

2026-2027



600 Garland Ave. Hot Springs, AR 71913 | 501.623.2272 | champion.edu

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Champion Christian College



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2026/2027 CALENDARS

Fall 2026 Semester	
July 31, Friday	Deadline for Admissions & Acceptance for Fall. Late fee charged if admitted after this date.
August 6, Thursday	Staff and Faculty Professional Development (8 a.m. – 1 p.m.)
August 7 – 8, Friday - Saturday	Move-in Weekend
August 7, Friday	Residence hall check-in for Freshmen and Transfers (10 a.m. – 6 p.m.)
August 8, Saturday	- Residence Hall check-in for returning students (10 a.m. – 6 p.m.) - Financial Office Open (10 a.m. – 5 p.m.) - Registration for Freshman and Transfer Students (9 a.m. – 3 p.m.)
August 10, Monday	- Registration (9 a.m. – 3 p.m.) - Financial Office Open (9:30 a.m. – 5 p.m.) - Late Residence Hall check-in by appointment with student services through Friday August 14. (9 a.m. – 3 p.m.) MANDATORY STUDENT ORIENTATION (10 A. M.)
August 11, Tuesday	- Registration (9 a.m. – 3 p.m.) - Financial Office Open (9:30 a.m. – 5 p.m.) - Late Residence Hall check-in (10:30 a.m. – 5 p.m.)
August 12, Wednesday	First Day of Classes - First Chapel (9:25 a.m.) - Late Admissions Deadline (Late fee charged if admitted after July 31) <i>Financial Office Open (9:00 a.m. – 12:00 p.m.)</i>
August 13, Thursday	Financial Office Open (9:30 a.m. – 5 p.m.)
August 21, Friday	Last day to Add/Drop courses
August 23 – 28, (Sunday) Monday – Friday	DL Track Intensive I (from arrival date to last day of meetings): Freshmen
September 7, Monday	Labor Day Holiday (no classes)
September 13-18, (Sunday) Monday – Friday	DL Track Intensive II (from arrival date to last day of meetings)
October 1-2, Thursday - Friday	Midterm Exams
October 4 - 9, (Sunday) Monday – Friday	DL Track Intensive III (from arrival date to last day of meetings)
October 5, Monday	Midterm grades available on Populi
October 9-12, Friday - Monday	Fall Break
October 11-16, (Sunday) Monday – Friday	DL Track Intensive IV (from arrival date to last day of meetings)
October 30, Friday	Final day to officially withdraw from courses
November 2, Monday	Pre-Registration opens for the Spring 2025 Term
November 19-20, Thursday-Friday	Final Exams – End of Semester
November 26, Thursday	Thanksgiving Holiday
December 1, Monday	Final fall semester grades available
December 18, Friday	Deadline for Admissions & Acceptance for Spring. Late fee charged if admitted after this date.
December 18 – January 4, Saturday - Monday	Christmas Holidays - Champion Offices Closed

Spring 2027 Semester

January 6, Wednesday	Staff and Faculty Professional Development (9 a.m. – 3 p.m.)
January 7, Thursday	Residence Hall Check-in
January 8, Friday	Mandatory Orientation (9 a.m.) & Registration of New Students
January 11, Monday	First Day of Classes
January 18, Monday	Martin Luther King Day (no classes)
January 20, Wednesday	Last day to Add/Drop courses
January 24-29, (Sunday) Monday – Friday	DL Track Intensive I (from arrival date to last day of meetings) Freshman Students: SEVIS Reg. and other admin. needs
January 29, Friday	Final day to apply for graduation
January 31-February 5, (Sunday) Monday – Friday	DL Track Intensive II (from arrival date to last day of meetings)
February 15, Monday	President's Day (no classes)
February 21-26, (Sunday) Monday – Friday	DL Track Intensive III (from arrival date to last day of meetings)
March 8-9, Monday-Tuesday	Midterm Exams
March 12, Friday	Midterm grades available on Populi
March 14-19, (Sunday) Monday – Friday	DL Track Intensive IV (from arrival date to last day of meetings)
March 20 – 28, Saturday – Sunday	Spring Break and Easter Sunday (March 28)
March 31, Monday	Final day to officially withdraw from courses
April 1, Thursday	Pre-Registration opens for the Summer 2026 and Fall 2026 Terms
April 4-9, (Sunday) Monday – Friday	DL Track Intensive V (from arrival date to last day of meetings)
May 3-4, Monday – Tuesday	Final Exams – End of Semester
May 6, Thursday	Ordination Service
May 7, Friday	Commencement
May 19, Monday	Final spring semester grades available

Summer Term 2027

May 17, Monday	First Day of Classes
July 2, Friday	Final Exams – End of Term
July 6, Tuesday	Final Summer Term Grades Available

CONTACT INFORMATION

Champion Christian College is located at 600 Garland Avenue, Hot Springs, AR 71913. To contact the college's main desk, please call [\(501\)-623-2272](tel:501-623-2272). We earnestly desire to be of assistance to you in any way we can. Do not hesitate to get in touch!

Name	Title	Office Number	501-531-5700 Extension
Dr. Eric Capaci	President	205	5710
Dr. Jeremy Horton	Executive Vice President	213	5712
Ms. Marcia Thomas	VP Finance	211	5705
Dr. Dennis Malone	Provost & VP Ancillary Services	209B	5725
Vandeson Ximenes	VP International Affairs	222B	5740
Dr. Elsen Portugal	Chair of Christian Studies & Compliance Liaison	208A	5720
Mr. Paul Lindley	Dean – Main Campus & Chair of Professional Studies	209	5721
Mr. Wanderson Goncalves	Dean – International Programs	209A	5723
Alan Robinette	Library and Research Resources	Library	5722
Sarah Gileran	Registrar	214	5726
Mr. Ron Young	Primary Designated School Official (PDSO)	222D	5745
Mrs. Courtney Manthe	Financial Aid Director	211B	5707
Mrs. Angel Ellison	Director of Student Services	217B	5715
Mrs. Traci Crotteau	Director of Enrollment Management for Domestic Admissions	222C	5746
Ms. Edia Caetano	Director International Student Services & Admissions	222A	5718
Mr. DeAnthony Ellison	Athletic Director	217A	5730

THE ADVENTURE BEGINS!

Dear Champion Student:

Welcome to Champion Christian College! Champion Christian College exists to train young people for the work of carrying out the Great Commission. As you begin your journey, I want to challenge you to be a world changer. Think about it this way: first change yourself, then change the environment around you, and then go out to change the world for Jesus Christ.

I realize that many of you are coming here to study pastoral ministry, while others may be looking to be worship leaders, counselors, teachers, coaches, or church employees. Whatever direction it is that you are going, I can assure you that the training you will receive here is unlike any other. Perhaps you are not sure about God's calling but want to learn the Bible as well as leadership skills. This is the place for you, too.

Champion Christian College is a place for those who are visionary. They see the big picture of what God is doing, and they want to be a part of it. It is also a place for Christian activists—those who want to do ministry to make a difference in the world. Some of our graduates now pastor churches, minister on the mission field, or operate Christian businesses. Whatever God calls you to do, our desire is for you to give God glory with your life, and in so doing, to change the world.

So, find out where you fit in, and allow us to train you to accomplish great things for Jesus Christ. We are excited that you have come to learn from our world-class faculty and staff. We look forward to training you, growing with you, and helping you accomplish God's purpose for your life!

Sincerely yours in Christ,

Eric A. Capaci President
Champion Christian College

STUDENT LIFE

“Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel,

—Philippians 1: 27

Student life at Champion is exciting and dynamic. Students will have the opportunity to form lasting friendships with fellow Christians, thereby receiving the opportunity to grow in their own faith. All students—both residential and non-residential—are expected to observe the following policies which are in effect as long as a student is enrolled. These policies are instituted to promote the welfare of all students and to ensure that Champion students adhere to the highest standards of academic and moral excellence. They also assist students in complying with the mandate of *Ephesians 4:1* to “*walk worthy of the vocation wherewith [we] are called.*” Christians are to be the light to a lost and hurting world. At Champion Christian College, we are committed to helping you shine your brightest both academically and spiritually.

Section I

Institutional Mission and Philosophy

Mission

Our mission is to develop Christ-centered servant leaders through a challenging academic environment, in order to impact the world for the kingdom of God.

Vision

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

Statement of Ethical Standards and Values

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

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

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

Foundational Underpinnings

The Old Testament Psalmist asked, “If the foundations be destroyed, what can the righteous do?” (Psalm 11:3 KJV) Today in America, our historical foundations of education, law, values, ethics, morality, the home, and even the church, are in shambles. Christianity is under siege as we slide into the post-Christian world. Champion Christian College is committed to the truth as revealed in the Word of God communicated to us in the Judeo-Christian Bible. Furthermore, we reserve the right to discriminate against certain behavioral and lifestyle practices based on the dictates of this Word. Our total foundational educational underpinnings concerning truth, reality, values, and authority are rooted deeply in the biblical narrative. Our Statement of Faith, Core Values, and Philosophy of Education, as stated in the following pages, further develop these foundational commitments and delineate the elements of our educational practices.

Statement of Faith

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

We Believe . . . That there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

We Believe . . . In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, future return to this earth in power and glory to rule the nations.

We Believe . . . In the deity of the Holy Spirit who convicts, regenerates, indwells, and seals all believers in Christ; fills those who yield to Him; and gives spiritual gifts to all believers as He wills.

We Believe . . . That mankind was created in the image of God; but that through Adam’s sin, the race fell, inherited a sinful nature, and became alienated from God. Man has a radical propensity to sin and of himself is utterly unable to remedy his lost condition. We also believe that humanity is created in the image of God (*imago Dei*), and thus has intrinsic value. This is seen in the reality of Jesus Christ’s incarnation, becoming a man, and His willingness to die for humanity. We believe that Jesus’ resurrection inaugurated a new kind of humanity, the “One New Man,” and that those who are in Christ are being conformed to His image; that is to say, they are being restored to the likeness of God from whence

mankind fell and will bear fruit in their life before they die.

We Believe . . . That the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ and that regeneration through spiritual conception by the Holy Spirit is absolutely essential for personal salvation.

We Believe . . . In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life, evidenced by the fruits of the Spirit and increasing conformity to Christlikeness in all areas of life.

We believe . . . That Christ's Church, as represented in the assembly of saints in a local community, is the body of Christ to do His work of evangelizing lost individuals in its community; promote spiritual formation in the lives of its members bringing them to full maturity in Christ; and pressing beyond its Jerusalem to plant the church in its Judea, Samaria, and among the uttermost communities of earth, thus endeavoring to complete Christ's Great Commission.

We Believe . . . That the standard for the Christian life should reflect the original intent of God before the fall of humanity, and that standards and behaviors that emerged after the fall should not be considered normative. This view values the importance and inherent worth of both man and woman. It also includes the belief that the covenant of marriage is to be between a man and a woman, and that all sexual expression is rightly kept only within the boundaries of this relationship. This belief is affirmed in the words of Jesus Christ in Matthew 19:4-6.

We Believe . . . In the resurrection of the saved and the lost, the saved to everlasting life and the lost to everlasting damnation.

Core Values

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

1. **God is love.** He loves mankind with an unconditional and individual love; and He desires that we love and delight ourselves in Him, with all our heart, with all our soul, with all our mind, and with all our strength.
2. **Life.** We value the individual life of a human being since its source is God, and its dimension is timeless—eternal. Thus, we must value others even as we value ourselves.
3. **Redemption.** Redemption has been granted to mankind through the death of Jesus Christ and is available to every human being by placing his faith and trust in this same Christ, who was resurrected and is seated at the right hand of God.
4. **Man's Stewardship.** The role for man, granted by God, is to have "dominion" over the physical earth and to be a steward/caretaker of it.
5. **The Church's Mission.** Christ has given to the members of His body on earth the authority to continue and complete His own mission "to seek and save" lost ones, teaching them to be disciples of Jesus Christ.
6. **God's Revelation.** God has revealed truth to human beings which they can never discover for themselves. We hold that this truth must be studied, learned, mastered, and

applied properly to life situations; otherwise, man, either individually or in social groups, cannot be obedient to God's requirements.

7. ***Spiritual Formation***. Individuals who have placed their faith in Christ and have been spiritually conceived, like babies in the womb, must be given spiritual nourishment and care, developed through proper spiritual formation, which conforms them to the likeness of Jesus Christ.
8. ***Missional Living***. The person who has placed his faith in Christ and is being conformed to His likeness must make every decision of life based upon these three questions: How will this glorify my heavenly Father? How will it extend His kingdom? How can I perform the will of God on earth as it is in Heaven?
9. ***Dependence upon God***. We hold with conviction that when a person who has placed his faith in Christ and is being conformed to His likeness makes decisions on the basis of the eighth core value, he can depend on his Father for every provision needed for life and ministry.
10. ***Prayer in Jesus' Name***. Those conceived and empowered by the Spirit of God to live the Christ-life can trust that whatsoever that person needs to perform his or her God-calling has been promised through the requisition of prayer in Jesus' name.

Philosophy of Education

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

Even with the revelation of absolute truth as presented in the Word of God (Bible), man could not by himself comprehend truth since his interpretive system was also reprobate.

Therefore, the Spirit of God came for special purposes in the Old Testament era and was given to indwell the believer in the New Testament economy. In both periods, man was dependent upon the Spirit of God to illuminate the revealed truth of God so that man could comprehend its meaning. Upon these truths, Champion Christian College has constructed its philosophy of education. We believe education is a spiritual teaching/learning activity involving cognitive knowledge interpreted by both revelation and illumination to provide a thorough comprehension of reality.

We believe that the educational design of our curricula must foster transformational change within the lives of our students based on the biblical concept of renewing the mind.

Thus, our theories of learning must not be limited to the impartation of knowledge to the student, but also developing within the student the abilities and methodologies to become a self-directed learner engaged in life-long learning.

Institutional Objectives

1. Champion Christian College shall promote a biblical worldview to foster spiritual growth in students.
2. Champion Christian College shall foster college level competencies in

communication, critical thinking, and reading/ writing in all educational programs.

3. Champion Christian College shall promote academic scholarship through teaching and training of students for selected lay vocations.
4. Champion Christian College shall provide a caring atmosphere, a wholesome social environment, and opportunities for local church ministry.

Defining Our Teaching Task

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

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

Institutional Learning Outcomes

1. **Values:** CCC graduates will recognize core values as the basis for setting priorities and making each of life’s decisions and choices.
2. **Worldview:** CCC is dedicated to promoting a biblical worldview, which is the basis for interpreting all knowledge.
3. **Comprehension and Communication Skills:** CCC trains its students in the ability to effectively comprehend, analyze, reflect, and respond to oral, visual, and written information and to communicate effectively through spoken, written, and other appropriate forms of expression.
4. **Professional Demeanor and Personal Ethics:** Champion Christian College will strive to usher prepared students with a biblical standard of ethical conduct into their vocational enterprises vested with appropriate knowledge, abilities, skills, and leadership acumen to achieve success.

5. **Critical Thinking and Informational Competence:** Students will be able to select, analyze, and assess the accuracy, credibility, reasonableness, and relevancy of questions, arguments, or issues and will be competent to determine the possibility of a solution.
6. **Social Awareness and Responsibility:** Graduates will enter their social enclave with a keen awareness of the social, moral, cultural, environmental, and biblical perspectives and will demonstrate personal responsibility in relation to each.

Accreditation

Champion Christian College is fully accredited by the Transnational Association of Christian Colleges and Schools (TRACS) as of November 5, 2019. Contact Information for Transnational Association of Christian Colleges and Schools is as follows:
15935 Forest Road, Forest, VA 24551; EMAIL: info@tracs.org; Phone: 434-525-9539

Champion has been granted certification by the Arkansas Higher Education Coordinating Board (ADHE) on January 26, 2018, for the following degrees: Associates of Arts in Professional Studies and Bachelor of Science in Professional Studies. As a church-related training, the Bachelor of Arts in Christian Studies is exempt from Certification.

Student Life

Vision Statement for Student Services

The Student Services staff will engage students in a transformation that enhances their scholarly endeavors and inspires their spiritual journey through sustaining a safe, nurturing environment in which they can learn and grow.

Core Values for Student Services

Our Students – Create a student life environment conducive to success; encourage them to believe in themselves; enrich their lives through a robust spiritual, family-friendly atmosphere.

Centered on Learning – Challenge their intellectual growth and enrich their lives within a thriving student-centered learning community.

Student Access and Engagement – Guide learners in awareness of and utilization of campus and community resources.

