

2026-2027



CHAMPION CHRISTIAN COLLEGE



Policy Manual

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

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Section I: General Policies (9.8.a.)

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

Institutional Mission Statement (TRACS standard 10.1)

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

Foundational Underpinnings

The Old Testament Psalmist asked, "If the foundations are destroyed, what can the righteous do?" (Psalm 11:3 ESV) 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.

Christian Philosophy of Education (10.1)

Educational Understandings

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

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

revealed truth of God so that man could comprehend its meaning.

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

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

Defining Our Teaching Task

The educational task of Champion Christian College is a 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 seek to do the following 3 things. 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. Second, 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. Third, we must make certain that the student’s authority system is a biblical authority system since this is the basis for all behavior. Transformational education can only be achieved as the Mind of Christ is developed within the student.
3. Thirdly, our educational outcomes must be designed to build the character of the student through a process of Spiritual Formation; co-laboring with the Holy Spirit in his work of conforming each student to the likeness of Jesus Christ.
4. Fourthly, our task must include the development of abilities, skills, and understandings enabling the student to achieve success in his individual vocation, or God calling.

Core Values

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

1. **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.

Institutional Objectives (TRACS standard 10.1)

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

1. 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 scholarship through teaching and training of students through a challenging academic environment.

4. Champion Christian College shall promote the personal growth of students by fostering a wholesome social environment and opportunities for local Christian ministry.

Policies and Procedures Posted in the Appropriate Publications and Website (10.12)

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

Assessment of Mission and Biblical Foundation Statement (10.3)

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

Foundational Values

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

Board of Trustees

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

Implementation of Board Approved Policies (10.5)

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

Section II: Institution-Wide Policies (TRACS standard 9.8b)

Hiring of Employees

Candidates interested in a staff or faculty position at Champion Christian College should contact the President, Vice President, the Vice President of Academic Affairs, or the Vice President of Distance Education. Champion relies upon the accuracy of information contained in the employment applications, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of his information or data may result in exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

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

Any new position on the College's Departmental Employee Structure Chart must be recommended by the Executive Vice President to the President for his approval. If approved by the President and the contractual amount for the new employee verified by the Vice President of Finance, the Executive Vice President will form a contract with the said new employee.

Classification of Employees

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the federal and/or state laws. Exempt employees are excluded from specific provisions of federal and state wage and hourly laws, including the provisions requiring overtime pay. Nonexempt employees are commonly referred to as "hourly" employees, whereas exempt employees are commonly referred to as "salaried" employees. Upon hire, an employee will be notified whether he is considered a nonexempt or an exempt employee. If the employee's exemption status changes during the course of his employment, the employee will be notified of that change in writing. In addition to the exempt classification, each employee will be classified in one of the following employment categories.

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

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

Temporary employees are those who are hired to work a fixed or limited period of time or who are hired to assist in the completion of a certain project. Examples of temporary employees include summer interns and interim employees. Employment of a temporary employee beyond any initially stated period

of time does not change the employee's temporary status. Temporary employees retain that status unless and until notified of a change in writing. Temporary employees receive all legally mandated benefits such as Social Security, but are ineligible for all of CCC's other benefits, unless there is a specific written agreement to the contrary between the employee and Champion Christian College.

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

Employee Categories (10.13)

Contract (Full-time)

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

Teaching Personnel under full-time contract will be considered full-time when teaching an average of at least 12 semester hours or performing equivalent work as approved by the Vice President of Academics Affairs during the fall, spring, or summer terms.

Contract (Part-time)

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

No Contract (Part-time)

- a. Hourly employees
- b. Dining Services

Employee Benefits (9.10.o)

Insurance policies are available through Globe Life. For additional information, please contact the human resource office.

Immigration Law Compliance (9.10.a)

Champion Christian College is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with

CCC within the past three years, or if their previous I-9 is no longer retained or valid.

Equal Employment Opportunity (9.10 a) (10.7)

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

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Champion Christian College will be based on merit, qualifications, and abilities. Champion Christian College does not discriminate in employment opportunities or practices on the basis of race, color, gender (as determined at birth and not subject to change), national origin, age, disability, or any other characteristic protected by law, except when an otherwise protected characteristic is a bona fide occupational qualification and except as provided below.

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

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

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

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

Personnel Files (10.13)

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

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

Personnel files are the property of Champion Christian College, and access to information they

contain is restricted. Only the administration, who have a legitimate, employment-related reason to review information in a personnel file are allowed to do so.

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

Overtime (9.10 p)

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

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

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

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

Code of Conduct

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

- a) Drinking or possessing alcoholic beverages, illegal drugs, or use of tobacco products.
- b) Sexual harassment or misconduct.
- c) Falsifying information on application, reports, records.
- d) Theft, destruction, defacing or misusing of college or personal property.
- e) Viewing or possessing pornography.
- f) Gambling, or attending questionable venues should be avoided.

