#### **Return of Federal Financial Aid**

The Financial Aid staff must recalculate financial aid eligibility for students who withdraw, are dismissed, or drop out prior to completing 60% of a semester. A student should contact Enrollment

Services Office to withdraw from all classes. The student's notification will initiate the Return of Title IV (Federal) Funds calculation which will be computed by the Financial Aid staff.

When a student who is receiving federal financial aid withdraws from all classes (or leaves without notifying the institution) during the federal refund period, unearned funds will be returned to federal aid accounts in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal SEOG Grant
- Iraq and Afghanistan Service Grant

The government provides a form called *Treatment of Title IV Funds When a Student Withdraws From a Credit-Hour Program* which is used to calculate the amount of Title IV aid earned by the student. The Official Withdrawal Date will be the student's last date of recorded attendance. This date will be used to determine the amount of Title IV aid to be returned or offered as a Post-Withdrawal Disbursement, if applicable.

The percentage of the payment period completed is determined by dividing the number of calendar days completed in the payment period, as of the day the student withdrew, by the total number of calendar days in the same period. Institutionally scheduled breaks of five or more days are excluded from the calculation.

In order to receive all or a portion of a post-withdrawal disbursement of a loan, the student, or the student's parent for a PLUS Loan, will need to sign and return a notification letter by the appropriate date.

Title IV grant funds from a post-withdrawal disbursement will be credited automatically to a student's account to pay for tuition, fees, and room and board. The student's authorization will be requested in order to apply the Title IV grant to charges other than current charges.

Unearned funds will be returned to the Department of Education within 45 days of the date it was determined that the student withdrew. The same Return of Title IV Funds calculation will be used for all students whether the students are asked to withdraw or they withdraw voluntarily.

A letter detailing the amount of Title IV aid to be returned will be sent to the student's home address following withdrawal. When aid is returned, a balance may be owed to Cincinnati Christian University. The student should work with the Enrollment Services Office to make arrangements to pay any balance due.

### **Institutional Refund Policy** (Effective 7/1/15)

Students who withdraw from classes will have their tuition refunded according to the following schedules:

### **Fall or Spring Semester Classes (including online\* and hybrid classes)**

- 100% Refund – Classes dropped before or during the first week of class
- 75% Refund – Classes dropped during the second week of class
- 50% Refund – Classes dropped during the third week of class
- No Refund – Classes dropped during or after the fourth week of class

*\*See below for the refund policy that applies to CALL online classes through Knowledge Elements*

### **Non-Traditional Format Classes (including Early Fall, Early Spring, Summer, CALL, Concentrated MAR, 2-2-2, 3-3 Classes)**

- 100% Refund – Classes dropped on or before the first day of class
- 75% Refund – Classes dropped on the second day of class
- 50% Refund – Classes dropped on the third day of class
- No Refund – Classes dropped after the third day of class

### **CALL Online Classes (through Knowledge Elements)**

- 100% Refund – Classes dropped within 7 days of the class start date
- 40% Refund – Classes dropped between 8 and 14 days of the class start date
- No Refund – Classes dropped after 14<sup>th</sup> day from the start of the class

*Tuition for performing groups, charges for applied music instruction, audit charges and all other fees are non-refundable.*

The Registrar's Office will provide specific dates when these refund rates are applied. Through the first week of the semester, students may adjust their schedule online through MyCCU. After the first week of the semester, students must submit an official "Change in Registration" form to Enrollment Services. After the third week, the instructor's signature is required on the form. This form must be presented in person to Enrollment Services. Changes in registrations are not official until the "Change in Registration" form is received. All refunds are calculated from the official date the form is received by Enrollment Services.

### **Last dates for withdrawing from classes:**

- **Traditional Fall or Spring semester classes** – Students must withdraw prior to the final four weeks of the semester.
- **CALL classes** – Students must withdraw prior to the final class session.
- **All other non-traditional format classes (including Early Fall, Early Spring, Summer, Concentrated MAR, 2-2-2, 3-3)** – Students must withdraw within one week of the last class session unless the final assignment is due before that date.