The Champion Tradition – Engaging students in a dynamic, spirit-filled experience – Champions for Christ!

Integrity- We uphold integrity as a reflection of Christ's character—committing ourselves to honesty, accountability, and moral courage in all areas of life. In both public and private, we strive to live truthfully, act justly, and walk humbly with God, modeling the ethical standards of Scripture in our academic, personal, and spiritual pursuits..

Spiritual Life

Personal Devotions

Students who attend CCC will gain many opportunities to grow spiritually. One of the best ways to mature as a Christian is to ensure that each student daily takes some time to commune with the Lord. Developing a habit of daily devotion is vital to growth as a Christian.

Chapel

Chapel is a vital aspect in the spiritual growth of each student attending Champion Christian College. It is a time for our entire campus to come together and receive a message that motivates us to strive to become the best versions of ourselves, reflecting Christ's image.

- Chapel is held on Wednesdays at 10:50 a.m. in the church auditorium.
- Students are only allowed two absences per semester.
- Students must be on time for chapel. Any student more than 10 minutes late will be counted absent.
- Students must sign in before chapel begins via THE BEACON in populi to validate

attendance. Failure to sign in will result in an unexcused absence.

- Students may not leave before the conclusion of chapel without administrative approval. Failure to receive approval will result in an absence.
- Doctor notes for chapel must be submitted within 7 days of the absence.
- Appropriate respect for speakers and others is expected.
- Laptops, tablets, headphones, and cell phones may not be used unless instructed to do so by the speaker.

Fines:

- 1st unexcused chapel absences will be a verbal or written notification.
- 2nd unexcused chapel absences will be a written, emailed, or text warning the student that the unexcused absences have been met.
- 3rd unexcused absence a fine of \$25 will be assessed to the student's school bill.
- 4th unexcused absence a fine of \$50 will be assessed to the student's school bill.
- Any further absence a fine of \$50 will be assessed to the student's school bill.

Please note, Distance Education Students are currently exempt from attending chapel services. The administration of Champion Christian College is considering ways to integrate chapel participation into the distance education program. Once a definitive method is chosen and implemented, distance education students will be able to participate in the chapel service virtually.

Church Attendance

- Students are strongly encouraged to attend and serve in a local church.
- Students who have moved into the area to attend Champion are strongly encouraged to attend and serve at Gospel Light Baptist Church.

Church/Small Group Opportunities

All students are encouraged to attend a church service during the week and to participate in small group Bible Study. The VP of Student Services will assist the student in making appropriate choices of meetings and may informally assign a mentor to assist the student in his/her spiritual walk.

Evangelism

Champion Christian College encourages students to spend time each week in the various facets of the Great Commission as outlined in Matthew 28:18-20, which would include presenting the Gospel to the lost, explaining the ordinance of baptism to the saved, and connecting the believer to the teaching of the Word through the local church.

Opportunities for Ministry and Social Outreach

The College offers students the opportunity to participate in various ministries and social outreach:

Teen Revolution

Champion students always have the opportunity to volunteer as part of the annual Teen Revolution youth conference. Whether in advertising, singing, or simply helping with behind-the-scenes preparations, these students are able to contribute to the mission of Teen Revolution—creating a revival among young people across the nation. Students can even participate in our Teen Rev rallies. They are one-day events held around the country to further the goals of Teen Revolution.

Small groups—Ignite

Champion Christian College is affiliated with Gospel Light; consequently, Champion students have the benefit of attending functions of the church, such as small groups. Gospel Light young adult ministry, Ignite, focuses on uniting and equipping college-aged people to handle the tough issues of today and impact the world for Christ. Students will find that small groups such as Ignite are a powerful boost to their spiritual life and their sense of community at Champion.

Worship Team

Students with a passion for music are always welcome to join the Gospel Light musical worship team or lead chapel worship! Leading worship provides a hands-on experience for anyone interested in leading worship. The worship team at Gospel Light leads the musical portion of the service every Sunday morning, meeting on Saturday mornings for practice and encouragement. As part of the Gospel Light worship team, students may sing or play an instrument—or both.

Nursery

Students who enjoy working with children will be excellent candidates to volunteer in the nursery. This ministry watches and lovingly cares for very young children on Sunday mornings, freeing their parents to benefit from the service without interruption or distraction. Those students who aspire to be elementary school teachers could certainly fill this role well, but any student may volunteer who has a heart for the Lord and a love for His little ones.

Community Outreach

Students will have periodic opportunities for social outreach within the Hot Springs community. Instructors, pastors, and other authority figures will lead students in various service projects and acts of volunteerism. In this way, students are able to impact their own community for Christ.

Practicum/Internship

Students at Champion are provided with real-world experience in each of the degree programs offered. Students can learn hands-on about the field they are majoring in.

Students have opportunities to partake in leading worship, teaching in a classroom, mentoring youth, or take a mission's trip. These are a few of the cultural and educational opportunities offered at Champion.

Nursing Home

Gospel Light and Champion have the privilege to go into ten different nursing homes and minister to the elderly. This is a ministry that is always in need of more workers. It gives the student opportunities to sing, play an instrument, preach, and just to be a blessing to the residents and workers there.

Youth Ministry

This ministry involves working in our Wednesday Night Teen Gathering. The opportunities range from media, visual, small group aide, worship band, vocals and many more!

First Impression

Did you know 95% of people visit the church website before they visit the campus? Did you know that if a guest is not greeted with a warm smile within five minutes of his/her arrival their chances of ever visiting again dramatically decrease? Here at Gospel Light and Champion, we hold our first impression ministry in high regard. Why? We want to remove every barrier for the unchurched and de-churched. For some of our upperclassmen, Gospel Light has our First Impressions ministry available.

Student Council

The student council of Champion Christian College serves as a liaison between the student body and the administration. It may consist of representatives from the freshmen, sophomore, junior, and senior class. The council is student-nominated and serves under the direction of the student life department to provide input into the administration of the school and insight into the academic and student life. It meets once a month to pray and discuss academic and/or social aspects that impact the student body. Once a semester the council meets with the Director of Student Life.

Qualifications for Student Council

The student council is elected by their peers. Elected offices for the student council are as follows: President, Vice-President, Secretary, Treasurer, and a Representative for each class. The members of Student Council are expected to be pillars of the Champion community and uphold our core values at all times. Therefore, they are required to maintain a GPA of 3.0 and receive zero incident reports in regard to violating the student handbook.

Spiritual & Academic Qualifications

Elected council members should be students who represent and express CCC spiritual core values and beliefs. Each member should demonstrate leadership abilities and be able to develop strong relationships with their peers. Each member must have and maintain good academic and social standing. Violations of the code of conduct may result in suspension from their elected office. Each council member must maintain at least a 2.0 GPA. Dropping below this standard may result in temporary suspension of responsibilities until the member



has met this academic requirement.

CODE OF CONDUCT

Student Code of Conduct

Students enrolled at Champion Christian College are expected to conduct themselves in a manner set by God in the Scriptures. Students are expected to assume responsibility for their actions, to respect and reflect on the welfare of others in the campus community, and to consider the reputation of the College. CCC reserves the right to counsel and, if needed, take disciplinary action against a student who violates Scriptural guidelines. The preferred goal is to counsel students on accountability, on a plan for behavior redirection, and on delineation of consequences associated with continuing the current non-working behaviors. CCC believes in the principles of sexuality set by the scriptures. The marriage union is between a man and a woman and intimate sexual relationships are reserved for this union. Therefore, students should not engage in such behavior outside the marriage covenant.

Men and women are not allowed to visit the personal living area or dormitory of the opposite sex unless special permission has been granted by CCC.

Students are further expected to act in a Christ-like manner, conforming to College rules as well as local, state, and federal laws.

Conduct that is not in harmony with the consecrated Christian life should be avoided. This includes but is not limited to the following:

- Drinking alcoholic beverages
- Using tobacco products
- Vaping
- Abuse of drugs
- Viewing or possessing pornography or other sexually explicit content
- Gambling
- Attending questionable venues
- Cyber bullying or bullying/discrimination of any kind.

Students are not allowed to possess the following objects on campus or in a vehicle parked on campus without expressed written permission from the administration:

- Weapons
- Fireworks
- Pets or other animals

Couples/Dating/Mixed Groups

Any couple, defined as a pair of students, who at any time engages in what the college administration deems to be immoral physical contact may be subject to immediate expulsion. This rule applies to members of the same or opposite gender.

Couples should always consider appropriateness and propriety in every situation and should apply Biblical principles to their relationships. The staff and faculty at CCC will be interacting in the lives of the students. Acting on Biblical principle, you can expect faculty and staff to lovingly confront members of the opposite gender if there is a probable issue regarding Biblical inappropriateness.

Student Expectation

Students are expected to abide by the code of conduct during the school term, holidays, and breaks. CCC's code of conduct is based upon the principle of individual responsibility and behavior expectations lie within each student. If a student is contacted about violating the code of conduct, he/she should report to the VP of Student Services. If a student is aware that another student has violated any of the principles in the code of conduct, he/she should confront the student. These principles can be seen in Matthew 18. As Christians we should not think negatively of confronting or of holding others accountable. CCC students are asked to consent to these guidelines: 1. Honor Christ above everything; 2. Honor others above themselves; 3. Honor the Christian life by living above reproach; 4. Strive to please God in every way.

Student Discipline Policy

The primary aim of the student discipline procedures is to redirect student behavior toward the achievement of academic goals or the adjudication of possible sanctions. The purpose of these procedures is to balance redirection of individual student behavior with the safety and security of the campus community. To this end, if deemed necessary by the administration, sanctions may include fines, labor, probation, or dismissal from a course, from a program, or from the college. The student has the right to appeal any sanctions to the President of the College.

Language

Obscene and abusive language, language considered offensive to public taste and campus moral standards, and language that is not characteristic of a follower of Christ are prohibited both on campus and off campus at college-sponsored activities.

Appearance and Dress Guidelines

Champion's appearance and dress guidelines exist to help our institution reach its goal of educating the whole person. Our dress guidelines are designed to model Biblical integrity in ways that are distinct from the world and that reflect the God-ordained differences between men and women. They are used to help students develop thinking that includes a desire for purity, self-control, neatness, and the ability to discern the appropriate clothing for any event. We also intend that dress guidelines teach students to consider the impact of their choices on others, thus living out Jesus' instruction about loving others as ourselves.

Champion students are to appear in public modestly dressed and neatly groomed. They will avoid wearing clothing that is provocative or calls undue attention to themselves. All messages and logos must be in good taste. In dress as well as behavior, a Champion student is to be pure and modest. The VP of Student Services reserves the right to ask a student or guest to the College to change their attire, hairstyle, and accessories if he deems it necessary. If the student or guest refuses to comply, the VP of Student Services may request him or her to leave the campus. Specific guidelines and instructions covering appropriate attire for every occasion including formal, business casual, casual, and athletic events:

Monday–Friday, 8am-3pm — On Campus

- No shorts, pajamas, strapless tops, tank tops, or any top showing the midriff.
- Flesh tone, sheer, or distasteful leggings may not be worn.
- Bonnets and Du-rags are not allowed in the classroom. Please plan accordingly.
- During class time or in chapel, students should not cover their heads and ears with hoodies, beanies, or other similar attire that could conceal the use of earphones.

Sunday—Saturday

- Shorts may not be any shorter than the tip of the fingers when a student is standing straight with arms by their side. NO undergarments may be showing.
- Tank tops must be modest. NO undergarments may be showing.
- Shirts and shoes are required anytime a student leaves the dorm floor.

*Shorts may ONLY be worn in the cafeteria during lunch by students that live on campus and are taking their lunch directly to their dorm rooms. Shorts must be appropriate length and follow regular attire guidelines.

Faculty and Staff Respect

Faculty and staff members should always be shown respect and addressed by the title desired by each member. Use of terms Professor, Dean, Pastor, Brother, Doctor, Mr., Mrs., and Ms. will assist in maintaining a respectful attitude.

Student Due Process

SUSPENSION

In the event that the Statement of Ethical Standards and/or Core Values is violated, Champion Christian College reserves the right to take disciplinary action that may result in suspension against a student who violates Scriptural guidelines.

A *suspension* is defined as a temporary disciplinary action placed upon the student. A student regrettably qualifies for a suspension when the following measures of "*Due Process*" have been taken in the systematic order below without resulting in full compliance from the student:

1. First of all, the student meets with the Director of Student Services. A verbal warning is given with an explanation of violating the Statement of Ethical Standards and / or Core Values and written documentation of the meeting with the student is completed by the DSS and thus filed in the Registrar's Office.
2. Secondly, if the incident is repeated again OR an incident occurs with similar violation behavior at the discretion of the VP of Student Services, the student is officially suspended in the following manner:
 - a. The DSS reports the information to the EVP, who reviews the information with the President to determine if any information from the violation warrants heavier consequences such as actual expulsion.

- b. If no heavier consequence is determined, the suspension remains and the DSS calls a meeting with the student to announce his or her suspension and includes the VPAA and the Athletic Director (*if the student is a scholastic athlete*) to communicate the expected consequences (see below).
- c. Prior to the meeting, the DSS will retrieve the previous written documentation from the Registrar's office and will record the meeting details for the suspension.
- d. After the meeting, the written documentation noting the suspension is to be returned back to the student's file in the Registrar's office.
- e. If the suspended student is not in agreement with the decision for suspension, he or she is permitted to write a letter of appeal directly to the President, in which he will meet with his Administrative Council to review the appeal and after wise and thorough consultation, the President will respond with a final decision in which no additional appeal will be accepted.

The consequential terms for a student's suspension are as follows:

1. The length of the suspension is four (4) consecutive days, with the first day of suspension beginning the day after suspension was affirmed by the President.
2. The student is not permitted to attend classes and thus counted "absent" for each missed class as part of the consequences for his or her actions.
3. If the student is also a scholastic athlete on the roster for one of the College's athletic teams, he or she is not permitted to participate in games or practices until the suspension is over. Upon returning to the team, the Head Coach is to discipline the student at the coach's discretion for the first two (2) consecutive games.
4. For all student activities on or off campus, the suspended student is not allowed to participate until the suspension period is over.

DISMISSAL

A **dismissal** is defined as a semesterly disciplinary action placed upon the student in which the student is dismissed from the College campus. A student qualifies for a dismissal when the following measures of "*Due Process*" have been taken in the systematic order below:

1. First of all, upon either witnessing a student's violation to the Code of Conduct or such if such a violation is reported to the DSS, the Director of Student Services arranges for the student to meet with the DSS, President, and Executive Vice President, and any other personnel the President requests. Written documentation of the meeting with the student is completed by the DSS and is filed in the Registrar's Office.
2. After the meeting is finished, the President reviews the factual reports pertaining to the meeting, and if the President's decision is to dismiss the student from Campus, he or she is

officially dismissed in the following manner:

- a. The DSS calls a meeting with the student to announce his or her dismissal and includes the VPAA, the VPDE and the Athletic Director (*if the student is a scholastic athlete*) in the meeting with the student.
- b. The VPAA communicates the suspension to the VP of Distance Education (VPDE) because the campus student is granted permission to finish the remainder of the semester “*online*” and both the VPAA and the VPDE communicate with the faculty instructors as needed in lieu of the status change on behalf of the student.
- c. Additionally, if the student is a scholastic athlete, the Athletic Director communicates with the dismissed student athlete to provide instructions for turning in uniforms, equipment, etc.
- d. After the meeting, the written documentation noting the dismissal is to be returned back to the student's file in the Registrar's office.

The consequential terms for a student's dismissal are as follows:

1. The length of the dismissal is for the academic semester in which the code of conduct violation occurred, yet with the option to reapply for the next academic semester to follow. Reapplying for admission is not a guarantee for acceptance.
2. No appeal will be allowed from the student; campus dismissal disqualifies the student from any appeal to the President.
3. The dismissal means removal from campus, which additionally includes forbiddance to attend off campus student activities, home games for athletic events, and any other cause for which the dismissed student would be connected to Champion Christian College during the term of dismissal.
4. If the dismissed student lives on campus in the Champion Resident Hall, he or she is required to move out of his or her dorm room within two calendar days (48 hours) of the dismissal documented by the Director of Student Services.
5. There will be no refunds for: student fees, student tuition, nor any prorated Room and Board costs for the Resident Hall.

Expulsion

In the event where the student's expected Code of Conduct is violated, Champion Christian College reserves the right to take disciplinary action that may result in expulsion against a student who violates Scriptural guidelines.