- g) Use of vulgar or abusive language to staff, faculty, or students.
- h) Engaging in any form of homosexuality, fornication, adultery, transvestitism, bestiality, deviant gender identity, or any other deviant sexual behavior.
- i) Engaging in or threatening acts of workplace violence such as threatening or intimidating a coworker or any other person.
- j) Excessive absenteeism or any absence without notice.
- k) Unsatisfactorily performing job responsibilities

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

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 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 Distance Education and Academics
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.

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

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.

(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 Chair 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 Chair contact information is as follows:

Dr. Elsen Portugal
Chair of Christian Studies
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

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>

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.

(4) Academic Records Privacy Rights

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>

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, appears 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 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;

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

- 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 XI: 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.

Approved by the Board of Trustees: 8/26/25

Appendix A – Champion Christian College’s Sexuality Statement

Revised: 8-26-25

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.

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 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.

Conflicts of Interest

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

Dress Code

All Champion Christian College employees are expected to exhibit professionalism in their dress. Faculty are essentially expected to wear business casual apparel during their campus instruction. The image presented by CCC employees should be one of moderation, neatness, and good taste. Any

question about appropriate dress must be addressed with the employee's supervisor.

Solicitation and Distribution

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

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

The posting of written solicitations on Champion Christian College's bulletin board is restricted. These bulletin boards display important announcements and memoranda concerning college and employment information and should be regularly reviewed by all faculty members. If a staff or faculty member has a message of interest to the entire administrative and teaching staff, that member should submit it to the member's immediate supervisor.

Workplace Violence Prevention

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

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

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

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

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

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

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

Drug and Alcohol Testing

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

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

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

Staff and faculty members must report to the Vice President of Academic Affairs their use of over the counter or prescription medication that may impair their ability to perform their job safely and effectively.

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

- A. An appropriate dispute is defined as a staff member's expressed dissatisfaction concerning any interpretation or application of a work-related policy by supervisors or other staff members. Examples of matters that may be considered appropriate disputes under this policy include:
1. A belief that faculty staff policies, practices, rules, regulations, or disciplinary procedures have been applied improperly or unfairly to faculty members,
 2. Treatment considered unfair by a faculty member, such as coercion, harassment, or intimidation,
 3. Alleged discrimination because of a legally protected status such as race, color, gender, age, nation origin, or disability,
 4. Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, or salary.

- B. Staff and faculty members must notify the Vice President of Academic Affairs in writing in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for faculty members with appropriate complaints. As used in this policy, the term “timely fashion,” “reasonable time,” and “promptly” generally means five working days.
- C. The dispute resolution procedure has a maximum of four steps, but disputes may be resolved at any step in the process. Disputes will be processed until the faculty member is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision is binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of the appeal no longer exists.
- D. Employees who feel they have an appropriate dispute should proceed as follows:
1. Step One—Promptly bring the complaint to the attention of the immediate supervisor. If the dispute involves the supervisor, then the staff member may proceed directly to step two. The supervisor should investigate the complaint, attempt to resolve it, and give a decision to the faculty member within a reasonable time. The supervisor should prepare a written and dated summary of the dispute and proposed resolution for the employee’s personnel file (if applicable).
 2. Step Two—Appeal the decision to the Executive Vice President, if dissatisfied with the supervisor’s decisions, or initiate the procedure with the Executive Vice President if Step One has been bypassed. This appeal or initial dispute notification must be made in a timely fashion using a written form provided for this purpose. The supervisor’s version of the dispute and decisions will then be submitted using a similar written form. The Executive Vice President will, in a timely fashion, confer with the employee, the supervisor, and any other members of the administration leadership considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.
 3. Step Three—Appeal an unsatisfactory department head decision to the President. The timeliness requirement and procedures to be followed are similar to those in Step Two. The President will take the necessary steps to review and investigate the dispute and will then issue a written, final, and binding decision.
- E. Final decision on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as a policy. When appropriate, the decisions will be retroactive to the date of the employee’s original dispute notification.
- F. Information concerning an employee dispute should be confidential. Supervisors, Vice President of Academic Affairs, and the administration who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
- G. Time spent by employees in dispute discussions during their normal working hours will be considered hours worked for pay purposes.
- H. Employees will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if a staff or faculty member raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes. Implementation of the dispute resolution procedure by a faculty member does not limit the right of the college to proceed

with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, staff and faculty members, including supervisors, are prohibited from retaliating against a faculty member who properly uses the dispute resolution procedure.