### **Room and Board Refund Policy**

- 100% Refund – Prior to first day of class
- 90% Refund – During the first week of class
- 75% Refund – During second week of class
- 50% Refund – During third week of class



- 40% Refund – During fourth week of class
- No Refund – After fourth week of class

*It is the responsibility of the student to notify the appropriate Hall Coordinator when vacating a room and complete the required checkout process. A student who remains on campus after their last date of attendance will be held liable for room and board charges beyond that date. All refunds for room and board are calculated from the date when checkout has been completed.*

The Financial Aid Staff recalculates the financial aid eligibility for students who withdraw, are dismissed or drop out prior to completing 60% of a semester in accordance with the Federal Refund Policy. This recalculation may result in the return of financial aid funds to the student aid programs. Please refer to the above information regarding **Return of Federal Financial Aid** for additional information.

## **STUDENT LIFE POLICIES**

Please see the Student Handbook for a complete listing of policies regarding CCU's Alcohol Free, Drug Free, & Smoke Free Workplace Policy, Sexual Harassment Policy, Corrective Procedures, and Academic Integrity.

### **Policy on Guests**

Students enrolled in the Center of Adult Learning and Leadership may invite an adult guest to attend class with them. However, students should understand that their commitment is to their education and takes priority according to the course schedule they are following. Such invitations may be made following these guidelines:

- The student should seek the consent of the instructor and a member of the Center of Adult Learning and Leadership staff prior to extending such an invitation.
- The invitation is for a special occasion or under special circumstances.
- An invitation for a guest to accompany a student is a one-time event, not intended for multiple visits to a single class or for upcoming courses.
- It is understood that the guest is an observer and not a participant in the discussions and activities of the class.
- Guest attendance should be noted on the attendance roster.

## **CAMPUS SERVICES**

### **Learning Center and Disabilities Services – 513-244-8420**

Students needing assistance with basic writing and study skills are encouraged to contact the Learning Center for the support that is available to them for improving those skills.

Students who have a diagnosed physical or learning disability requiring accommodations in the classroom (e.g. testing accommodations, note takers, interpreters, etc.) and who wish to receive accommodations, must share those needs with the Student Services Office and present

documentation of their physical or learning disability. Without self-identification and documentation they will not be eligible for accommodations. This policy has been put into place to protect the rights of students under federal law. Self-identification forms and information about documentation is available in the Student Services Office (upper level, Presidents Hall) or call the office directly for more information.

### **Counseling Center – 513-244-8193**

Students can receive counseling free of charge at the Cincinnati Christian University Counseling Center located in Presidents Hall, lower level. The Center is a training clinic staffed by advanced students in the Master of Arts in Counseling program who are fully supervised by the counseling faculty. Medical and other off-campus professional referrals can also be made through the Center.

### **Dining Services – 513-244-8135**

Cincinnati Christian University offers both a cafeteria (Golden Eagle) and snack shop (Hill Top Coffee Shop) for students. The cafeteria is a full dining service that offers a variety of menu items. The Hill Top offers snacks and drinks, as well as light lunch items.

*Golden Eagle Dining Hours:* The dining service is open for Breakfast, Lunch and Dinner (Monday through Friday). It will be open Saturday for Brunch and Dinner. This will exclude holidays when the school is closed (except Labor Day). At the end of the semester, all dining services will close with lunch the last day of semester exams.

*Hill Top Hours:* The Hill Top is open during the traditional school year Monday-Friday in the mornings and evenings. Please refer to the Dining Services link on MyCCU for an up-to-date list of their hours. .

### **Campus Store – 513-244-8134**

The Campus Store (located in Presidents Hall) stocks books, software, cards, music and gifts, including CCU clothing. The Campus Store staff is available for questions and comments. Campus Store times vary; please check the posted hours of operation listed outside of the bookstore or contact them by phone.