An *expulsion* is defined as a permanent disciplinary action placed upon the student. A student regrettably qualifies to be expelled from Champion Christian College when the following measures of "*Due Process*" have been taken in the systematic order below

resulting in validated, factual information pertaining to the student's violation of the Code of Conduct:

1. The DSS reports the information to the EVP, who reviews the Code of Conduct violation information with the President to determine if the information is factual and thus warrants consideration for expulsion. Included in his review, the President additionally calls a meeting to order with his Administrative Council to further assess the review and after wise and thorough consultation.
2. After the review and meeting with the Administrative Council, the President makes the final decision. If the information is validated as factual and confirmatory of the student's violation of the Code of Conduct, the student is officially expelled from Champion Christian College, effective immediately upon the President's decision.
3. The EVP informs the DSS of the President's decision and the DSS calls a meeting to the President's office with the student, including in the meeting the DSS, EVP, VPAA, and if the student is an athlete, the Athletic Director.

The consequential terms for a student's expulsion are as follows:

1. The length of the expulsion is to be determined by the President as permanent with no option to re-enroll ever again or permanent for the academic year in which the expulsion took place with possible option to reapply the next consecutive academic year.
2. No appeal will be allowed from the student; expulsion disqualifies the student from any appeal to the President.
3. The expulsion means removal from campus, which additionally includes forbiddance to attend off campus student activities, home games for athletic events, and any other cause for which the expelled student would be connected to Champion Christian College during the term of expulsion if such term is not deemed permanent.
4. If the expelled student live on campus in the Champion Resident Hall, he or she is required to move out of his or her dorm room within two calendar days (48 hours) of the expulsion documented by the Director of Student Services.
5. The expulsion is permanently recorded with the Registrar on the student's transcript for the semester in which the expulsion occurred, with no option for removal from record.
6. There will be no refunds for: student fees, student tuition, nor any prorated Room and Board costs for the Resident Hall.

Transnational Association of Christian Colleges and Schools (TRACS):

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

- TRACS Complaint Policy and Procedures - https://a8a4b638-e62a-455d-b69e-5dadf33603a4.usrfiles.com/ugd/a8a4b6_e41f4db86cae4b3dad0d535171b123d3.pdf
- TRACS Complaint Information Sheet - https://www.tracs.org/_files/ugd/a8a4b6_fc5a7fa572704771a928796e34f3351e.pdf
- TRACS Complaint Form - <https://www.tracs.org/complaints>

Arkansas Department of Higher Education

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

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

Department of Education

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

- https://feedback.studentaid.ed.gov/s/loginselection?language=en_US&_ga=2.162390652.1300626284.1551891439-2091835821.1551891398

The Director of Student Services is available to explain the formal grievance process and guide the grieved student therein. Records are maintained in the office of the Director of Student Services.

Readmission after Dismissal

Students wishing to return to Champion Christian College after a suspension or a dismissal must complete the readmission requirements. These requirements are situationally based and outlined for the student in their original, signed, dismissal letter. CCC's admission committee will reevaluate the student's application and decide on the student's readmission. Students who had an academic dismissal will be readmitted on probation and

must meet the required GPA to avoid another dismissal. Note, students will not be readmitted to CCC after a second suspension or dismissal

Title IX Sexual Harassment & Non-Discriminatory Grievance Policy

Revised: 8-26-25

SECTION I: Introduction

1.1 Policy Statement: Champion Christian College is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with and compliance to statute 34 C.F.R. § 106.45 Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, Clery Act, and the Violence Against Women Act (VAWA). Sexual Harassment and Retaliation under this Policy will not be tolerated by Champion Christian College and is grounds for disciplinary action, up to and including, permanent dismissal from Champion Christian College and/or termination of employment. This Policy statement shall be read in conjunction with Champion Christian College's Sexuality Statement attached as *Appendix A*.

1.2 Purpose: Champion Christian College takes all reported sexual misconduct and harassment seriously. Champion will promptly discipline any individuals within its control who are found responsible for violating this Policy. Additionally, reported sexual misconduct and harassment that does not meet the definitions and jurisdiction of this Policy may be referred for review to the College President and to his Administration designee(s).

1.3 Applicability: This Policy applies to students and employees as follows:

- a. **To STUDENTS:** Where the Respondent is a student at Champion Christian College at the time of the alleged conduct, the alleged conduct includes Sexual Harassment under this Policy, the alleged conduct occurs in Champion Christian College's Education Program and Activity, the alleged conduct occurs against a person in the United States, and the Complainant is participating in or attempting to participate in Champion's Education Program or Activity.
- b. **To EMPLOYEES:** Where the Respondent is an employee at Champion Christian College at the time of the alleged conduct, where the alleged conduct includes Sexual Harassment under this Policy, the alleged conduct occurs in Champion's Education Program and Activity, the alleged conduct occurs against a person in the United States, and the Complainant is participating in or attempting to participate in Champion's Education Program or Activity.

1.4 Title IX Coordinator and Key Officials. The *Title IX Coordinator* is the Champion Christian

Champion Christian College

College administrator who oversees Champion Christian College's compliance with Title IX. *Title IX Key Officials* assist any and all measures necessary by the Title IX Coordinator. The Title IX Coordinator is responsible for administrative response to reports and Formal Complaints of Sexual Harassment. The Title IX Coordinator is available to discuss the grievance process, coordinate supportive measures, explain Champion Christian College policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Title IX Key Officials to facilitate these responsibilities. Any employee and / or student of the Champion Christian College may contact the Title IX Coordinator with questions. Title IX Coordinator and Key Officials contact information is as follows:

Mrs. Angel Ellison, Title IX Coordinator
Director of Student Services
1.501.623.2272, EXT 410
angel.ellison@champion.edu

Dr. Dennis Malone, Title IX Key Official
VP of Academic Affairs and Distance Education
1.501.623.2272, EXT 404
dennis.malone@champion.edu

Mr. Paul Lindley, Title IX Key Official
Academic Office Director
1.501.623.2272, EXT 411
paul.lindley@champion.edu

Mr. Deanthony Ellison, Title IX Key Official
Director of Athletics
1.501.623.2272, EXT 505
deanthony.ellison@champion.edu

In addition to the Title IX Coordinator and Key Official(s), Champion Christian College appoints three additional assistants who have roles in the Formal Grievance process more fully explained in Sections 5 and 6 of this Policy:

- (1) investigators,
- (2) decision makers and
- (3) informal resolution facilitators.

*The Title IX Coordinator, Key Officials, investigators, decision-makers, and informal resolution facilitators will receive **annual training** in compliance with Title IX.* All administrators in these roles will not rely on sex stereotypes and will provide impartial investigations and adjudications of Formal Complainants of Sexual Harassment.

All materials used to train these administrators will be publicly made available on Champion

Christian College's website in accordance with Title IX requirements. The Title IX Coordinator, Key Officials, investigators, decision-makers, and informal resolution facilitators shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

1.5 Notification: Champion Christian College will use electronic mail (email) for purposes of communication and notification under this Policy.

1.6 Free Speech: Freedom of speech and principles of academic freedom are central to the mission of institutions of higher education. Constitutionally protected expression cannot be considered Sexual Harassment under this Policy. Please see Section III (page 32) of the Faculty & Staff Handbook for Champion Christian College's Academic Freedom statement.

1.7 Dissemination of Policy: This Policy will be made available to all Champion Christian College administrators, faculty, staff, and students online at <https://champion.edu> and in Champion Christian College's Student Handbook as well as Faculty & Staff Handbook.

1.8 Effective Date: The effective date of this Policy is August 18, 2025.

1.9 Retaliation and False Statements Prohibited: Neither Champion Christian College or any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy.

- a. Alleged violations of Retaliation will be referred to the College President and to his Administration designee(s) if allegedly committed by a student or an employee and thus to be investigated and resolved under the respective Code of Conduct.
- b. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this Policy.
- c. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy does not constitute retaliation prohibited under Policy. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

1.10 Other College Policies: This Policy takes precedence over other College policies and procedures concerning Sexual Harassment under Title IX in the event of a conflict.

1.11 Student or Employee Code of Conduct: Alleged violations of the student or employee Code of Conduct that rise from the same events as alleged Sexual Misconduct under this Policy will be

investigated and resolved under the grievance process in this Policy unless the Sexual Harassment has been dismissed under section 5.2 of this Policy.

SECTION II: Definition of Terms

2.1 Definitions of Prohibited Conduct Under this Policy¹

2.1.1 Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

(1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;

(2) Unwelcome conduct determined by a Reasonable Person to be so severe², pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or

(3) Sexual Assault, Dating Violence, Domestic Violence or Stalking as defined in this Policy.

2.1.2 Sexual Assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including Rape, Fondling, Incest, and Statutory Rape as defined in this Policy.

2.1.3 Rape means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim.

2.1.4 Fondling means the touching of the private body parts of another person for the purpose of sexual gratification, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of his/her age or because of his/her temporary or permanent mental Incapacity.

2.1.5 Incest means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

¹ See www.arkansas.gov for reference to Arkansas State Law Code and definitions that may apply to the definitions contained within this Policy.

² A **severe**, pervasive, and objectively offensive assessment includes, but is not limited to, a consideration of the frequency of the offensive conduct; the nature of the unwelcome sexual acts or words, such as whether the harassment was physical, verbal or both; whether the harassment was merely an offensive utterance; the number of victims involved and the relationship between the parties including, but not limited to, the ages of the harasser and the victim. In evaluating whether conduct is severe, pervasive, and objectively offensive, Champion Christian College will look at the totality of the circumstances, expectations, and relationships.

2.1.6 Statutory Rape means sexual intercourse with a person who is under the statutory age of Consent.

2.1.7 Dating Violence means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship,
- The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

2.1.8 Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of Arkansas; or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Arkansas.

2.1.9 Stalking means 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.

2.2 Definitions Related to Sexual Harassment: Consent, Course of Conduct, Incapacitation, Reasonable Person, Substantial Emotional Distress

2.2.1 Consent is affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires of each person an affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the responsibility of each person to ensure they have the affirmative consent of the

other to engage in the sexual activity. Lack of protest, lack of resistance, or silence do not, alone, constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity.

The existence of a dating relationship or past sexual relations between the Complainant and Respondent will never by itself be assumed to be an indicator of consent (*nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct*).

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable. In making this determination, the decisionmaker will consider all of the facts and circumstances the Respondent knew, or reasonably should have known, at the time. In particular, the Respondent's belief is not a valid defense where:

- (1) The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- (2) The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented; or
- (3) The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
 - asleep or unconscious;
 - unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication;
 - unable to communicate due to a mental or physical condition.

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

2.2.3 Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking, using drugs, or taking medication.

2.2.4 Reasonable Person means a reasonable person under similar circumstances and with similar identities to the victim.

2.2.5 Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

2.3 Other Defined Terms within the Policy

2.3.1 Business Day means any weekday not designated by Champion Christian College as a holiday or administrative closure day. When calculating a time period of business days specified in this Policy, the business day of the event that triggers a time period is excluded.

2.3.2 Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. Complainants and Respondents are referred to collectively as “*parties*” throughout this Policy.

2.3.3 Confidential Employees means an individual who will not report any information about an incident to the Title IX Coordinator without the Complainant’s permission.

2.3.4 Disciplinary Sanctions are imposed only after a finding of responsibility through the grievance process or an agreement through the informal resolution process.

2.3.5 Education Program or Activity includes locations, events, or circumstances over which Champion Christian College exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs. This includes conduct that occurs on Champion Christian College property, during any Champion Christian College activity, or in any building owned or controlled by a student organization that is officially recognized by Champion Christian College.

2.3.6 Formal Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that Champion Christian College investigate the allegation of Sexual Harassment.

2.3.7 Official with Authority means an individual who has the authority to institute corrective measures and is required to report Sexual Harassment to the Title IX Coordinator. Officials with authority are limited to the following positions: Title IX Coordinator and Key Official(s).

2.3.8 Parties refers to the Complainant and Respondent under this Policy.

2.3.9 Remedies are designed to restore or preserve equal access to Champion Christian College’s Education Program or Activity. Remedies may include but are not limited to the same individualized services as Supportive Measures; however, Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

2.3.10 Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. Complainants and Respondents are referred to collectively as “*parties*” throughout this Policy.

2.3.11 Responsible Employee means any individual who is employed by Champion Christian College and not deemed to be a Confidential Employee. Responsible Employees are required by Champion Christian College to report Sexual Harassment to the Title IX Coordinator promptly upon receiving a report of a Sexual Harassment.

2.3.12 Retaliation means intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX or this Policy.

2.3.13 Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed.

Such measures are designed to restore or preserve equal access to Champion Christian College's Education Programs or Activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Champion Christian College's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

SECTION III: Reporting Sexual Harassment and Preservation of Evidence

3.1 Reporting to Champion Christian College

3.1.1 Reporting to Title IX Coordinator: Reports of Sexual Harassment may be made to the Title IX Coordinator in any of the following ways, by anyone, at any time: email, phone, online form, mail. Reports may be made to the Title IX Coordinator in person at the Title IX Office during normal business hours. After Title IX Sexual Harassment has been reported to the Title IX Coordinator, the Title IX Coordinator will promptly offer Supportive Measures to the Complainant, regardless of whether the Complainant was the reporter of the Sexual Harassment.

3.1.2 Reporting to Officials with Authority: The following positions are Officials with Authority: Title IX Coordinator and Key Officials. If they are notified of Sexual Harassment, they will promptly respond to the report of Sexual Harassment.

3.1.3 Reporting to Confidential Employees: Champion Christian College's Christian Studies Degree Program Lead Faculty is a Confidential Employee under this policy. Reports made to Confidential Employees are considered confidential reports and will not be reported to the Title IX Coordinator without the Complainant's permission and will not constitute actual notice to Champion Christian College of the alleged sexual harassment. These employees are, however, obligated to submit reports not directly received from the Complainant. The Christian Studies Degree Program Lead Faculty contact information is as follows:

Dr. Elsen Portugal
Chair of Christian Studies
1.501.623.2272
Eportugal19@champion.edu

3.1.4 Reporting to Responsible Employees: Employees who are not defined as Confidential Employees are required to report Sexual Harassment to the Title IX Coordinator, who will respond to the Sexual Harassment.

3.1.5 Anonymous Reporting: Anonymous reports may be made by phone or in writing with the Title IX Coordinator (*see section 1.4*). Your decision to remain anonymous, however, may greatly limit the Champion Christian College's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating this Policy.

3.2 Reporting to Law Enforcement: Reports may be filed with local law enforcement agencies. Respectively, Law enforcement investigations are separate and distinct from Champion Christian College investigations. The Title IX Coordinator can assist with contacting law enforcement agencies, such as:

City of Hot Springs Police Department
641 Malvern Avenue
Hot Springs, Arkansas 71901
1.501.321.6789
<https://www.hotspringsar.gov/359/Police>

3.3 Reporting to Outside Agencies: Students and employees may report to external agencies:

A. Students:

(1) Transnational Association of Christian Colleges and Schools (TRACS)
P. O. Box 328, Forest, VA 24551
1(434)-525-9539
info@tracs.org

Champion Christian College

Directions for filing are found at:

- TRACS Complaint Policy and Procedures
https://a8a4b638-e62a-455d-b69e-5dadf33603a4.usrfiles.com/ugd/a8a4b6_e41f4db86cae4b3dad0d535171b123d3.pdf
- TRACS Complaint Information Sheet
https://www.tracs.org/_files/ugd/a8a4b6_fc5a7fa572704771a928796e34f3351e.pdf
- TRACS Complaint Form
<https://www.tracs.org/complaints>

(2) Arkansas Division of Higher Education (ADHE)

Students must follow the institution's published student grievance process before contacting the Arkansas Division of Higher Education (ADHE). Grievances regarding student grades or conduct violations are governed entirely by institutional policy and Arkansas law and will not be considered by ADHE. If a student must report an unresolved grievance, the student may contact ADHE. Resolutions by ADHE are final. Students must submit a written grievance to ADHE. The grievant must also provide written documentation from the College / university verifying that the institution's appeal process has been followed. Below is a link to the ADHE online grievance form. <https://adhe.edu/students-parents/student-grievance-form>

(3) Department of Education

Students must follow the institution's published student grievance process before contacting the U.S Department of Education ((USDE). Grievances regarding student grades or conduct violations are governed entirely by institutional policy and Arkansas law and will not be considered by USDE. Students must submit an electronic grievance form to USDE. The grievant must also provide written documentation from the college / university verifying that the institution's appeal process has been followed. Below is the link to the USDE electronic grievance form. <https://www.ed.gov/laws-and-policy/civil-rights-laws/file-complaint>.