- I. The college may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.
- J. If a staff/faculty member feels that he/she has not been treated fairly in the process outlined or that the issue has not been resolved, then he/she may report the incident to TRACS. Directions for filing are found at: <http://www.tracs.org/documents/2.ComplaintPolicyandProcedures.pdf>.
- K. Documents from grievances proceedings are placed in the faculty/ staff member's file and kept securely in the human resource office. Documentation from all such proceedings will be made available to TRACS representative upon request.

Return of Property

All Champion employees are responsible for the care and upkeep of all of CCC's property, materials, or written information that has been issued to them or that is in their possession or control.

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

Annual Notification of Consumer Information

On an annual basis, CCC is dedicated to providing all patrons, including prospective and current students as well as current and prospective employees with consumer information via email. The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), requires that post-secondary institutions participating in Title IV federal programs disclose information which includes, but is not limited to, policies and procedures in the areas of completion and job placement rates, disability services, drug/alcohol prevention programs, educational degree plans, financial aid programs, privacy rights, and voter registration. Notification may include emailing this statement and specific policies to the campus community, presenting this information at orientation, and linking to other CCC departments via CCC web pages.

Evaluation (TRACS standard 10.9)

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

Termination of Employment

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

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

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

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

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

Section III: Academic Policies (TRACS standard 9.8c)

Attendance

On Campus

Students are expected to attend every scheduled class session of the course in which they are enrolled. It is the sole responsibility of the student to complete any coursework missed due to an absence. Excluding administrative absences, students whose total number of absences exceeds twice the number of days in class per week will lose credit (receive an F) for the course.

Online

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 can 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.

Hybrid

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% attendance of the course. Students in hybrid courses should consult their syllabi for details as to the effects of absences on their status and grades.

In order for an absence to be considered administrative, it must meet one of the following criteria:

1. The Vice President of Academic Affairs approved an absence that was requested by the college administration.
2. A funeral in the immediate family.
3. Personal hospitalization or other important medical care (documentation needed from a medical clinic or, in the event a medical visit was not possible/necessary, signed and dated documentation from a member of the staff and faculty confirming the student was ill).
4. Other extenuating circumstances as deemed appropriate by the administration.

It will be the student's sole responsibility to adequately document administrative absences and to secure approval from the Vice President of Academic's Office.

A student will be considered absent if he/she has entered the classroom fifteen minutes after the class has begun. A student is considered tardy if he/she has entered the classroom after the class has

begun. Four tardies will equal one absence. Academic penalties will not be assessed for absences or tardies. Absences may not be taken during the week of final exams. Tardies do not apply to distance education courses as student work throughout the week (Monday – Saturday). As a general rule, Distance Education courses are offered in asynchronous models and evaluate student attendance under different guidelines.

Classification of students

Students are classified at the beginning of each school year by the following standards:

Freshman:	0-30 semester hours
Sophomore:	31-60 semester hours
Junior:	61-90 semester hours
Senior:	91+ semester hours

Full-Time/Part-Time Student

A student who registers for 12 credit hours per semester or more will be considered a full-time student. Student athletes must be registered for a minimum of twelve credit hours to be eligible to be involved in the athletic program. No student may register for more than 18 credit hours per semester without permission.

Grading System-GPA

Academic achievement will be summarized by the cumulative grade point average (GPA). The GPA is computed as an average of grade points weighted by credit hours. Populi tracks both internal (Champion-awarded) and cumulative (from credits transferred into Champion plus those earned at Champion) GPAs.

Academic Probation

If a student fails to maintain a GPA of at least 2.0, at the end of the semester they will be placed on academic probation by the Registrar for the next semester. In order to be removed from Academic Probation, a total GPA of at least 2.00 must be attained. At the end of the semester, if improvement has not been shown, students will be restricted to a limited number of classes for the next semester after a conference with an academic advisor. A student who does not show progress after two semesters and remains in Academic Probation will be suspended for the following semester.

Example: If a student finishes his/her fall semester below a 2.0 GPA, he/she is placed on academic probation for the spring semester. The student’s academic probation status will, then, begin that spring semester. If by the end of the following fall semester, a student does not bring his/her GPA to a 2.0 by the end of that fall semester, then, conclusively, the student did not satisfy the requirement for academic probation and will thus be suspended from enrolling in courses the following spring semester.

Academic Standing

A student is required to earn a grade of a C or higher in order to receive credit for a class directly tied to their major or other chosen area of emphasis. Students are required to attain a final GPA of 2.0 or higher in order to satisfy the grade point requirement for graduation.

Dean's List

The Dean's List is indicative of a student's high academic achievement. Students with a grade point average of 3.50-3.79 in a minimum of 12 semester credit hours are honored and named to the Dean's list.