Visa, MasterCard, Discover, cash and personal checks are accepted. Also, order online at: [www.ccu.edu/bookstore/](http://www.ccu.edu/bookstore/)

### **Computer Lab– 513-244-8647**

A student computer lab is located in the Worship & Ministry Building, offering filtered internet access, Microsoft applications, and a Biblical Languages Tutorial program. The computer lab is open 6 days a week; however, the Worship & Ministry lab is also used for classes and is unavailable for student use during those times posted outside the lab.

The library of Cincinnati Christian University also has research computers, which feature filtered internet access, links to research sites and OhioLINK.

If you have any questions regarding or problems with technology on campus, contact the IT Department at 513-244-8647 or e-mail: [helpdesk@ccuniversity.edu](mailto:helpdesk@ccuniversity.edu).

### **Identification Cards – 513-244-8437**

Students are required to have a photo ID card. This card will remain in effect for as long as the student continues enrollment at Cincinnati Christian University. Cards should be obtained at the beginning of the student's first term from the Security Office located on the upper level of Presidents Hall.

The ID card is used in the Golden Eagle, library, for various campus activities, and by security personnel. The card may also be used to borrow books from participating libraries in the greater Cincinnati Library Consortium. Students who lose their student ID cards must obtain a replacement card from Security.

### **Inclement Weather Notification – 513-244-8446**

When travel conditions are poor, a decision regarding the cancellation or delay of classes will be made by 6 AM. This information will be announced on television stations Channel 5, Channel 9 and Channel 12, and on many local radio stations. Announcements made later in the day which may affect evening classes (Center of Adult Learning and Leadership and traditional) will be made in a similar manner. In addition to the abovementioned public announcements, a message will be recorded on the Weather Line, 513-244-8446. ***Students should also sign up with RAVE notification system.*** A link to this system is found at [My.CCUniversity.edu](http://My.CCUniversity.edu). Students should be aware not to confuse closings of Cincinnati Christian University with other schools of similar names.

#### Levels of Closing Status

Plan A: The school day will begin with 9 AM classes

Plan B: The school day will begin with 10 AM classes

Closed: No classes will be held, and offices are closed

If weather is questionable and the CCU campus is not closed and a commuter student finds travel threatening in his/her particular area, personal safety should be the primary concern. The student should communicate such a decision with the instructor, submit assignments electronically and understand that an absence is still counted.

### **Library Services – 513-244-8680**

The Library Reference Staff, in cooperation with the faculty in the Center of Adult Learning and Leadership, will provide instruction in basic information gathering, including learning the basics of database searching and critical thinking skills. These life-long learning skills are essential preparation to effectively function in this "information society." Center of Adult Learning and Leadership students are encouraged to utilize the services and resources of the Library. Hours are posted.

Located on the upper level of the Crouch Building, the library provides students with many traditional resources, including books, periodicals, microform and audio-visual materials. In addition to these items, the library also provides access to a variety of electronic resources, many of which are accessible from the student's home computer via the Internet (To access these resources from off-campus, students must first register with the library). The library's

catalog is also accessible through the Internet ([scrolls.ccuniversity.edu](http://scrolls.ccuniversity.edu)). More information about all library resources and services can be found at the library's website ([www.ccuniversity.edu/library](http://www.ccuniversity.edu/library)).

Please refer to the Academic Catalog for detailed information concerning Library Borrowing Privileges, Circulation Policies, and Library Fines.

### **Safety & Security – 513-244-8437**

Cincinnati Christian University is duly protected by the use of security cameras that monitor activity on campus and by 24/7 security personnel. A security officer will be on duty to help assure the safety of the Cincinnati Christian University campus, its students and employees. These officers are also trained in safety/first aid response and are available 24 hours a day. They can be contacted in one of two ways: 1) 513.383.2144 {Patrol cell phone}; 2) 513.244.8437 {Security office phone}.

- If you need a safety escort across campus, contact the Security Office.
- If your vehicle battery needs a jump, Security officers can assist you.
- If you accidentally lock your keys in your car, contact the Security Office.

It is vital that you keep your emergency contact information up to date so that in the case of an emergency, we can assist medical personnel and notify your contact person in a timely manner.