Additionally, Champion Christian College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, which protects the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data. As a rule, a student's academic record is confidential and will not be released to unauthorized persons without written approval from the student. Directory-type information, including name, photograph, degree, enrollment status, participation in recognized activities and sports, degrees,

honors, scholarships, and awards is considered public information and may be made available unless the student requests nondisclosure for the enrollment period. A student has the right to file a complaint with the U.S. Department of Education concerning failures of the College to maintain the requirements of FERPA at <https://studentprivacy.ed.gov/file-a-complaint>.

The Director of Student Services is available to explain the formal grievance process and guide the grieved student therein. The Student Services Office is located on the 2nd floor of Champion Hall. Champion maintains records in the office of Student Services.

B. Employees:

(1) United States Equal Employment Opportunity Commission (EEOC)

Champion Christian College complies with the EEOC. An employee of the College has the right to file a complaint against the institution. For general information about the laws EEOC enforces and filing a charge, an employee may call 1-800-669-4000, 1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only), 1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only), or info@eeoc.gov. For any specific accusation against the College of employment discrimination, visit the EEOC Public Portal at <https://publicportal.eeoc.gov/Portal/Login.aspx>. An employee can also locate an EEOC jurisdictional office location listing by State at <https://www.eeoc.gov/field-office>.

(2) Arkansas Human Rights Commission (AHRC)

Champion Christian College complies with the AHRC. An employee of the College has the right to file a grievance against the institution in person at any DHS office or by phone, email, or mail as follows:

- Phone: 501-320-6352
- Email: dcocivilrightscomplaints@dhs.arkansas.gov
- Mail: 108 E. 7th Street, P.O. Box 1437, Slot N101, Little Rock, AR 72203-1437

3.6 Time Limits on Reporting: There are no time limits on reporting Sexual Harassment to the Title IX

Coordinator or Champion Christian College. If the Respondent is no longer subject to Champion Christian College's Education Program or Activity or significant time has passed, Champion Christian College will have limited ability to investigate, respond and/or provide disciplinary remedies and sanctions.

3.7 Champion Christian College Federal Reporting Obligations: Certain Champion Christian College employees, called Campus Security Authorities, have a duty to report certain incidents of misconduct to comply with the Clery Act. Campus Security Authorities are not required to report personally identifiable information for Clery Act purposes, but statistical information must be sent regarding the type of incident that occurred and its general location (*e.g., on or off-campus*) for

publication in an annual report of crime statistics, called the Annual Security Report. Statistics published in the Annual Security Report help to provide the campus community with a clearer picture of the extent and nature of campus crime, but the statistics do not personally identify Complainants or Respondents. Reports by Campus Security Authorities are not official police reports and do not initiate criminal investigations.

When Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking are reported under the Clery Act, Champion Christian College must issue timely warnings for such incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community. Champion Christian College will not disclose a Complainant's name and other identifying information in a timely warning but will provide sufficient information for Champion Christian College community members to make informed safety decisions in response to potential danger.

3.8 Preservation of Evidence: Champion Christian College recognizes that a Complainant may need time to decide whether to report an incident of Sexual Harassment to the police and/or Champion Christian College. The purpose of this section is to provide Complainants with suggestions on preserving evidence while they decide whether to report an incident. Champion Christian College encourages Complainants, as soon as possible after experiencing Sexual Assault to take steps to preserve evidence such as:

- Have a forensic sexual assault nurse examination performed as soon as possible after the incident, but no later than 72-96 hours after the incident;
- When possible, prior to having a forensic sexual assault nurse examination performed, avoid: changing clothing, bathing, showering, using a douche, using the bathroom, brushing one's teeth, drinking liquids, washing one's hands or face, or combing one's hair;
- Preserve any clothing, sheets, or other materials (items containing bodily fluids should be stored in cardboard boxes or paper bags);
- Preserve or capture electronic communications such as text messages, e-mails, social media posts or exchanges (e.g., *Snapchat, Facebook, Instagram; Twitter; etc.*);
- Preserve or capture video, audio (e.g., voice mail messages), or photographs, including those stored on smartphones or other devices; and
- Preserve any other physical, documentary, and/or electronic data that might be helpful to an investigator.

SECTION IV: Initial Response to Reported Sexual Harassment

4.1 Upon receipt: If a report of Sexual Harassment is received by Champion Christian College, the Title IX Coordinator will promptly contact the Complainant, regardless of whether the Complainant was the individual who initiated the report. During the initial contact with the Complainant, the Title IX Coordinator will:

- Provide the Complainant with notice of their rights and options.

- Explain the process for filing a Formal Complaint.
- Explain the Grievance Process.
- Discuss the availability of Supportive Measures regardless of whether a Formal Complaint is filed.
- Consider the Complainant's wishes with respect to Supportive Measures.

SECTION V: Formal Complaint

Champion Christian College will investigate all allegations of Sexual Harassment in a Formal Complaint.

5.1 Filing a Formal Complaint: A Formal Complaint must:

- (1) Contain an allegation of Sexual Harassment against a Respondent
- (2) Request that Champion Christian College investigate the allegation
- (3) Be signed by the Complainant or Title IX Coordinator

In limited circumstances, if a Complainant does not sign a Formal Complaint, the Title IX Coordinator or Key Official(s) may sign a Formal Complaint. In determining whether to sign a Formal Complaint, the Title IX Coordinator or Key Officials will consider factors that include but are not limited to:

- Whether there have been other reports of Sexual Harassment or other relevant misconduct concerning the same Respondent;
- Whether or not the incidents occurred while the Respondent was a Champion Christian College student or employee;
- Whether the Respondent threatened further Sexual Harassment or other misconduct against the Complainant or others;
- Whether the alleged Sexual Harassment was committed by multiple perpetrators;
- The nature and scope of the alleged Sexual Harassment including whether the Sexual Harassment was perpetrated with a weapon;
- The ages and roles of the Complainant and the Respondent;
- Whether Champion Christian College can pursue the investigation without the participation of the Complainant (e.g., *whether there are other available means to obtain relevant evidence of the alleged Sexual Harassment such as security cameras or physical evidence*);
- Whether the report reveals a pattern of perpetration (e.g., *perpetration involving illicit use of drugs or alcohol*) at a given location or by a particular group.

5.2 Dismissal of a Formal Complaint

5.2.1 Required Dismissal: The Title IX Coordinator will dismiss a Formal Complaint for purposes of Sexual Harassment if:

- (1) The conduct alleged in the Formal Complaint would not constitute Sexual Harassment as defined in this Policy even if proved;
- (2) The conduct alleged did not occur in Champion Christian College's Education Program or Activity; or
- (3) The Conduct alleged in the Formal Complaint did not occur against a person in the United States.

If a Formal Complaint is dismissed under this section and the Respondent is a student, the matter will be sent to the Director of Student Services for review to decide whether the matter will be pursued under the Champion Christian College Code of Conduct.

Dismissal of a Formal Complaint does not preclude action under any other provision of Champion Christian College's Code of Conduct. If a Formal Complaint is dismissed under this section the matter may be referred for review to the Director of Student Services if allegedly committed by a student or the College President for staff under the respective Code of Conduct.

5.2.2 Permissive Dismissal: The Title IX Coordinator may dismiss a Formal Complainant or any allegations within the Formal Complaint, if at any time during the investigation or hearing:

- (1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations within the Formal Complaint,
- (2) The Respondent is no longer enrolled or employed by Champion Christian College, or
- (3) Specific circumstances prevent Champion Christian College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations within the Formal Complaint.

5.2.3 Appeal of Dismissal: Either party may appeal the dismissal of a Formal Complaint or any allegations therein. Please reference Section 7 herein for the basis and the process for appeals.

5.3 Consolidation of Formal Complaints: The Title IX Coordinator may consolidate Formal Complainants as to allegations of Sexual Harassment against more than one Respondent or by more than one Complainant against one or more Respondents where the allegations arise out of the same facts or circumstances.

SECTION VI: Grievance Process

The grievance process within this Policy is designed to treat Complainants and Respondents equitably by providing Remedies to a Complainant where a determination of responsibility for Sexual Harassment has been made against the Respondent and by complying with this section before the imposition of any Disciplinary Sanctions against a Respondent.

6.1: General Grievance Process Information:

6.1.1 Burden of Proof and Burden of Gathering Evidence: All investigations and proceedings, including hearings, relating to Sexual Harassment will be conducted using a “preponderance of the evidence” (more likely than not) standard. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Champion Christian College, not the parties.

6.1.2 Presumption of Not Responsible: The Respondent is presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the grievance process.

6.1.3 Time Frames for Grievance Process: The grievance process will be completed within one hundred and twenty (120) business days. Temporary delays and/or extensions of the time frames within this Policy may occur for good cause. Written notice will be provided to the parties of the delay and/or extension of the time frames with explanation of the reasons for such action. Examples of good cause for delay/extensions include but are not limited to considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

6.1.4 Medical Records: Champion Christian College will not access, consider, disclose, or otherwise use party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Champion Christian College obtains that party’s voluntary, written permission to do so for the grievance process within the Policy.

6.1.5 Privileged Information: Champion Christian College will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived the privilege.

6.1.6 Range of Disciplinary Sanctions and Remedies: Disciplinary Sanctions and Remedies for matters involving a Student Respondent can be found in the Student Handbook. For matters involving Faculty and Staff Respondents they can be found under the Faculty & Staff Handbook.

6.1.7 Notice of Meetings, Interviews, and Hearings: Parties and witnesses will be provided notice of any meeting, interview, and/or hearing with sufficient time to prepare to participate. This notice will include the date, time, location, participants and purposes of the meeting, interview and/or hearing.

6.2 Notice of Allegations:

Upon receipt of a Formal Complaint, the investigator will provide Notice of Allegations to the parties who are known. The Notice of Allegations will include:

- (1) Notice of Champion Christian College's grievance process;
- (2) Notice of the party's rights and options;
- (3) Notice of Champion Christian College's informal resolution process and options;
- (4) Notice of the allegations of Sexual Harassment including:

- The identities of the parties involved in the incident, if known,
- The conduct allegedly constituting Sexual Harassment, and
- The date and location of the incident, if known.

(A) Notice that the Respondent is presumed not responsible of the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

(B) Notice that the parties may have an advisor of their choice, who may be, but is not required to be an attorney, and that the advisor may inspect and review evidence as explained in section 6.4.4 of this Policy.

(C) Notice of the Champion Christian College's Code of Conduct provision that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Notice of Allegations will be updated, and written notice provided to the parties if at any time during the investigation, Champion Christian College decides to investigate allegations about the Complainant or Respondent that are not included in the initial Notice of Allegations.

6.3 Investigation of Formal Complaint

Champion Christian College will conduct an investigation following a Formal Complaint and Notice of Allegations. During all meetings and interviews the parties may be accompanied by an *advisor* of their choice, which can be, but is not required to be an attorney. During the investigation stage of the grievance process, the advisor's role is limited to assisting, advising, and/ or supporting a Complainant or Respondent. An advisor is not permitted to speak for or on behalf of a Complainant or Respondent, appear in lieu of a Complainant or Respondent during the investigation phase of the grievance process.

6.3.1 Equal Opportunity to Provide Information and Present Witnesses: Each party will be provided an equal opportunity to provide information to the investigator and present witnesses for the investigator to interview. The information provided by the parties can include inculpatory and exculpatory evidence. The witnesses can include both fact

witnesses and expert witnesses.

6.3.2 Equal Opportunity to Inspect and Review Evidence: Each party will be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which Champion Christian College does not intend to rely upon in reaching a determination regarding responsibility. This review includes inculpatory and exculpatory evidence that is obtained by a party, witness, or other source. Each party and their advisor (if any) will be provided an electronic copy of the evidence for inspection and review. The parties will have ten (10) business days to review and submit a written response to the investigator. The investigator will consider the written responses prior to completing an investigative report. All evidence provided during the inspection and review phase will be available at any hearing for the parties to use during the hearing, including for purposes of cross examination.

6.3.3 Investigative Report: Following the opportunity to inspect and review evidence directly related to the allegations raised in the Formal Complaint, the investigator will create an investigative report that fairly summarizes relevant evidence obtained during the investigation.

6.3.4 Review of the Investigative Report: At least ten (10) business days prior to a hearing, the investigator will provide each party and the party's advisor (if any) an electronic copy of the investigative report for their review and written response.

6.3.5 Investigation Timeframe: The investigation of a Formal Complaint will be concluded within 90 days of the filing of a Formal Complaint. The parties will be provided updates on the progress of the investigation, as needed.

6.4 Live Hearing:

After the investigation, Champion Christian College will provide for a live hearing for all Formal Complaints of Sexual Harassment that have not been dismissed per section (include section for dismissal here) or resolved by informal Resolution under section (include section for informal resolution here). At the request of either party, or at the discretion of the Title IX Coordinator, Champion Christian College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the other party or witness answering questions.

6.4.1 Information at the Hearing: The following information/evidence will be available in electronic form at the hearing:

- (1) Evidence from the investigation, including the evidence directly related to the

allegations that was reviewed by the parties, regardless of whether it was incorporated into the report.

(2) The investigation report and any attachments/appendices.

6.4.2 Decision-maker: The decision-maker(s) will be appointed by Champion Christian College and will not be the Title IX Coordinator or investigator. The decision-maker(s) will be trained, impartial, and without a conflict of interest. The decision-maker(s) will be a Champion Christian College employee or external individual designated by Champion Christian College.

6.4.3 Challenge to the decision maker: Either party may challenge the appointment of a decision-maker, based on conflict of interest or bias, in writing to the Title IX Coordinator, no less than five (5) business days prior to the scheduled hearing.

6.4.4 Advisor's Role at the Hearing: Each party must have an advisor present at the hearing. The advisor's role is limited to supporting, advising, and assisting the party during the hearing and conducting questioning (cross-examination) of participants. Advisors are required to follow rules of decorum enforced by the decision-maker. Failure to follow the rules of decorum by an advisor may result in removal of an advisor from the hearing. If a party does not have an advisor present at the live hearing, Champion Christian College will appoint the party with an advisor without fee or charge.

6.4.5 Recording of the Hearing: Champion Christian College will create an audio or audiovisual recording of all live hearings and make the recording available to the parties for inspection or review.

6.4.6 Hearing Process Facilitator: Champion Christian College may designate a hearing process facilitator to coordinate the hearing, including, but not limited to, coordination and scheduling of the hearing; the logistics of physical or virtual rooms for parties and/or witnesses, including separation of the parties; ensuring all technology is working appropriately; ensuring the parties have access to electronic documents during the hearing; distributing materials; etc. The facilitator may also be the Title IX Coordinator. The facilitator may invite the parties and their advisors, separately, to a meeting prior to the hearing to review the hearing process for the purpose of ensuring a smooth hearing. This meeting is separate from the pre-hearing conference discussed below.

6.4.7 Pre-Hearing Matters: In order to streamline the hearing process, the decision-maker may request the submission of questions prior to the hearing through electronic submission and/or a pre-hearing conference.

(1) Pre-Hearing Submission of Questions: The decision-maker may request the parties submit questions, in writing, prior to the hearing. This submission does not

preclude the advisor from asking additional questions live during the hearing. The decision-maker may allow for the pre-hearing submission of questions regardless of whether a pre-hearing conference occurs.

(2) Pre-Hearing Conference: The decision-maker may hold a pre-hearing conference to further streamline the live hearing, especially in complex cases involving multiple Complainants, Respondents and/or a significant number of witnesses. During the prehearing conference, parties and their Advisors will meet with the decision-maker separately to review written questions previously submitted and/or to submit, in writing, any questions they wish to ask during the live hearing so that the decision-maker can be prepared to respond to the relevancy of said questions during the live hearing. The decision-maker may discuss any preliminary relevancy determinations regarding submitted questions and/or discuss alternative ways in which to ask questions; however, the decision-maker will make any final relevancy determinations in real-time, orally, during the live hearing. This conference does not preclude the advisor from asking additional questions live during the hearing. At the pre-hearing conference, the decision-maker may also hear arguments regarding the relevance of the evidence identified in the investigation report as relevant or not relevant, and/or directly related to the allegations.

(3) Hearing Documents: The decision-maker or hearing facilitator will provide parties with a copy of all materials provided to the decision-maker about the matter.

(4) Accommodation Requests: Participants in need of disability-related accommodation and/or interpretation services during the hearing must contact the Title IX Coordinator with said requests (5) five days prior to the hearing.