President's List

The President's List is indicative of a student's high academic achievement. Students with a grade point average of 3.80-4.00 in a minimum of 12 semester credit hours are honored and named to the President's List.

Grading Scale

Champion has a four-point grading scale with the following symbols and values:

Grade	Standard	Scale	GPA/Quality Points
A	Excellent	95 - 100	4.0 grade points
A -	Excellent	90 - 94	3.7 grade points
B +	Good	87 - 89	3.3 grade points
B	Good	84-86	3.0 grade points
B -	Good	80 - 83	2.7 grade points
C+	Average	77-79	2.3 grade points
C	Average	74-76	2.0 grade points
C-	Average	70 - 73	1.7 grade points
D+	Passing	67-69	1.3 grade points
D	Passing	64-66	1.0 grade points
D -	Passing	60 - 63	0.7 grade points
F	Failure	Below 60	0.0 grade points

Grade point average is computed by dividing the total number of grade points by the total number of hours attempted. An "I" grade will be assigned for classes in which a student has not completed the course and the instructor has agreed to an extended time. The "I" grade will remain on the official

transcript until the end of the following semester in which a “F” grade will be assigned unless the instructor records a final grade for the course.

Definition of Credit Hour

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

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

NOTE: Credit value for online courses is likewise related to the amount of work but do not require attending meetings in a classroom.

Full-Time Student

A student who registers for more than 12 credit hours per semester will be considered a full-time student.

Part-Time Student

A part-time student registers for less than 12 credit hours.

Transfer of Credit (10.24)

Transfer of Credits for Prospective Students

It is the practice of most colleges and universities to accept or reject credits based on their own criteria. CCC will consider transfer courses earned at another college.

CCC’s evaluation for credit includes the following:

1. The institution where the coursework was completed. CCC will consider the accreditation status of the college or university but not have this be the sole determination for accepting credits.
2. The coursework similarities to Champion’s courses.
3. The courses transferring must be a Cor higher.
4. Transferring courses are not more than 10 years old from the time of enrollment. The registrar’s office is responsible for evaluating transfer credits.

CCC reserves the right to refuse credits received at any college or university for the following reasons:

1. Credits do not meet reasonable academic standards.
2. Credits are below grade level standard.
3. The level of coursework does not meet college-level work.
4. The institution is not credible.

Transfer students must submit official transcripts to the Registrar's Office. To qualify for a bachelor's degree, a student must be awarded a minimum of 25% or 30 (primarily junior or senior CCC credit hours by Champion Christian College. Similarly, to be awarded an associate degree, a student must have taken a minimum of fifteen credit hours from CCC.

All other graduation requirements will be also in effect. This policy may be waived only if justifiable reasons exist after consultation with and approval from the Vice President of Academics.

The Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public and private colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. For more information visit: <https://adhe.edu/students-parents/transfer-info-for-students>.

Appeal

A student may appeal transfer credit which was refused by submitting in writing a request for review to the office of the Vice President of Academic Affairs. Students will have 30 calendar days from receipt of credit transfer evaluation to file an appeal. The request must include the following: the student's name, mailing address, phone number, email address, detailed narrative and reason for appeal, documentation which support the request. The Academic Office will conduct a review of the credit evaluation and respond with a decision to the student in writing.

Transfer of Credits for Champion Students

Students seeking to transfer to another institution should seek advice from an academic counselor. Credit hours for courses offered by CCC may or may not be transferred to other post-secondary institutions depending on their applicability to the new degree or particular requirements of the new institution. Acceptance of course credits for transfer is at the discretion of the receiving institution. Students should request that an official transcript be mailed or emailed to the new institution through the website or Populi on the student's page.

Credit for Life Experiences (LEX) (10.11d)

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

documentation is held in the student's file. For more details on how to apply for Life Experience credit (LEX), contact the Academic Office.

External Credit

Students may be allowed to obtain up to twelve external credits toward a Champion degree. The school who is offering the courses and the courses themselves will need to be approved by the Academic Office.

Registration Policy

Course Registration Procedure

The schedule for course registration is listed at the top of the handbook under *Calendars* and in the catalog under *Calendars*. It is the responsibility of the student to ensure registration of courses during the set times. Failure to complete registration by the due dates may result in them not being registered for classes and therefore not being admitted to classes. Courses with the same name may be offered on campus and through distance education. Students should check closely to ensure they have registered for the correct course, otherwise see “changes in registration” below. In addition, international students attending CCC on a F1 visa have certain restrictions surrounding the number of course hours/credits that can be taken in a semester. International students should check with the PDSO/DSO and or their advisor before registering for or withdrawing from courses.