Accidents: If a student should damage another vehicle on campus accidentally and is unable to locate the owner of the vehicle, he/she may report the matter to the Security Office.

### **Materials Refund Policy**

Student tuition and fees are charged based on a student's registration. A Materials Fee is charged per course.

#### **A MATERIALS FEE REFUND IS AWARDED ONLY BEFORE A CLASS STARTS.**

To be eligible for a Materials Fee Refund,

The student must officially drop the course *BEFORE BOOKS ARE SENT*.

- Follow procedures for withdrawing from a course, submitting all requests in writing to your Academic Advisor and submitting an Intent to Return form to Enrollment Services as necessary.
- Notification of a materials refund on the drop slip will alert the Enrollment Services staff concerning the refund.

If a student drops a course *AFTER BOOKS ARE SENT*,

- The student should return the new, unopened books to Tammy Arthur in the Center of Adult Learning and Leadership office no later than the day BEFORE class starts.
- When book return takes place, the bookstore will notify the Enrollment Services office (by email) of the book return and give approval for the materials fee refund.

## A Note on Plagiarism

*It's real.  
It's bad.  
It's really bad.*

*Cincinnati Christian University students are expected to be scrupulously honest. As Christians, we have no other choice. Our God is a God who searches the heart for integrity (1 Chronicles 29:17), forbids lying and stealing (Mark 10:19), detests dishonesty (Deuteronomy 25:16), and delights in those who are truthful (Proverbs 12:22). Those who belong to Him strive to live with a clear conscience and to be honorable in every way (Hebrews 13:18).*

*Any student found guilty of Academic Dishonesty will be disciplined by the instructor of that class in conjunction with the Committee on Academic Integrity. The first offense penalty is automatic failure of the assignment. The second offense penalty is automatic failure for the course(s). The third offense penalty is automatic expulsion and loss of all academic credit for that term*

***Plagiarism: Plagiarism includes submitting any paper or portion of a paper, project or other academic assignment as your own work, when it is not your work. Plagiarism also includes stealing the ideas or words of another, whether another student, a published source, or an Internet source-without documentation, and passing them off as your own.***

*How to avoid plagiarism: Be sure to check out the proper ways to document a citation, but a simple rule of thumb is that when you copy, download, or summarize a phrase, a sentence, idea, or a longer passage from a source, be sure to document the citation (note the source, the author, and the page) (Jane E. Aaron, *The Little, Brown Compact Handbook*, p. 419).*

For more detailed information on the Academic Integrity please see the CCU Catalog.

## CHECKING EMAIL, CLASS SCHEDULES, AND GRADES ONLINE

It is vital that you access your student email provided by CCU. It is the primary communication vehicle for any office staff to share important information. As well as accessing this important information, you also need to delete old emails so that sufficient room is available for new information.

You must be proactive in knowing and following your course schedule. Finding it at [my.ccuniversity.edu](http://my.ccuniversity.edu) and maintaining contact with your academic adviser in the Center of Adult Learning and Leadership will benefit you on your academic journey.

### **WebMail - [email.ccuniversity.edu](mailto:email.ccuniversity.edu)**

This will give you access to your CCU email. Your CCU address is: [firstname.lastname@ccuniversity.edu](mailto:firstname.lastname@ccuniversity.edu)

User Name: `firstname.lastname` (john.doe)

Password: Student ID# followed by your initials. First name initial is capitalized. Last name initial is lower case.

E.g. 12345Jd

**If you have difficulty, please contact the IT Helpdesk at 244-8647**

### **[My.CCUniversity.edu](http://My.CCUniversity.edu)**

This will give you access to your schedule, your grades, your finances, your personal information, etc.

User Name: `firstname.lastname` (john.doe)

Password: Student ID# followed by your initials. First name initial is capitalized. Last name initial is lower case.

E.g. 12345Jd

To access your schedule:

- Click on the “**Students**” tab at the of the page.
- Click on “**My Courses**”; then click on the words “**Student Schedule**” on the bottom right of the screen. Click the options arrow of the Term dropdown box. From all the choices, choose the current academic year, term, CALL; click “Search.”