6.4.8 Participants in the Hearing. Participants at the hearing include the decision-maker, the investigator(s) who conducted the investigations, the parties, advisors to the parties, witnesses and anyone providing authorized accommodations. In addition, Champion Christian College may have a hearing facilitator present. Any witnesses scheduled to participate in the hearing must have been first interviewed by the investigator (s) or have provided a written statement or answered questions from the investigator in writing. The decision-maker will provide the names of all persons participating in the hearing to the parties at least seven (7) days prior to the live hearing.

6.4.9 Hearing Process and Phases: The live hearing will include the following phases:

(1) Notice of Hearing: After the investigative report has been completed and at least ten (10) business days prior to the date set for the hearing, the parties and their Advisors (if any) will be provided with a Notice of the Hearing. The Notice will include the date, time, location, name of the decision-maker, names of all participants in the hearing, and the location (virtual or in person) of the hearing.

(2) Opening Statements: Each party will have the opportunity to present an opening statement to the decision-maker.

(3) Questioning of Hearing Participants (*Parties and Witnesses*):

(A) By the Decision-maker: The decision-maker will ask initial questions of the participants at the hearing.

(B) By the Advisors: After the decision-maker asks questions of a participant, each party's advisor will be permitted to ask relevant questions and follow up questions orally, directly, and in real time of the participant. The parties are never permitted to ask questions of participants directly. The questioning of participants by advisors will be conducted in the following manner:

- A question is asked by an advisor
- Before participant answers the questions, the decisionmaker determines whether question is relevant
- If question is determined relevant by the decision-maker, the participant answers the question
- If the question is determined not to be relevant by the decision-maker, the decision-maker must explain the decision to exclude a question as not relevant.

(C) Evidence and Questions Excluded:

● **Sexual Predisposition or Prior Sexual Behavior of the Complainant:** Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

● **Privileged Information:** No person will be required to disclose information protected under a legally recognized privilege. The decision-maker must not allow into evidence or rely upon any questions or evidence that may require or seek disclosure of such information, unless the person holding the privilege has waived the privilege. This includes information protected by the attorney-client privilege.

● **Medical Records:** Evidence or records that are made or maintained

by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, are not permitted to be used during a hearing unless the party provides voluntary, written permission to do so for the grievance process within this Policy.

(D) **Party or Witness Does Not Submit to Cross-examination:** If a party or witness does not submit to cross-examination by an advisor at the live hearing, the decision-maker will not rely on any statement of that party or witness in reaching a determination regarding responsibility. The decision-maker, however, will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

(4) **Closing Statements:** Each party will have the opportunity to present a closing statement to the decision-maker.

6.4.10 Determination Regarding Responsibility: After the live hearing, the decision-maker(s) will issue a written determination regarding responsibility using the preponderance of the evidence standard. The decision-maker(s) will provide the Complainant and the Respondent with the written determination simultaneously. The determination regarding responsibility becomes final either on the date that Champion Christian College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered timely. The written notice will include:

- Identification of the allegations potentially constituting Sexual Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of this Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions that Champion Christian College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to Champion Christian College's education program or activity will be provided by Champion Christian College³ to the Complainant; and
- The procedures and permissible bases for the Complainant and Respondent to

³ The Title IX Coordinator is responsible for the implementation of any remedies.

appeal.

SECTION VII: Appeals

Either party may appeal the determination regarding responsibility, or the dismissal of a Formal Complaint or any allegations therein within five (5) business days of the receipt of the determination regarding responsibility or dismissal. The appeals must be made in writing and delivered to the Title IX Coordinator.

7.1 Basis for Appeal of Determination of Responsibility. Appeals of the determination of responsibility may be made on the following basis:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

7.2 Appeals of Dismissal of Formal Complaint. Appeals of a dismissal of a Formal Complaint may be made on the following basis:

- The information contained in the Formal Complaint met the definition of Sexual Harassment including the Education Program or Activity under this Policy.
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

7.3 Appeal Procedures: If an appeal is submitted, Champion Christian College will:

- (1) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.
- (2) Ensure that the decision-maker for the appeal is not the same person as the decision maker that reached the determination regarding responsibility or dismissal, the investigator or the Title IX Coordinator.
- (3) Provide the non-appealing party with five (5) business days from receipt of the notification of appeal to submit a written statement in support of the outcome of the determination or dismissal.
- (4) Issue a written decision describing the result of the appeal and the rationale for the result which can be one of the following:
 - Affirm the decision-maker's determination regarding the Respondent's responsibility and affirm the disciplinary sanctions and remedies, if applicable;

- Affirm the decision-maker's determination regarding the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable;
- Remand the process back to the hearing stage for the decision-maker to remedy any procedural irregularity or consider any new evidence;
- Reverse the decision-maker's determination of the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable; or
- Affirm or amend the sanctions and/or remedies outlined in the determination issued under this Policy.

(5) Provide the written decision simultaneously to both parties

7.4 Appeal Timeframe: The appellate decision-maker will release the written decision within twenty (20) business days of receiving the appeal.

SECTION VIII: Informal Resolution Process

At any time after a Formal Complaint has been signed and before a determination regarding responsibility has been reached, the parties may voluntarily agree to participate in an informal resolution facilitated by Champion Christian College, that does not involve a full investigation and adjudication.

8.1 Informal Resolution Notice: Prior to entering the Informal Resolution Process, Champion Christian College will provide the parties a written notice disclosing:

- (1) The allegations;
- (2) The requirements of the informal resolution process, including the right of any party to withdraw from the informal resolution process and resume the grievance process and the circumstances which preclude parties from resuming a Formal Complaint arising from the same allegations;
- (3) Consequences resulting from the informal resolution process, including that the records will be maintained for a period of seven (7) years but will not be used by investigators or decision-makers if the formal grievance process resumes.

8.2 Informal Resolution Agreement. Prior to entering the Informal Resolution Process, the parties must voluntarily agree, in writing to the use of the informal resolution process.

8.3 Informal Resolution Availability. The informal resolution process is not permitted to resolve allegations that an employee committed Sexual Harassment against a student.

8.4 Informal Resolution Timeframe. Informal Resolutions of a Formal Complaint will be concluded within 45 days of notice to Champion Christian College that both parties wish to proceed with the Informal Resolution process. Such notice that the parties wish to proceed with an Informal Resolution process will "pause" the counting of the timeframe to conclude the Grievance

Process of this Policy, should the Informal Resolution process fail and the parties continue with the Grievance Process.

8.5 Informal Resolution Documentation. Any final resolution pursuant to the Informal Resolution process will be documented and kept for seven (7) years. However, no recording of the Informal Resolution process will be made and all statements made during the Informal Resolution process will not be used for or against either party (*and the decision-maker and/or Appellate decision-maker may not consider any such statement made during Informal Resolution*) should the parties resume the Grievance Process. Failure to comply with an Informal Resolution agreement may result in disciplinary action.

SECTION IX: Emergency Removal and Administrative Leave

9.1 Emergency Removal. At any time after the Title IX Coordinator is on notice of Sexual Harassment, Champion Christian College may remove a Respondent on an emergency basis. Champion Christian College will only conduct an emergency removal after:

- (1) Undertaking an individualized safety and risk analysis,
- (2) Determining that an immediate threat the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal, and
- (3) Providing the Respondent with notice and an opportunity to challenge the decision with the Title IX Coordinator, within two (2) business days following the removal.

9.2 Administrative Leave: Champion Christian College may place a non-student employee Respondent on administrative leave during the pendency of the grievance process in this Policy.

SECTION X: Recordkeeping

Champion Christian College will maintain all the documentation related to reports of Sexual Harassment, Formal Complaints, the grievance process, and information resolution process for seven (7) years in accordance with state and federal records laws and requirements. The documentation of all records are private and confidential to the extent possible under law. Student records of the grievance process are disciplinary records under Family Education Rights and Privacy Act (*FERPA*). Employee records of the grievance process are subject to the Freedom of Information Act (*FOIA*) and applicable state laws and included in the employee's official employment record.

SECTION X: Additional Conduct Violations Related to This Policy

Alleged violations of the terms in this section will be sent to the Director of Student Services for *student* Respondents or to the College President for *faculty & staff* Respondents, for investigation and adjudication under the Champion Christian College Code of Conduct, as stated in either the College's Policy Manual, Student Handbook, or Faculty & Staff Handbook.

Appendix A – Champion Christian College’s Sexuality Statement

Students

The College’s most important expectations of students are precisely those made clear in the Bible. Violations of these include, but are not limited to, those who, whether knowingly, negligently, recklessly, or in any other way, participate in or promote the following:

Any kind of sexual immorality/impurity/perversion outside the biblical vision of marriage and sexuality (**Gen 1:26-30; 2:4-25**), such as premarital and extramarital relations, sexual harassment, pornography, same-sex romantic and/or sexual relations, or identification of one’s sex/gender as something other than his or her birth/God-given sex (e.g., *transvestite, transgender, transsexual*) (see *Baptist Faith and Message Doctrinal Statement*; <https://bfm.sbc.net/bfm2000/#xvii>; <https://www.sbc.net/resource-library/resolutions/on-same-sex-marriage-and-civil-rights-rhetoric/>).

Champion Christian College students must regularly affirm and agree to follow Champion Christian’s Standards of Conduct as expressed in the student handbook for admission, enrollment, employment, and/or housing. Violation of which will serve as grounds for discipline and/or removal.

Administration, Faculty, and Staff

The College’s most important expectations of its administration, faculty, and staff are precisely those made clear in the Bible. Violations of these include, but are not limited to, those who, whether knowingly, negligently, recklessly, or in any other way, participate in or promote the following:

Any kind of sexual immorality/impurity/perversion outside the biblical vision of marriage and sexuality (**Gen 1:26-30; 2:4-25**), such as premarital and extramarital relations, sexual harassment, pornography, same-sex romantic and/or sexual relations, or identification of one’s sex/gender as something other than his or her birth/God-given sex (e.g., *transvestite, transgender, transsexual*) (see *Baptist Faith and Message Doctrinal Statement*; <https://bfm.sbc.net/bfm2000/#xvii>; <https://www.sbc.net/resource-library/resolutions/on-same-sex-marriage-and-civil-rights-rhetoric/>).

Champion Christian College administration, faculty, and staff must regularly affirm and agree to follow Champion Christian’s Standards of Conduct as expressed in Faculty & Staff Handbook. Violation of which will serve as grounds for discipline and/or removal.

General Student Information

Campus Hours

Campus is closed nightly at 10:30 PM for all non-students. Non-students are not permitted in a residence hall without being accompanied by a resident student.

Students are to access classrooms ONLY during campus hours. Any staff or faculty member that finds a student in a classroom after hours may ask that student to leave and report the violation to the Student Services Department.

Champion Email and Mailbox

At the beginning of the registration process, students will be assigned a Champion email. Students should check their email on a daily basis. The administration and instructors use the Champion email to send information on class, special activities, and even emergency communications. It is the students' responsibility to check their email daily. All CCC email contacts will automatically populate in your Champion.edu email. When you start to type a faculty or staff members name, their entire email contact will appear. Students are also responsible for checking the mail room frequently for any possible incoming mail.

On-Campus Students Mail System Mailing Address
STUDENT NAME (clearly written) 600 Garland Ave
Hot Springs, AR 71913

1. When having something mailed to you, give your name and the school address. Do NOT put a dorm number or suite to avoid causing confusion for the postal workers.
2. Packages will be held in the Student Services office. A text message will notify you to retrieve them.
3. When exiting for summer break, withdrawing, or exiting a semester without planning to return, please be sure to contact the United States post office and update your new mailing address.

Career Exploration, Guidance, and Placement

Career services, in terms of resume writing and mock interviews, are embedded in course and program content. College staff members encourage learners to create a LinkedIn profile, to pursue volunteer and internship opportunities related to the student's career interests, to attend on-campus job fairs, to generate and maintain a list of professional contacts and references, to schedule mock interviews, and to complete a graduate survey. Student support services both offer employment referral services for many local employers

who are seeking qualified employees as well as partnering with city and county offices. The Office of the Director of Student Services serves as a clearinghouse for local employers and college alumni seeking workers.

Counseling Services

Champion Christian College faculty and staff understand that student success extends beyond addressing the academic needs of students. In many situations, the degree of stability in a student's life also impacts their college success. CCC is committed to dealing with the affective and spiritual needs of students. Student Services offer short-term crisis intervention counseling services, as well as spiritual guidance. The use of the Counseling Services is encouraged and will increase self-confidence, improve relationships, help students achieve educational goals, and aid students in making good decisions for their emotional, intellectual, physical, and spiritual well-being.

Students who have on-going, long-term, or therapeutic needs are referred to community agencies for assistance. Student Support Services maintains a list of available community providers for professional assistance and will initiate contact with the mental health providers and transport students, when necessary, to these service providers. Students who are enrolled remotely in Distance Education may request a referral(s) for assistance in their place of residence.

Student Support Services offers awareness and educational seminars which recognize the signs and risk factors in order to prevent attempted suicides, present the distinct characteristics of drug and alcohol abuse, and caution students and staff against the behaviors within a relationship that define violence against women and sexual abuse.

Mentoring

Champion Christian College seeks to provide students with Christian role models who display not only the love of Christ but also the desire to help others improve academically, spiritually, and socially. Since Champion's student body is close-knit, faculty and staff join in the mission with helping others as the need arises.

A mentor can be a staff member, faculty, or member of the administration that takes a particular interest in a student or whom a student seeks mentorship from. This informal operation of mentoring can include but is not limited to, counseling services, character development, and encouragement. CCC believes that mentoring will assist in accomplishing the mission of the institution as well as promoting the core values among staff, faculty, administration, and students.

Job Placement

Student support services offer an employment referral service for many local employers who are seeking qualified employees as well as partnering with staff at city and county offices. The office of the Director of Student Services serves as a clearinghouse for local employers and College alumni seeking employees. Students should maintain a record of integrity and

diligence at the workplace.

Student Resources

Francis Grubbs Library

The library contributes to the Champion's Mission by providing students and faculty with access to physical and digital resources, provides research and study assistance to students, supports faculty research and developing study guides, and assists the institution in the acquisition of resources needed for each academic program.

Champion has partnerships with EBSCO and other external libraries to provide broad access to academic resources. Students are strongly encouraged to obtain an e-library card from Garland County Public Library. The library also is a member of ArkLinks, a partnership of higher educational institutional libraries for interlibrary loan.

While students are encouraged to use the campus library on a regular basis, students in Distance Education programs studying remotely have access to all the same resources through the student portal, Populi. Students and faculty have access to Library services through Populi 24 hours a day seven days a week. Distance Education students are encouraged to use Champion's library resources even though other local library services may be available to them.

Champion Christian College continues to enhance Library Services for the advancement of quality learning while students achieve their academic goals.

Resources Available

- Reference Books: Reference books may be check-out from the library located on the first floor of the Champion Building.
- Books: The library houses thousands of books which students can check-out at any time during the semester.
- On-line Databases: The Library databases are accessible through the Library link in Populi

Library Hours

Hours of the Francis Grubbs library are posted in the library entry.

Computer Lab

- The computer lab is accessible to all CCC students. Students can log-in by using assigned log-in information posted near the door of the computer lab.
- Students may access approved social networks through the colleges Internet server. The administration retains the right to access any individual social network account.
- Cyber bullying of any kind is not tolerated and strictly prohibited. If a student feels, they are being targeted and/or bullied, they are to submit a student complaint form or report directly to the Student Services department.

Internet

Wireless internet is provided in the Champion building, dormitories, coffee shop, athletic facilities. The passcode for accessing the internet is posted in the computer lab near the door. Students are expected to use the Internet responsibly in accordance with CCC's code of conduct. All Internet, searches, and online activities should remain appropriate, respectful, and in an academic nature.

Printing

A printer is provided for the students for the use of academic purposes. The printer is located in the computer lab. There is a copy/scanner machine located in the lobby of the Champion building. Students are given a code and are allowed a certain amount of copies/prints each month.

Miscellaneous Policies

Electronic Usage and Entertainment

- Cell phones or other electronic devices should not be accessed for personal use during classes or chapel.
- The administration reserves the right to inspect/confiscate/remove cell phones or electronic devices for violation of usage policy.
- Video games that portray, inappropriate themes, behavior, language, or music are not allowed. A game may be temporarily confiscated if deemed inappropriate. The privilege of playing video games can also be revoked if a student miss uses this privilege.
- Students are expected to exercise careful judgment and to use scriptural standards when making choices about movies, video games, computer games, television, music, reading material, social media, and off campus entertainment. Music played or performed ON CAMPUS, including in the students vehicle, must be in keeping with the spirit and standards of CCC and must not disturb other students or guests.