Changes in Registration

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

Dropping a Course

Students may drop a course within one week after the college classes have begun in order to receive a full refund for the semester. Any classes dropped before this date will also be removed from their academic record (transcript). Any such change requires the approval of the Vice President of Academic Affairs. Students who withdraw from a course after the official drop/add period, but before the final withdrawal date will be receive a “W” on their transcript. (See below for more information about withdrawing from courses.)

Adding a Course

Students may add a course within one week from the start of the semester (see *Calendars* for official date). Any such change requires the approval of the Vice President of Academic Affairs. Official forms must be completed in order to add a class to your transcript. For further information, refer to the *Calendars* in the student handbook and the catalog or call or visit the

Office of the Vice President of Academic Affairs or the Registrar.

Withdrawal from a Course

Students are expected to successfully complete the courses for which they register. If a course change becomes necessary, the student should schedule an appointment with the Vice President of Academic Affairs. The student may withdraw from a course up to eleven weeks from the first day of classes each semester. Whenever a student stops attending class or is excessively absent and does not complete the necessary forms to withdraw from the class during the withdrawal time frame, an “F” (failing grade) may be recorded by the instructor and this grade will count against the student’s GPA. Students who withdraw within the time frame will receive a W (withdrawal), which will not count against their GPA, but will be recorded on their transcript.

Students who drop a course after the official add/drop period will be considered either WP (withdrawn passing) or WF (withdrawn failed), depending on their grade at the time of withdrawal.

Withdrawal from College

Students who wish to withdraw from Champion completely (campus or online) must FIRST contact the VP of Student Services to declare their intention. Upon notification of the student’s intention to withdraw, the Director of Student Services is responsible for carefully considering the student’s reasons to attempt to provide solutions to whatever is influencing the student’s decision. Based on the outcome of this conversation. The DSS will direct the student to the appropriate personnel within the College. The Student Handbook contains step-by-step instructions for completing this process.

Change of Program

A student may choose a different academic program. Changes of program (or concentrations/emphases within each program) should only be made after the student discusses the possibilities (pros and cons, as well as consequences) with the student’s advisor, as well as in consultation with and approval by the Vice President of Academic Affairs.

Change of Status

A student may choose to change their status from full-time to part-time or vice-versa during the drop/add period. No changes will be made after the drop/add period. Fees may apply.

Textbooks

Students are required to have the assigned textbooks for the courses in which they enroll. Policies regarding textbook requirements and acquisition are detailed in the Academic Catalog and the Student Handbook. These publications are updated on an annual basis and provide the most current information on this topic.

Repeating a Course

If a student chooses to repeat a course, all grades earned for the course will be reported on the student's transcript. However, only the latest grade shall be used in determining the student's cumulative GPA.

Transcript Policy

Students' academic records are maintained by the Registrar. They will not be released without the written consent of the student. Unofficial transcripts may be accessed directly from the student's Populi page for downloading and printing. However, official transcripts must be obtained as directed below. To obtain official copies of transcripts, students must complete a Transcript Request form online. Students are encouraged to fill out this form through Populi or the college website. If this is not possible, the student may contact the Registrar's office in person, reach out via e-mail (ron.young@champion.edu) or by phone (ex. 401). Official transcripts may be sent as a secured PDF to the indicated recipient, or by postal service to the address indicated by the student.

Graduation Policy (10.12)

The following requirements apply to all degrees granted by Champion Christian College:

- The student must file a formal application for graduation in the Registrar's Office by January 31st.
- The student must have a minimum cumulative grade point average of 2.00. Remedial courses do not count toward degree credit and will not be calculated in degree GPA.
- Completion of 15 hours for an Associate's and 30 hours for a Bachelor's degree must be earned at Champion Christian College.
- Bachelor candidates must earn 30 upper division credit hours.
- All financial obligations to CCC must be met including paying for graduation fee.
- All library books and athletic equipment must be returned.

If a student is readmitted after missing one or more consecutive semesters, their program requirements will be determined by the catalog at the time of their return.

Degree Audit

Students are responsible for monitoring their progress toward a degree. The Registrar and Academic Affairs Offices can assist students by providing a degree audit.

Graduation Honors

Academic honors will be conferred upon candidates who have earned the following cumulative grade point average:

- Summa Cum Laude 4.000 to 3.900
- Magna Cum Laude 3.899 to 3.700
- Cum Laude 3.699 to 3.500

Determination of honors status for the commencement ceremony is made towards the end of the spring semester when the student will be graduating. The actual honors earned at the completion of all degree requirements will be noted on the transcript and diploma. No candidate will receive academic honors who has been placed on disciplinary probation.

Commencement

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

Graduation 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 and gown, graduation pictures, awards, special reception, and other event expenses. Students who are not able to participate in the graduation ceremony may graduate "in absentia." The graduation fee for this category is \$100.

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

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

Academic Honesty

Academic integrity is a vital element of any learning community. The College's faculty are held to the

highest standards in this regard and expect their students to do the same. Students who compromise the integrity of academic inquiry are subject to disciplinary action on the part of the college. A violation of academic honesty may include, but is not limited to, the following:

- Cheating on written examinations, quizzes, or other written work
- Plagiarizing—using another’s intellectual property (thought, writing, etc.) without proper reference/citation, whether directly quoted or paraphrased.
- Giving or receiving unauthorized assistance during a test.
- Falsifying, forging, or altering academic records.
- Obtaining or attempting to obtain copies of a non-circulating examination.

Penalties for breaches of academic integrity may include receiving an F for the assignment in question, receiving an F for the course, and/or dismissal from the course. In extreme cases, the administration reserves the right to suspend the student from all studies at the college.

AI (Artificial Intelligence) Policy

Artificial intelligence exists in many forms and is more accessible and comprehensive than ever before. While this can, in many ways, further instruction and learning, it can also be misused to spread misinformation, replace effort and discipline, and foster dishonesty. Champion Christian College encourages the responsible use of generative AI tools through the governance of the following policies.

Any form of artificial intelligence, including but not limited to chatbots, web search assistants, software, or subscription services, is governed by the same policies of academic honesty that apply to all other areas of classroom procedure. Unless otherwise specified by the faculty member, all course submissions (papers, projects, exams, computer programs, oral presentations, etc.) must either be the student’s own work or must reveal and cite all sources used. Using any AI tool to research, plan, complete, or edit a course assignment is equivalent to receiving assistance from another person and is unequivocally considered plagiarism.

First Offense: If a student is found to have used AI on an assignment in a way that violates the above guidelines, it is mandatory college policy that the student will receive a zero on that assignment. The violation will be reported to the Vice President of Academics and kept on file in the student’s academic record. In addition, the student may be subject to additional disciplinary action, including but not limited to a replacement assignment, a monetary fine, or a mandated AI educational session.

Second Offense: If a student has previously been found to have misused AI and is, once again, discovered in another violation, he/she will be subject to all penalties as described above, with the additional consequence of potential expulsion from the course, program, or college as agreed upon by the student’s instructor and the Vice President of Academic Affairs.

Within the framework of these policies, the instructor may determine any other procedures for governing the use of AI and any other penalties for its misuse.

Freedom of Expression and Right to Peaceable Assembly

All Champion Christian College students are expected to conduct themselves as accountable, respectful individuals. The college honors the right of the individual to free discussion of expression and petition, of diplomatic demonstration, and of peaceful assembly. However, in a community of Christian learners, willful disruption of the educational process, destruction of property, and interference with the rights of others cannot and will not be tolerated. Therefore, any student who willfully—by use of violence, force, coercion, threat, intimidation, or fear—obstructs, disrupts, or attempts to disturb the normal operations or function of the College, or who orally or in writing advises, procures, or incites others to do so, is subject to dismissal. The College reserves the right to approve and schedule the usage of facilities and classrooms for meetings, seminars, and assemblies. All CCC students are responsible for knowing and are expected to abide by the College policies, regulations, and procedures as published in the College catalog and handbook.

Student Right to Know

Champion Christian College tracks student retention and completion rates as well as job placement rates. These rates are used for reporting to the Department of Education (DOE), the Arkansas Department of Higher Education (ADHE), Transnational Association of Christian Colleges and Schools (TRACS), for recruitment, marketing, and other reporting purposes. Information on job placement rates is updated on an annual basis by the Office of the Director of Student Services. Retention rates are under the supervision of the Academic Office and maintained by the Director of Assessment.

Catalog

The catalog details Champion Christian College's (CCC's) mission statement, guiding principles, consumer information, admissions and re-admissions requirements, student services processes, costs (tuition, fees, room and board), policies, procedures, academic programs, and other pertinent resources. The materials presented are up to date at the time of the publication of the catalog for the specific academic year. Although CCC's policies and procedures are subject to assessment, continuous evaluation, and improvement, the catalog is presented as an informational guide to prospective, new, and current students, as well as to current and potential employees along with the general public. Champion Christian College reserves the right to advance and revise the information contained in the catalog on a necessary basis as determined by Champion Christian College's administration and board of trustees. Therefore, the catalog does not constitute a legally binding contract between Champion Christian College and the individual student.

Students who enter CCC in the academic year of a particular catalog may generally expect to follow the graduation requirements set forth in it. Since the college reserves the right to change graduation requirements, students should meet with their college advisor regularly to be certain they are aware of any changes in graduation requirements. It is intended that the program, graduation requirements, and policies contained in the catalog will remain in force during the period for which it is issued. As a rule, modifications to graduation requirements and revisions to policies will be implemented annually in July. All changes executed before a revision of the catalog is published online are recorded by the Academic Affairs Office and are considered part of the official CCC catalog. CCC reserves the right to restrict or

limit the enrollment of any programs and to make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements, etc.) of this document when such action is deemed to be in the best interest of the student or the college.