Facility Usage

Any flyer, sign, or advertisement distributed or posted on campus must be approved through the Office of the Director of Student Services. Students are permitted to engage in solicitation or fundraising for personal business on campus with administrative approval. Students may reserve the use of a certain facility with prior approval from the Office of the Director of Student Services.

Food outside the Cafeteria

Food is not permitted in the church or classrooms except in specifically designated areas. Covered drinks are permitted except in specifically designated areas such as the computer lab, piano lab, and auditorium.

Lost and Found

If a student wishes to report lost or found items, he/she should contact the Office of the

Director of Student Services. Items left unattended on the college campus may be redeemed through our college lost and found during posted business hours.

Entertainment

Students are expected to exercise careful judgment and to use scriptural standards when making choices about movies, video games, computer games, television, music, reading material, social media, and off campus entertainment. Music played or performed on campus must be in keeping with the spirit and standards of CCC and must not disturb other students or guests.

Vehicles and Transportation Policies

All automobiles operated on campus must be registered with the Director of Student Services. Students:

- should carefully follow the designated parking regulations.
- may not wash their vehicles in the Champion lot on campus.
- may not service or repair their vehicles in the Champion lot on campus.
- may not keep inoperable vehicles in the Champion lot on campus.
- vehicles are subject to inspection by the administration.

Parking Regulations

- There are four main parking lots on Champion's main campus: one beside the sand volleyball court, the main lot that is in front of the dormitory and lobby area, across the street behind the main lot that is next to the Gospel Light Gym, and across the street beside the main lot.
- Students are not to park in restricted areas such as handicapped parking areas or fire lanes. Failure to adhere to these regulations will result in a \$25 fine.
- On Sunday mornings from 8:00 a.m. to 1:00 p.m., the main parking lot becomes a restricted area and is only for Gospel Light member usage. Students failing to adhere to this will also receive a \$25 fine.

College Days

During the year, CCC hosts prospective students on campus during College for a weekend. These students will attend classes, chapel, and special events. On-campus students will be asked to host by sharing their dormitory and extend a "Tiger" welcome to our guests. Arrangements of the events and housing are done by the Dean of Student Life.

COPYRIGHT POLICIES

As an institution of higher education, Champion Christian College strongly believes in intellectual property. As such, Champion Christian College respects intellectual property and has made it a priority to ensure all employees and students respect the copyrights of others. Every employee of and student at Champion Christian College is required to comply with copyright laws. Copyright infringement through inappropriate copying or distribution of copyrighted content is a personal as well as a company liability and will result in disciplinary action including dismissal from the school. Champion Christian College's copyright policy does not allow for the application of "fair use." Please make sure you have permission from the author before using ANY copyrighted material.

The following information regarding copyrights was obtained by Copyright Clearance Center. For more information, please visit www.copyright.com.

What is Copyright?

The purpose of copyright law is to provide authors and other creators (and those who obtain rights through such persons) with an incentive to create and share creative works by granting them exclusive rights to control how their works may be used. Among the exclusive rights granted to those authors are the rights to reproduce, distribute, publicly perform, and publicly display a work. These rights provide copyright holders control over the use of their creations, and an ability to benefit, monetarily and otherwise, from the exploitation of their works.

Copyright also protects the right to "make a derivative work," such as a movie from a book; the right to include a piece in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for "authors" of certain works of visual art. If you are not the copyright holder, you must ordinarily obtain permission prior to re-using or reproducing someone else's copyrighted work. Acknowledging the source of a work, for instance, is not a substitute for obtaining permission. However, permission generally is not necessary for actions that do not implicate the exclusive rights of the copyright holder, such as reviewing, reading, or borrowing a book or photograph.

What is Protected by Copyright?

The rights granted under the U.S. Copyright Act (embodied in Title 17 of the U.S. Code) are intended to benefit "authors" of "original works of authorship," including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations. This means that virtually any creative work that you may come across in readable or viewable format, including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials; unpublished materials, such as analysts' reports and consultants' advice; and non-print materials, including websites, computer programs and other software, databases, sound recordings, motion pictures, video files, sculptures and other artistic works are almost certainly protected by copyright.

What is NOT Protected by Copyright?

Not everything is protected by copyright. This includes: works that are not fixed; titles, names, slogans; ideas, facts and data; listings of ingredients or contents; natural or self-evident facts; and public domain works (more on this below). Some of these things may, however, be protected under other areas of law, such as patent or trademark law, or by contract. It is important to be sure that no other form of protection restricts the use of such materials before using them.

How Long Does Copyright Protection Last?

In the U.S., a work created on or after January 1, 1978 is ordinarily protected for a term equal to the author's life plus 70 years after the author's death. This is called the “life-plus-70” rule. Works created by companies or other types of organizations have a copyright term of 95 years. For works created before 1978, the duration of protection depends on a number of factors. For comprehensive information on duration, see: <http://www.copyright.gov/circs/circ1.html#hlc>.

Fair Use

Fair use is a defense under U.S. law that may be raised by the defendant in a copyright infringement case. Fair use recognizes that certain types of use of other people's copyright protected works do not require the copyright holder's authorization. The fair use doctrine is codified in Section 107 of the U.S. Copyright Act. See: www.copyright.gov/title17/. Although there are no absolute rules around fair use, generally the reproduction (photocopy or digital) or use of someone else's copyright-protected work is more likely to be found to be a fair use if it is for one of the following purposes: criticism, comment, news reporting, teaching, scholarship or academic research.

To determine whether a particular use qualifies as fair use, the statute requires a fact-specific

analysis of the use, based on four factors:

1. The purpose and character of the use (for example, whether for commercial or nonprofit educational use).
2. The nature of the copyright-protected work (is it primarily factual or highly creative?).
3. The amount and substantiality of the portion used.
4. The effect of the use upon the potential market for or value of the copyright-protected work.

All four factors must be considered and balanced against the other factors as part of each fair use analysis. Although some see fair use as a solution to many of their reproduction activities, the scope of the fair use doctrine is much narrower than most people assume. Further, fair use is an ambiguous notion, and the law does not state exactly how, or how much of, a work may be used without obtaining permission. As a consequence, even copyright law experts often have a difficult time predicting the outcome in cases involving fair use.

The bottom line is that fair use requires an appropriate risk assessment as to whether re-use under certain circumstances may be considered fair use. In order to avoid any copyright risk, a given company permits uses of short quotes from works. Otherwise, permission procedures as set out in this policy should be followed and the advice of the given company's Copyright Officer should be sought in instances where a fair use determination may be

necessary.

Copyright and Foreign Works

The U.S. is a member of two major copyright treaties, the Berne Convention and the Universal Copyright Convention. As such, when [Company] uses a copyright-protected work from almost any other country, U.S. copyright law applies to the use of that work, assuming the use takes place in the United States. Similarly, the copyright laws of other participating countries apply to the use of U.S. works in those countries. While these treaties establish certain conventions that render the laws of participating countries consistent to some degree, there are differences in each country's law and [Company's] Copyright Officer should be consulted if there are questions regarding the use of materials by employees or others outside the U.S. Licensing intermediaries such as Copyright Clearance Center offer agreements that allow the use of materials from other countries as well as the use of materials across borders, which can simplify the permission process a great deal.

Copyright and Digital Works

Any non-digital content that is protected by copyright is also protected in a digital form. For example, print books are protected by copyright law, as are electronic books. A print letter is protected by copyright law, as is an e-mail letter. In both cases, the copyright is generally owned by the author, regardless of who has received the letter. Whenever you wish to use material found on a website, it is always important to review and understand the terms of use for that site because those terms will tell you what use, if any, you can make of the materials you find there. When obtaining permission to use works on the Web (such as posting them on [Company's] public-facing corporate website), always attempt to obtain worldwide rights, as most Web uses of content are on a global basis.

Peer-to-Peer

The reproduction and distribution of copyrighted music, movies, television shows, pictures, and software through the use of peer-to-peer (P2P) networks is illegal. The Digital Millennium Copyright Act (DMCA) presents a clear set of procedures that Champion Christian College must follow when we receive notice that an individual using the College network may be violating copyright laws. When the College receives official notice of a violation from a copyright holder or their official designee, the Director (in cooperation with IT manager) notifies the individual of that complaint. We do this by forwarding the notice of infringement to the individual via email and asking that the infringing material be removed within 48 hours. If we do not hear back from the individual within 48 hours, we terminate network access for the computer in question. This is done both to protect the individual from continuing to violate the law and to protect the College.

The DMCA also requires the College to establish procedures for repeat offenders. In such a case, the Director, in conjunction with IT Manager will immediately terminate network access and refer the matter to the President for further action.

HJC does not monitor the specific content of the information that travels across the College network or through the College's connection to the Internet. However, the College does monitor the type of information that travels across the College network and through our connection to the Internet.

In response to normal notices of infringement, Champion Christian College will not release to the copyright holder the names of any individuals, or any other personally identifiable information. Recently, however, copyright holders have been seeking subpoenas to obtain the names of individual sharing copyrighted information. If the College does receive such a subpoena, we are required to release the name of the individual violator(s).

The sharing of materials protected by copyright is a serious matter. People caught sharing music files illegally have been subpoenaed and subjected to substantial fines. If you share copyrighted materials illegally you put yourself at risk of losing computer access, of facing College action including dismissal, and of facing prosecution under civil and criminal laws.

You should be aware that the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject community members to civil and criminal penalties as follows:

- In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to

\$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

- Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

RESIDENCE HALL POLICIES

Behold, how good and how pleasant it is when brothers dwell in unity! —Psalm 133:1

Living in Hancock Hall offers Champion students many benefits: opportunities to grow spiritually with students from culturally diverse backgrounds, to build solid friendships, to grow, and to live in consideration of others, to develop conflict resolution skills, to exercise leadership skills, and to live together harmoniously in close proximity in a way that exhibits real Christian community. Students living on campus discover that residence life at Champion is truly a *home away from home* for our students.

Living in a residence hall offers Champion students many benefits:

- Opportunities to grow spiritually
- To build solid friendships
- To grow in love and consideration of diversity
- To develop and exercise leadership skills

The following guidelines for residence hall living are intended to help each student feel at home at Champion and to enable students to live together harmoniously in proximity in a way that exhibits real Christian community.

Food Services

The room and board package includes fifteen meals per week. These meals are served in a full- service commercial cafeteria.

Hours and Schedule

- Curfew is at 11:00 p.m. Sunday-Thursday; 12:00 pm Friday-Saturday.
- Students are to be in their residence halls each night by curfew.
- Everyone is asked to be courteous at all times concerning noise.
- Commuter students must be off campus by 10:30 unless on campus for work or approved special events.
- Any resident hall student must seek permission from the VP of Student Services to remain off campus after curfew. Requests will be considered on a case-by-case basis, and the administration reserves the right to revoke any extended curfew privileges at any time.

What to Bring!

Approved Items:

- Small refrigerator (must not exceed 4.5 cubic feet)
- Coffee maker
- Electronics (laptop, tablet, game console, etc.)
- Personal mementos
- Removable adhesive strips/sticky tacks for rooms
- Linens and towels (standard twin-size beds)*
- Cleaning supplies*
- Medicine, toiletries, and first aid supplies (don't forget toilet paper)!

Prohibited Items:

- Open element appliances (toasters, hot plates, broilers, open coil space heaters, grills)
- Halogen lights
- Candles
- Dartboards or anything else that could puncture the walls
- Air Conditioners
- Any items prohibited by law or by CCC policy
- Firearms, alcohol, or tobacco
- Materials not in accordance with the Christian atmosphere of CCC
- Pets or other animals

Provided Items:

- Bunk beds (standard twin-size)
- Armoire
- Washer/dryer (may be operated for a nominal fee)
- TVs and microwaves (in the lounge area on each floor)

Personal Items, Cleaning, and Inspections

- Students who engage in inappropriate themes, behavior, language, or music within video games are not allowed. The privilege of owning and playing video games can be revoked if a student misuses this privilege.
- Lit candles/open flames may not be inside the residence rooms.
- All decorations will be subject to administrative approval.
- Residents are expected to have their rooms ready for inspection by 8:00 a.m. each morning.
- Residents are responsible for their own area (bed, wardrobe, etc.).
- On a rotating basis, residents will be assigned other various room and hall duties.
- Inspections may take place on a daily basis without prior notification.
- Floor duties are assigned on a weekly basis and are expected to be done throughout the week. Failure to do so may result in fines.
- Residents will be notified of a "white glove" inspection.
- No animals of any kind are allowed inside residence halls.

Occupation of Residence Halls

Single students must live in the residence hall unless approved by the Director of Student Services. First-semester students may not move into the residence hall before the official residence hall move-in date. New students wishing to arrive early to secure employment should plan to reside off-campus until the official move-in date.

Returning students may move into the residence hall before the official date but will be charged a daily fee until the residence halls officially open. Students should determine living arrangements upon registration and when establishing a billing/payment plan.

Freshman Dormitory Standard: Any and all first-year students **MUST** live on campus in the resident halls. Once a student has lived on campus in the Champion dormitory for no less than (2) consecutive semesters (e.g., fall semester and spring semester), such students will qualify to be allowed to move off campus, beginning their (3rd) consecutive semester (e.g., fall semester of sophomore year) so long as students meet the criteria stated under “Occupation of Resident Halls”).

Moving From Dormitory to Off-Campus: At the beginning of each Fall and Spring semester move-in date, Sophomore, Junior, or Senior students [*Freshmen are excluded*] that moved in a dormitory room are permitted to move out into off-campus housing so long as it is **BEFORE** (2) weeks of the corresponding semester’s move-in date and with contingency to any refundable proration condition.

If a qualified dormitory housing student moves off-campus **DURING** the allotted 2-week window of time, the Financial Office will determine any refundable proration (if any) regarding the student’s Room and Board costs. By definition, “Room” refers to the dormitory housing cost and “Board” separately refers to the meal-plan cost. A student will be charged a prorated amount for his or her “Room” cost that is calculated from the move-in date to the date the student officially moved off campus as verified by the VP of Student Services. Also, IF a student declines his or her included meal-plan, he or she will be charged a prorated amount for his or her “Board” cost that is also calculated from the move-in date to the date the student officially moved off campus as verified by the VP of Student Services. However, if the “Board” is not declined but rather is continued, no such proration will be applied to the “Board” portion pertaining to moving off campus, thus continuing the semester’s meal-plan cost.

Furthermore, there is a **REQUIRED** dormitory exiting procedure for ALL resident hall students that **MUST** be confirmed by the DSS before a student officially moves off campus from his or her dormitory room. If a student moves out of his or her dormitory room prematurely within the 2-week allotted time frame yet **without** the VP of Student Services’ verification to affirm his checklist of compliance for dormitory exiting procedure, such a student will continue to be charged the standard dormitory cost until he or she has properly vacated the dormitory.

The DSS, **not** the dormitory student, confirms the official move-out date with the Financial

Office for any applicable billing purposes.

If a student moves off campus **AFTER** the 2-week permitted period of time, regardless of any special situation and/or unpredictable circumstantial crisis, both Room and Board costs for the corresponding semester are non-refundable and thus without any allotted proration. However, if there is an injury during the corresponding semester that requires such extensive medical treatment that the dormitory student must move off campus for such, the student will be refunded the prorated “*Board*” (meal-plan) portion calculated from the move-in date to the date the student officially moved off campus as verified by the VP of Student Services. The “*Room*” (dormitory) portion is non-refundable due to the inability to replace the room with another student after the semester has begun.

Resident Dorm Check-Out Procedure

Residents may vacate their rooms at any time before the halls close for the semester but must move out before the “Residence Halls Close” date. Please set an appointment with the DSS to be officially checked out of the dorm room.

Follow this checklist to prepare rooms for check-out and avoid unnecessary fines.

- EMPTY all closets, dresser drawers, and desks, and remove all personal property.
- SWEEP/VACUUM/MOP floors/carpets in the room.
- CLEAN— Shower, Toilet, Mirrors, and Sinks
- REPLACE all room furnishings, making sure they are reassembled, in good condition, and returned to original placements.
- REMOVE posters, tacks, nails, hooks, tape, and adhesive stickers from doors, woodwork, walls, ceilings, windows, and furniture.
- DONATE any items in good condition (unopened nonperishable food, clothing, storage containers, etc.) by bringing them to the main lounge to be donated, rather than thrown away.
- RETURN MAILROOM KEY to VP of Student Services.
- RETURN KEY to the VP of Student Services in person.
- CLOSE and LOCK door
- TAKE ALL TRASH TO THE DUMPSTER. All bulk trash must be taken to the dumpster.