Students are responsible for knowing the information contained in the catalog. It should be read carefully for rules, regulations, policies, etc. While the college makes every effort to inform students of materials contained in the catalog through orientation, the College Success course, and CCC's assigned student email account, the college's internet site or Populi will be the main venues to access the catalog. Notices about academics, enrollment, social events, safety, and other relevant information and modifications will also be sent via e-mail. Students are responsible for accessing all college-related information sent to them via their Champion email account or online at www.champion.edu. Upon request, Champion Christian College staff will provide college information in an alternative format to accommodate individuals with exceptionalities.

Library

The library contributes to 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 consulted, but not checked out, in the library Reference Room (101) 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 at the library entry.

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:
 - 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.
 - 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.
2. **Debit or Credit Card Fee** - Please note there will be an additional 3.5% fee when using a debit or credit card.
3. **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).

Admission Policies

Undergraduate Admission Policy (10.11a)

Champion Christian College, per state guidelines, admits applicants:

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

*Reservation Deposit**

Deposits and Dorm Occupancy Policy

– New Applicants

- 1) New freshmen entering Champion (with less than 30 credit hours) are required to live in Champion housing but **are not** required to submit a deposit.
- 2) A non-refundable deposit is required of all new transfer students who transfer with 30 or more credit hours (effectively second- through fourth-year students). See the published fee schedule for the current amount.
- 3) Deposits received for second- through fourth-year students and transfer students include the reservation of a room in Champion's housing and a seat in an academic program. If a second-through fourth-year student or transfer student has off-campus housing, the non-refundable deposit is still required, but the student is to notify Student Services and the Finance Office of the arrangement. All deposits are applied to the student's balance.
- 4) Students are subject to the non-refundable policy, except that the student will have three business days to rescind their decision and submit a written request for a refund.
- 5) Students may request a single occupancy room. See the published fee schedule for the current amount.
- 6) No furnishing may be removed from the room, and the room must remain as set up for full occupancy. Any request to rearrange furnishing must be approved by the Executive Vice President in

charge of operations.

7) Champion reserves the right to set aside a certain number of beds to accommodate late entrants.

8) All deposits are due in the Finance Office no later than four (4) weeks prior to the semester start date. If a Champion applicant enrolls after the cutoff date, a deposit should be submitted as soon as possible to secure a room and an academic placement.

9) Special considerations for first-year students may be made if on-campus housing is not available.

a. Off-campus Champion housing for first-year students falls under the guidelines and policies in place for on-campus housing.

b. Off-campus, family-provided housing for first-year students is allowed when no Champion housing is available. Policies regarding student conduct are strongly recommended in keeping with Champion's Christian environment.

c. Off-campus Champion Housing assumes room and board fees unless the accommodation provides a full kitchen in support of the occupants. If a kitchen is included, then students will not be billed for board unless the student requests participation.

– Returning Students

1) Returning second- through fourth-year students are required to pay a non-refundable deposit to secure a room and placement in an academic program. See the published fee schedule for the current amount. Deposits for returning students are applied to the student's balance. The deposit is due in the Finance Office prior to leaving at the end of the semester in which the student registers for the next semester. *Example: A student registering for the spring semester would submit their deposit before leaving at the end of November. A student registering for the fall semester would submit their deposit before commencement week in the spring.*

2) Returning second- through fourth-year students may request a single-occupancy room provided a deposit is received and only if space permits. Students desiring such a room and having paid the required amount will be placed on a waitlist, and room allocation will be granted only if space permits. Otherwise, the student will be assigned to a room and bed as available. See the published fee schedule for the current amount.

3) Furnishings may not be removed from the student's assigned room, even if the student is granted single occupancy. Any request to rearrange furnishing must be approved by the Executive Vice President in charge of operations.

4) Champion reserves the right to set aside a certain number of beds to accommodate late entrants.

5) All deposits are due in the Finance Office as soon as possible and no later than four (4) weeks prior to the semester start date. If an applicant is accepted after the cutoff date, the deposit should be submitted to the Finance Office to secure a room and an academic place.

NOTE: Given the time constraints associated with admitting students late in the registration period, the Finance Office may exercise the option of considering the student's initial payment as including a deposit as long as the initial payment is equal to or exceeds the posted deposit amount.