Student Services is not responsible for any personal items left in rooms.

STUDENTS will be billed for any trash left in rooms or hallways. All personal property such as carpets, couches, and other furniture must be removed.

Roommate Policies

Room assignments are determined by the administration and are made without discrimination on the basis of likeness; thus, the administration attempts to pair students with similar interests and common goals. Any student with questions or concerns about the roommate selection process should contact the Office of the Director of Student Services.

Roommates' Rights

The residential experience of a college student largely depends on the thoughtful consideration of his/her roommate(s). The following is a list of understood rights that each roommate has as a resident college student.

Basic rights of a roommate include but are not limited to:

- The right to read and study without interference in one's room. Unreasonable noise and other distractions inhibit this right.
- The right to sleep free from disturbances such as noise, guests of a roommate, etc.
- The right to one's personal belongings being respected by roommate(s).
- The right to a clean-living space in which to live.
- The right to a hygienically clean-living environment. This includes personal hygiene as well as the hygiene of the living space.
- The right to privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other hall residents.
- The right to be free from fear of intimidation, physical and/or emotional harm.

Roommate Conflicts and Room Changes

Although we hope that all living situations are successful ones, we realize that at times a change of room may be necessary. Life on campus can be an exciting and rewarding experience, but it can also be trying at times. For many students, living in the residence halls is the first time they have shared their personal space. Learning to live with someone else especially someone who may have different habits, likes, and dislikes-can be challenging.

The experience of having a roommate and making new friends can be a fundamental part of each student's college education. College is a learning experience that will allow them to grow as they build friendships in their campus community. The roommate experience can be successful and enjoyable, but it will take effort, compromise, and understanding on the part of both roommates. Each floor has a Resident Assistant (RA) that provides support, acts as a resource for residents, coordinates social programs, and works as a liaison between the staff and residents to enforce policy within the hall.

When experiencing a roommate conflict, roommates must follow these guidelines before a room change request is granted by the Office of the Director of Student Services..

- Roommate will address his/her roommate about problem or concern by himself/herself.
 - It is very important to approach the issue with gentleness and kindness.
 - Do not make it personal.
 - Address the problem or concern and offer a potential solution.
 - Listen to the other roommate's side of the story.
 - Roommate will go to his/her RA with the issue.
 - The RA and roommate will go to the other roommate with the matter at hand.
 - The RA and roommate will attempt to get roommates to reach restorative language.
 - The RA and roommates will discuss possible solution to the problem or concern.

- The RA will see the Director of Student Services.
 - The Vice President of Student Affairs will offer possible solutions for RA to bring back to roommates.
- The RA and both roommates will meet with the Director of Student Services.
 - All parties will attempt to reach an agreement and resolve the problem or concern.
 - The Director of Student Services will attempt to bring roommates to restorative language.

If an agreement cannot be reached between roommates, the room change request form will be granted. Upon which the student requesting to change rooms will fill out the form. The student is not guaranteed an approved room change when room change request is filled out. If the room change is approved by administration, the moving process will follow the next week. The RA will oversee the moving process and make sure it is complete by the end of the designated week.

- Unauthorized room changes will result in penalties and fines along with student moving back into the original room.
- Students may not occupy a space to which they were not assigned, even if the space appears to be vacant.
- While we can assist in facilitating moves or connect you with students who are looking for new roommates, it is your responsibility to make the appropriate introductions to potential roommates and facilitate potential moves.

RESIDENCE HALLS AND ONLINE ENROLLMENT POLICY

Students enrolled **exclusively** in online courses are not allowed to live in campus housing. Access to and participation in residence hall lodging is only available to full-time students taking at least half of their total semester credit hours via on-campus classes. Therefore, students who have formerly been classified as on-campus but who transition to exclusively online enrollment at the beginning of (not during) a semester, whether as a transfer from another college or an enrolled Champion student from a previous semester(s), will **not** be allowed to live in the residence halls (unless there is special permission from the VPAA).

*Note: The College recognizes that there are occasional circumstances during a semester which require an on-campus student to transition to online enrollment for a brief time with the expectation of returning to on-campus enrollment. In such cases, if the period of online enrollment is for a short duration (less than **half** of the total classes in the semester), and the student returns to campus within the same semester, this will **not** disqualify the student from resuming residence hall lodging upon their return, in most cases. However, such special situations are decided upon a case-by-case basis by the EVP, VPAA, and VPDE. Please see the “Transition to Online” policy for more information.*

Visitors Policies

Each enrolled student at Champion Christian College that resides in the Residence Hall is permitted to have visiting guests. A guest is defined as a person at least 18 years of age with a picture ID (driver's license, state ID, etc.) and is either not enrolled in the College or an enrolled student who lives off campus.

A maximum of two guests are allowed per day. Visiting days and hours for guests are ONLY Tuesdays through Saturdays (no guests allowed on Sundays and Mondays) any time between 6:00 p.m. and 10:30 p.m. The Student Handbook policies for Residence Halls are to be followed by the enrolled student on behalf of the student's guest(s).

To request guests, a student should complete the Student Visitor Request Form, available from the Office of Student Services. The request will be reviewed by the College administration, and if it is approved, the Director of Student Services will notify the requesting student, the Resident Hall Assistant for the appropriate dormitory floor, and the Champion Security Officer.

Security and Privacy Policies

Non-resident students are permitted in the residence halls only when accompanied by a resident student to their specific area/room and must leave no later than 11:00 p.m.

Students are not permitted to be in another student's room if that person is not present.

Students should not lend/give their room keys to another individual. Students should refrain from leaving their residence room unsecured.

Men and women are not allowed to visit the dormitory of the opposite sex unless special permission has been granted by the administration or Office of the Director of Student Services. All residence rooms (and any content therein) are subject to inspection at any time by the administration and in accordance with college policies.

Any item in violation of college rules may be confiscated until arrangements have been made to take it home or have it properly disposed of. Confiscated items will be disposed of if not taken care of by the end of the term.

FINANCIAL INFORMATION

Not that I am speaking of being in need, for I have learned in whatever situation I am to be content. I know how to be brought low, and I know how to abound. In any and every circumstance, I have learned the secret of facing plenty and hunger, abundance and need. I can do all things through him who strengthens me. —Philippians 4:11-13

Financial Assistance

The College will make every effort to meet the college-related costs of each qualified student based on eligibility criteria, satisfactory academic progress, and availability of funds. For more information about the various types of financial aid available, contact the Director of Financial Aid.

Billing and Methods of Payment

Attending Champion Christian is an investment in one's professional and personal future. All students are required to make full payment or payment arrangements through the financial office by the last day of the second week of classes each semester. If the balance is paid in full, no payment arrangement is necessary. However, if the balance is not paid in full, the payment arrangement with the financial office shall be as follows:

1. Schedule - The balance is divided over 4 months. For the Fall semester, payment will be made over August, September, October, & November. The first payment must be made during the registration period by August 15th or before classes begin, whichever comes first. Payment is due in FULL by November 15th. For the Spring semester, payment will be made over January, February, March, & April. As in the fall semester, the first spring semester payment must be made by January 15th or before classes begin, whichever comes first. Payment is due in FULL by April 15th.
2. Payment Arrangement Fee - A fee of \$10 will be added to the student's bill when a payment plan is arranged.
3. Consequences of Non-Payment - Late fee (\$35) and withdrawal as follows:
 - a. Payments must be made on the by the due date. If a student fails to pay by this due date, he/she is given a grace period of extension for two weeks (1st day of the following month). A payment is deemed "late" on or after the 1st of the following month and the account will be charged a \$35 late fee.
 - b. If no payment is received by the 1st of the month following a due date, a student's payment is rendered "unpaid". At such point, the student will be withdrawn from classes & the resident hall (if applicable, restricted in room and board) until payment has been made or arrangement is satisfied with the financial office. Additionally, if the student participates in athletics, he or she will be suspended from participation until payment or arrangement with the financial office is satisfied. Upon satisfaction, the Vice President of Finance will confirm with the Executive Vice President and thus the student would return to class, the resident hall, and to athletics.
4. Debit or Credit Card Fee - Please note there will be an additional 3.5% fee when using a debit or credit card.
5. Semester End Balance Fee - If the balance is not paid in full by the end of the

semester, an additional fee of \$50 will be added to the bill.

Payments may be made by cash, check, money order, debit card or credit card to the Financial Office or by debit or credit card through Populi. Students may pay in person during the designated business hours. For the convenience of students, a payment box located at the college financial office is available for after-hour payments. Payments may be made by mail, but care should be taken to ensure that they will arrive on time. Only checks or money orders will be accepted through the mail. A \$35 Non-Sufficient Funds (NSF) fee will be assessed in the event that a check or automatic draft is not honored by a student's bank. Students are required to satisfy financial obligations before they are permitted to obtain a grade report or receive a transcript from the college.

Students are required to satisfy financial obligations before they are permitted to obtain a grade report or receive a transcript from the college. Students who have a balance at finals will be asked to make payments arrangements prior to taking semester exam(s).

Graduation Fee

The graduation fee is \$325.00. It covers costs related to the issuing of the diploma and the student's final transcript, as well as those associated with the commencement exercises such as cap, gown, hood, diploma, diploma cover, graduation breakfast, pictures, awards, special reception, and other event expenses. Students who are not able to participate in the commencement exercises will still be mentioned in the program and will graduate "in absentia."

Online Distance Education students are encouraged to participate in the commencement exercises but are not required to do so. The graduation fee for an online student graduating 'in absentia' is \$100.

Financial Aid

Champion Christian College accepts Federal Student Aid. Visit fafsa.ed.gov to apply for Federal Student Aid and get more information on eligibility.

If you have already filed a FAFSA, do not complete another application. If you did not include the Federal School Code for Champion Christian College on the FAFSA you submitted, access the FAFSA already completed and add school code 042761 for Champion Christian College.

In order to complete a FAFSA, the student and a parent must use a unique Federal Student Aid ID (FSAID). To create your own unique FSAID, please go to:

<https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid#parents>.

You will need prior tax and other financial information for you (and your parents) to complete the FAFSA. We highly recommend using the IRS Data Retrieval function in the FAFSA to retrieve unaltered student and parent tax data from the IRS to populate the appropriate FAFSA fields. Doing so provides a more accurate result and reduces the additional documents required to process the file when it arrives at the college.

Following completion and submission of your FAFSA, the financial aid office should receive

your results in approximately 7-10 business days.

Veterans Benefits

Champion accepts VA tuition assistance programs.

- Champion has been approved by the State Approving Agency for Veterans Training for V.A. recipient status.
- Qualifying veterans should complete the application for V.A. education benefits by filing V.A. form 22-1990 with the V.A. Regional Office: P.O. Box 8888; Muskogee, OK 74402-8888

Additional Scholarships (ADHE)

The ADHE recognizes Champion and accepts additional ADHE scholarships. These scholarships can be viewed at <https://scholarships.adhe.edu>. Please note that certain scholarships require students to reapply each semester.

Title IV

Satisfactory Academic Progress (SAP) for Title IV Students

Federal regulations require all recipients of student financial aid make Satisfactory Academic Progress (SAP) towards an eligible degree. Students applying for assistance through the Federal Pell Grant, Federal Work Study, Direct Subsidized Loan, Direct Unsubsidized Loan, and other programs as determined by the Financial Aid Office must meet certain requirements to determine initial or continued financial aid eligibility at Champion Christian College. If you, the student, wish to receive federal financial aid of any type, it is imperative that you become familiar with these regulations. For more detailed information, review the Champion catalog section entitled TITLE IV.

HEALTH AND SAFETY

The name of the Lord is a strong tower; the righteous man runs into it and is safe.

—Proverbs 18:1

Health Care

Champion Christian College is committed to properly care for each student by properly training the Resident Advisors on how to respond to medical emergencies. Training of Resident Advisors consists of training the RAs to use the first aid kits, respond to emergencies, and communicate with the administration during an emergency. Students who experience a non-emergency medical need will be referred to an appropriate health care center in the Hot Springs area, this includes Chi St. Vincent walk-in clinic or any of the surrounding hospitals. All emergencies will be handled by calling 911. This information will be posted in each of dormitory hall.

Insurance

Insurance is the responsibility of each student. All students must have proper documentation at the time of registration of his/her insurance. Before the beginning of classes, students will sign an insurance waiver that clearly communicates the terms of responsibility.

Accidents and Incidents

When an accident or incident involving students or visitors occurs, immediately contact the Director of Student Services for non-emergencies. For emergencies, dial 911 and contact the VP of Student Services or a member of the administration.

MISSING STUDENT NOTIFICATION

A Champion residential student who is unaccounted for and absent for a period of 24 hours or longer without any known reason may be deemed to be missing. The Director of Student Services or designee is responsible for determining whether a student is missing. Local law enforcement with jurisdiction in the area will be immediately notified that a student is missing once the determination has been made.

If an individual is concerned that a fellow student might be missing or otherwise be in danger, he or she is encouraged to immediately notify the Director of Student Services.

Emergency Plan

CCC's Crisis Communication Plan provides policies and procedures for the coordination of communication between CCC's students, faculty, staff, and administration as well as communication between the college, the media, and the general public in the event of an

emergency. The safety and security of CCC's students and staff are the top priority in establishing this plan. A major piece of the crisis plan is to enact prevention measures in an effort to squelch or diminish a crisis event. One method of prevention is through community watch. As a student here at CCC, you are the "eyes and ears" of the institution. If something looks strange, suspicious, or out-of-place, immediately report it to the Campus Security Office.

Bomb Threat

Making a bomb threat by word of mouth, e-mail, text, phone call or by any other means is prohibited and as such violations of this policy will result in immediate suspension.

Criminal Violations Reporting

Upon receiving a signed allegation of a criminal violation, the president or a designee will notify the proper law enforcement officials. Students, faculty, or staff members wishing to report a criminal violation that has occurred or that they suspect has occurred on the CCC campus or at a CCC sponsored activity shall put the allegation in writing, sign the statement, and present this statement to the Office of the Director of Student Services. In case of an emergency, verbal notification to one of these two parties is requested.

Drug-Free Campus

CCC is committed to maintaining a drug-free campus environment for students and employees. Under the mandate of the Board of Directors, the college opposes the unlawful manufacture, distribution, possession, or use of a controlled substance by any employee or student. The Director of Student Services is in charge of drug-free awareness programs to inform students and employees of the dangers of drug abuse, the availability of drug counseling, rehabilitation, and penalties for drug abuse violations. For more information on the college's Drug-Free Campus Policy, please contact the Director of Student Services.

Immunizations

To attend a public or private college or university in this state, a part-time student housed in on-

campus premises and a full-time student must show proof of immunization, immunity, a medical or non-medical exemption or birth before 1957 for the following requirements: a) For incoming freshmen and foreign-born students, two doses of MMR (measles, mumps, and rubella) vaccine

b) For all other students, one dose of MMR (measles, mumps, and rubella) vaccine.

Exception: If a student has previously received two doses of measles, one dose of mumps and one dose of rubella before January 1, 2010, the doses will be accepted as compliant to immunization requirements and 2 MMRs are not required.

<http://www.healthy.arkansas.gov/aboutADH/RulesRegs/ImmunizationRequirements.pdf>

Tobacco-Free Campus

CCC is entirely smoke-free and tobacco-free. The Smoke-Free, Tobacco-Free Policy applies to all CCC facilities and vehicles, owned or leased, regardless of location. Smoking, dipping, or any other form of tobacco use shall not be permitted on the CCC campus or any off-campus sites. Vaping or related activities, such as the use of electronic cigarettes, will not be tolerated. The policy applies to all students, faculty, staff, and visitors. As with any CCC policy, violation can result in dismissal.

Fire Emergencies

In the event of a fire emergency, any person may sound the fire alarm. Everyone should evacuate the building and move to safety. Fire escape routes are posted in each of the dormitories, cafeteria, offices, and classrooms. The person reporting the fire should be available to give the location to the proper authority and explain any necessary details.

Lab Safety

The health and safety of CCC students is of primary concern whether on campus or attending high school-sponsored activities. Policies, procedures, and guidelines pertaining to health and safety must be followed for the protection of all. Students are required to adhere to all safety procedures and utilize safety and protective equipment in all lab settings. Eye protection will be worn while operating machinery. Appropriate attire is required in shop areas.

Severe Weather

CCC will continue to address inclement weather situations in a manner similar to past practices and the CCC Board policy. The general policy is that CCC does not close due to inclement weather if at all avoidable. However, the obligation to provide services to the citizens of the area must be balanced with the risk of danger to students and employees.

The President or the Executive Vice President will determine when the inclement weather policy is implemented based on area weather conditions. Local media, listed below, will be used to notify students and employees of policy implementation. The state policy provisions regarding late arrival and leave time will apply to CCC employees.

In the event of early morning severe inclement weather conditions in the CCC area, the President or Executive Vice President will determine whether to place the inclement weather

policy in effect and will publicly announce its implementation between 6:00 a.m. and 6:30 a.m., if possible. The decision to implement the inclement weather policy for evening classes will be made by mid- afternoon and announced between 3:00 p.m. and 3:30 p.m., if possible. In an effort to inform students, staff, and faculty of any college closing due to inclement weather, KATV (Channel 7) will be notified.

Tornado Alert

In case of a tornado alert, students and staff should take cover in a lower-level corridor/basement area free of glass exposure to the outside or in space on the southwest side of a building below ground level. All personnel should keep away from windows and, if possible, seek the protection of a table or desk. The greatest hazard of a tornado is flying glass and debris. If a person is unable to secure the protection of a building and is caught outdoors, a depression in the ground such as a gully, culvert, or deep ditch is better protection than nothing at all. In the event that you are caught outside during a storm without any of the above means of protection, lie flat on the ground and cover your head with your arms to reduce the hazard of being hit by flying objects.

Annual Campus Security and Crime Report

Champion Christian College's Annual Campus Security and Crime Report contains important information about safety and security on the campus and on property adjacent to the campus. This report includes but is not limited to procedures for emergency notifications and timely warnings; missing persons protocol; sex offender registry procedures; sexual assault; violence against women; and drug/alcohol awareness programs; reporting procedures for emergencies and criminal activities; crime statistics; and fire safety report. The report will be updated annually by October 1 and is available in the Office of the Director of Student Services located on the 2nd floor of Champion Hall.

UNDERSTANDING YOUR RIGHTS AND RESPONSIBILITIES

Why do you pass judgment on your brother? Or you, why do you despise your brother? For we will all stand before the judgment seat of God; for it is written, "As I live, says the Lord, every knee shall bow to me, and every tongue shall confess to God." So then each of us will give an account of himself to God.—Romans 14:10-12

Academic Appeals

The scope of Champion Christian College's Academic Appeals Policy includes issues of improper grade assignment, charges of plagiarism, charges of cheating, discriminatory treatment of students, and instructor inconsistency with the written grading criteria. Champion students have the right to appeal the above mentioned academic issues within nine weeks after the official termination of the course. Students are encouraged to initiate contact with the instructor and try to resolve the academic issue. If the issue cannot be resolved informally, then a student can initiate an appeal.

To appeal: 1. A student meets with the Vice President of Academic Affairs, located on the 2nd floor of Champion Hall, to discuss the issue. This meeting also ensures that the student has thought out the complaint and has exhausted any hope of resolving the matter informally with his/her instructor. 2. The student files a complaint. 3. The VP of Academic Affairs will investigate the matter. 3. Once the matter has been investigated and all parties involved contacted to discuss the issue, the VP of Academic Affairs will write a letter stating the outcome of the issue. All records are kept in the student's file in the office of the Registrar.

Transition from campus to online Enrolment

Champion Christian College acknowledges that at any time during a semester for students on or off campus, some may desire to transition from on-campus to online enrollment. In such cases, before any such transition begins, the student must FIRST set up a meeting with the Director of Student Services to announce their intention to transition. Upon notification of the student's intention to transition, the Director of Student Services is responsible for considering the student's reasons and deciding whether or not the student's motives constitute sufficient grounds for the transition request. Should the DSS reach this conclusion, the DSS is responsible for immediately notifying the VPDE, who will not only review the request but also (if approval is given) ensure that the student is aware of and prepared for the changes that will result from this transition.

Following approval from both the DSS and VPDE, the procedure for online transition is as follows:

1. The student must set up a second meeting with the DSS to formally declare, in writing, their intent to transition. This will be accomplished by completing the appropriate Populi form and signing electronically.
2. Upon receiving the student's electronic signature, the DSS will immediately notify the EVP (or his designee) in writing of the student's decision as an informational courtesy.
3. The DSS will communicate the student's decision to transition to the other personnel within

the departmental oversight of the DSS:

- a. The Director of Food Services will be informed of the last day the student is eligible to receive meals as part of room and board (if the student is an on-campus student).
 - b. Resident Hall Assistants (RA's) will be advised of the day the student will vacate the residence hall (transitioning students are required to vacate the residence hall within two days [48 hours] of signing the withdrawal form). Students requesting to remain in the resident hall beyond the 48 hours will receive added charges to their billing per day of occupancy.
 - c. The Athletic Director will be notified of the student's decision (if the student is a member of any of the College's athletic programs) and will also be responsible for informing the student's coach(es) and for collecting all College athletic materials from the student (uniforms, equipment, etc.).
4. Then, the DSS will notify the VPAA and the VPDE of the student's decision. The VPAA will notify the student's instructors of the change. The Registrar will modify the student's

- enrollment, recording the date and reason of the change in Populi.
5. The Registrar will immediately and simultaneously notify both the VP of Finance and the Director of Financial Aid, who will assess the student's financial standing with the College and make any necessary adjustments pertaining to the student's financial responsibility (if any).
 6. The VPDE, in concert with the student's instructors, will be responsible for the student's integration into the online program.

Withdrawal from College: Step by Step Instructions

Champion Christian College acknowledges that at any time during a semester for students on or off campus, some may wish to withdraw from the College voluntarily and willfully. In such cases yet before any such withdrawal begins, a student must FIRST set up a meeting with the VP of Student Services to announce their intention to withdraw.

Upon notification of the student's intention to withdraw, the Director of Student Services is responsible for carefully considering the student's reasons for withdrawing by coming alongside the student in hopes of providing solutions to whatever is influencing the student's decision. Once learning of the reasons behind the student's intent to withdraw, the DSS will direct the student to the appropriate personnel within the College such as:

1. Financial-related reasons: The VP of Finance.
2. Academic-related reasons: The VPAA.
3. Athletic-related reasons: The Athletic Director
4. Circumstantial reasons: The Executive Vice President

The goal for each of the above personnel is to help resolve the reason behind why the student is attempting to withdraw. However, should the intervention prove unsuccessful, and the student still wishes to withdraw, the procedure to do so will be as follows:

1. The student must second up a second meeting with the DSS to formally declare, in writing, their intent to withdraw. This will be accomplished by completing the appropriate Populi form and signing electronically.
2. Upon receiving the student's electronic signature, the DSS will immediately notify the EVP (or his designee) in writing of the student's decision as an informational courtesy.
3. Next, the DSS will communicate the student's decision to withdraw to the other personnel within the departmental oversight of the DSS:
 - a. The Director of Food Services will be informed of the last day the student is eligible to receive meals as part of room and board. (After this day, students will be charged the current rate for each meal received.)
 - b. Resident Hall Assistants (RA's) will be advised of the day the student will vacate the residence hall (withdrawing students are required to vacate the residence hall within two business days [48 hours] of signing the withdrawal form). Students requesting to remain in the resident hall beyond the 48 hours will received added charges to their billing per day of occupancy.
 - c. The VPAA will be notified that the DSS will ensure collection of all textbooks from the withdrawing student and a form signed by the student and DSS to confirm surrender and receipt of these books. If for any reason the textbooks are not

returned after the student officially withdraws, the fee for the textbooks will be added to the student's billing.

- d. When a withdrawal student is on roster as a participating athlete on any one of the College's athletic programs, the Athletic Director will be notified of the withdrawal student decision. Upon receiving this information, the Athletic Director is to inform the student athlete's Coach(es) who are responsible for collecting all College athletic materials from the student (uniforms, equipment, etc.)
4. Then, the DSS will notify the VPAA of the student's decision. The Registrar will withdraw the student from classes, mark them as inactive, and record the exit date and exit reason by the recorded documentation provided from the DSS.
5. The Registrar will immediately and simultaneously notify both the VP of Finance and the Director of Financial Aid, who will assess the withdrawing student's financial standing with the College and make any necessary adjustments pertaining to the student's financial responsibility (if any).

Academic Records Privacy Rights

CCC complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974 which protects the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data. As a general rule, a student's academic record is confidential and will not be released to unauthorized persons without written approval from the student.

Directory-type information, including name, photograph, degree, enrollment status, participation in recognized activities and sports, degrees, honors, scholarships, and awards is considered public information and may be made available unless the student requests nondisclosure for the enrollment period. A student has the right to file a complaint with the U.S. Department of Education concerning failures of the College to maintain the requirements of FERPA at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington DC 20202-4605

Accessibility Services

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

Americans with Disabilities Act of 1990

It is the intent of CCC to work toward full compliance with the Americans with Disabilities Act by providing accessible facilities and services to students, staff, and visitors and by

equipping the instructional programs and support services with reasonable accommodations. Questions, concerns, and/or grievances should be referred to the Director of Student Services.

Computing and Telecommunications

CCC's computing and telecommunications networks, equipment, and resources are owned by the college and are provided primarily to support the academic and administrative functions of the college. Federal and state laws as well as college policies and procedures govern the use of these resources. Additional rules and regulations may be adopted by various divisions/departments to meet specific administrative or academic needs. Students must act in an ethical and professional manner with fellow students and staff. Any violation of this policy may result in the revocation or suspension of access privileges by the appropriate academic or administrative authority.

Holds on Student Records

Student records may be placed on hold for several reasons including but not limited to the following:

- Non-receipt of official transcript(s) from another institution
- A financial obligation to the college
- An outstanding library book
- Incomplete immunization records
- Safety/security issues
- Academic suspension and/or probation
- Schedule conflicts

Students will not be allowed to do the following until the hold is removed:

- Drop or add a course
- Enroll in courses for subsequent semesters
- Obtain a transcript
- Receive a diploma or certificate

Student Right to Know

The graduation and completion rates are available through the Office of the Director of Student Services.

Title IX Compliance and Non-Discrimination Statement

The College does not discriminate on the basis of gender in all educational activities and employment practices. Any person having inquiries concerning CCC compliance with Title IX is directed to contact the Director of Student Services. The Director of Student Services is the designated Title IX Compliance Officer.

Dual Language (DL) Track: Student Services and Academic Policies

The following policies apply specifically to students enrolled in the Dual Language (DL) Track—a hybrid program that combines online coursework with one required in-person intensive each semester. In all other respects, DL students are subject to the same policies, standards, and expectations as all Champion Christian College students.

Student Services Support for DL Students

In keeping with the College's commitment to provide a supportive and developmentally focused learning environment, Student Services extends all campus-based and distance-education support to students enrolled in the Dual Language (DL) Track. DL students receive guidance in navigating academic expectations, accessing institutional resources, and integrating successfully into the hybrid learning model, which includes online coursework and one required in-person intensive session each semester. Student Services personnel assist DL students in developing confidence in their academic potential, encourage their engagement in classroom and online discussions, and promote the use of available campus and virtual resources. The College is committed to providing a safe, nurturing, and culturally responsive environment in which DL students can grow academically, spiritually, and personally.

Career Exploration, Guidance, and Placement for DL Students

DL students have full access to the College's career exploration and guidance services. These services assist students in identifying vocational interests, understanding ministry and professional pathways, and preparing for employment or service opportunities upon graduation. Career resources are made available in both English and Portuguese when appropriate, and DL students may participate in virtual or in-person career development sessions during the semesterly intensive. The College supports DL students in developing résumés, preparing for interviews, and discerning God-honoring career directions consistent with their calling and academic preparation.

Counseling Services and Intervention for DL Students

Counseling Services are available by discretion to all students of the DL Track. Students may request academic, personal, or spiritual counseling through virtual appointments or during the in-person intensive each semester upon student request. The College provides supportive intervention for students experiencing academic difficulty, personal challenges, or cultural adjustment concerns related to international study. Counseling staff work closely with faculty and Student Services to ensure that DL students receive timely support and are connected with appropriate resources to promote their well-being and academic success.

Student Complaint Procedures for DL Students

DL students follow the same student complaint procedures outlined in the College Catalog. Complaints may be submitted in writing through the designated institutional process and may be filed either during an intensive or electronically during the online portion of the term. The College ensures that DL students have equitable access to the complaint process and that all concerns are reviewed promptly and in accordance with institutional policy. Students are encouraged to resolve concerns at the lowest possible level before submitting a formal complaint.

Disciplinary Policies for DL Students

Students enrolled in the DL Track are subject to the due process of disciplinary expectations and procedures established by Champion Christian College. Behavioral expectations apply equally to online engagement, virtual classroom participation, and the in-person intensive. Misconduct occurring in either modality will be addressed in accordance with the College's

disciplinary policies. DL students are expected to uphold the College's standards of conduct, demonstrate respect for faculty and peers and campus facilities, and maintain integrity in all academic and community interactions.

Withdrawal Requests for DL Students

DL students may request withdrawal from a course or from the College following the procedures outlined in the Catalog. Students in this Track must be mindful that they are required to maintain a minimum of 12 credit hours each semester in order to stay in compliance with immigration requirements. SEVP requires the international student to enroll in a "full course of study," which signifies 12 credit hours, 9 of which must have in-person requirements. Therefore, a "reduced course load" will only be permitted after consultation with the College's PDSO to ensure that the student has a legitimate reason for the change and that the course withdrawal will not affect the student's F-1 status.

Withdrawal requests may be submitted electronically through the Populi platform during the online portion of the semester or in person during the intensive. All deadlines for withdrawal, refund eligibility, and academic record notation apply equally to DL students. Students are required to consult with their advisors, the International Department (PDSO or DSO), and the Registrar's Office before initiating a withdrawal to ensure that they understand the academic and financial implications of their decision.

Attendance in Online and Hybrid (Dual Language) Courses

Attendance in distance education (online) courses is determined by submission of an assignment or assignments within the week that the assignment is due. Failure to interact with the course instructor and/or peers through assignment submission is deemed an absence. The student may make up assignments at the discretion of the instructor, but that does not change the absence. Students in distance education programs and courses should consult their syllabi for details as to the effects of absences on their status and grades. Champion defines a course to be offered as a 'hybrid' when multiple sessions/lessons are virtual (online) and others in-person. The hybrid track, offered with a single intensive residential period (4–7 days) each 15-week semester, counts the in-person attendance as 30% of the course. The weekly lessons for the remaining 14 weeks of the semester are valued at 70% of the attendance for the course. Students in hybrid courses should consult their syllabi for details as to the effects of absences on their status and grades.

Champion Christian College admits students of any race, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and does not discriminate based on race, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. As a religious institution, however, it reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with the school's statement of faith, code of conduct, or other policies of this organization.

Liability

Students will be held liable to pay for damages to facilities and equipment, whether willful or accidental. The college will not be liable for any personal belongings of students in the event of a catastrophe, theft, or any other form of loss.

CONCLUSION

After reading this handbook as well as the main content of the Champion catalog, the student will be required to sign and submit a Statement of Policy Acknowledgment with the text below.

The end of the matter; all has been heard. Fear God and keep his commandments, for this is the whole duty of man. 14For God will bring every deed into judgment, with every secret thing, whether good or evil.—Ecclesiastes 12:13-14

As a student at Champion Christian College, you have embarked on a journey that has the potential to positively impact you for the rest of your life. The rules and policies in the Champion Catalog and in the Student Handbook are instituted to promote your upright Christian conduct and integrity so that you may show forth the praises of God in accordance with 1 Peter 2:9. Should you encounter a situation not addressed in these guidelines, we trust that the student will act in a thoughtful, prayerful manner, following Biblical principles.

Once more, we welcome you to Champion Christian College. Here, you will experience Christian education and training that prepare your whole person—body, mind, and spirit—to glorify and serve our risen Lord. If you are in agreement with the rules and policies in the Champion Catalog and in the Student Handbook, please sign the pledge below out of accountability to remind both you and others of your purpose in attending Champion Christian College.

Having committed myself to God and prayerfully sought His will, I ____, student at Champion Christian College, do hereby pledge to uphold Biblical ethics, to act in the power and presence of the Lord, and to conduct myself in a manner worthy of the Gospel of Christ.

Signature

Date

Champion, do all to the glory of God!