Admission Categories (10.11c)

Unconditional Admission

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

1. Graduates from an accredited high school who meet the college preparatory core curriculum, have no previous college enrollment (with the exception of concurrent or dual college preparatory courses taken while attending high school), have a cumulative grade point average of 2.5 or higher (on a 4.0 scale), and have an ACT composite score of 19 or above or SAT composite score of 990 or above.
2. Applicants who present passing scores on the GED test in lieu of high school graduation plus ACT composite score of 19 or above or SAT score of 990 or above.
3. Homeschooled applicants with a GED certificate and ACT composite score of 19 or above or SAT score of 990 or above.
4. Students transferring from an accredited institution of higher learning with a minimum of 12 completed credit hours and a 2.5 college cumulative GPA or higher, and who have not been suspended for academic reasons from the last institution attended. Official transcripts must be sent from each college or university attended.

Conditional Admission

Students who do not meet the requirements for unconditional admission **may** be granted conditional admission after academic review by the college administration. The conditional or probationary period is 1 (one) academic year (2 consecutive semesters) at the end of which the student's CCC cumulative GPA will need to be brought up to the minimum standard of 2.5 required for unconditional admission. Students admitted for campus attendance will not be permitted to move to an online mode of instruction during this period. Students granted Conditional Admission are in one of the following categories:

1. Applicants from accredited high schools who did not meet the college preparatory core curriculum or with an ACT composite score from 16 to 18 or SAT 880 to 980. Consideration for conditional admission will be given if the applicant's high school GPA demonstrates considerably stronger academic achievement than the ACT/SAT score reflects.
2. Applicants without a high school diploma or GED who have acceptable ACT scores who petition the committee for conditional admission. However, any applicant accepted under the conditional admission clause must complete his/her GED and/or any other required developmental courses during the first academic year at Champion. The student that has been conditionally admitted will be restricted to taking a total of 30 credit hours until all requirements for *unconditional admission*

have been fulfilled.

3. Homeschool or other applicants with a GED certificate with an ACT composite score from 16 to 18 or SAT 880 to 980. Consideration for conditional admission will be given if the applicant's high school GPA demonstrates considerably stronger academic achievement than the ACT/SAT score reflects.
4. Students transferring from an accredited institution of higher learning with a minimum of 12 completed credit hours and less than a 2.5 college cumulative GPA. Official transcripts must be sent from each college or university attended. Consideration of conditional admission will be given if reasonable grounds exist for a lower GPA.

NOTE: Students who do not bring their cumulative GPA up to 2.5 by the end of the academic year of conditional admission, and would like to return to Champion, will be permitted to reapply for admission after 2 consecutive terms.

Non-Degree-Seeking Students

A part-time student who does not plan to enroll in a degree or certificate program may be permitted to enroll as an audit student.

Concurrent-Enrollment High School Students

Champion's concurrent enrollment policy allows for high school students from an accredited high school (public school, private school, or homeschool) who meet certain requirements to concurrently enroll in Champion courses as described by the parameters below.

1. Students seeking enrollment must have a cumulative high school grade point average (GPA) of at least 2.5.
2. To enroll, students must complete the following steps:
 - Complete the Champion application as found at champion.edu. This application will be reviewed and evaluated by the college administration in the same way as all other applications.
 - Submit ACT and SAT scores with the application to help determine course placement. The application process cannot be finalized, and course placement cannot be approved, until Champion has official access to these scores.
 - Finalize the application by the deadline of July 31 for the fall semester and December 1 for the spring semester.
3. Students enrolling under this policy will be offered a discounted rate as noted by the College Catalog.
4. The following courses are currently offered by Champion as options for concurrent credit. This list is subject to change at the discretion of the college administration.

BIBLE

- BIB 1013 Old Testament Survey
- BIB 1023 New Testament Survey
- BIB 2023 Spiritual Formation
- BIB 3123 Biblical Theology

BUSINESS

- BUS 1013 Keyboarding I

COMPUTER

- CIS 2003 Computer Application

CRIMINAL JUSTICE

- CMJ 1013 Introduction to Criminal Justice

EDUCATION

- CCC 1011 Principles of Collegiate Success
- EDU 1013 Foundations of Education

ENGLISH/LANGUAGES

- ENG 0213 College Reading
- ENG 0303 English Fundamentals
- ENG 1013 English Composition I*
- ENG 1023 English Composition II**
- ENG 1033 Fundamentals of Speech
- SPA 1013 Elementary Spanish I
- SPA 1023 Elementary Spanish II***

HISTORY/GOVERNMENT/SOCIAL SCIENCES

- HIS 1313 World History I
- HIS 1323 World History II****
- HIS 2313 American Nation I

- HIS 2323 American Nation II*****
- ICS 2013 Cultural Anthropology
- HIS 4313 Arkansas History
- PHI 1313 Introduction to Philosophy
- PSY 1313 General Psychology
- SOC 1013 Introduction to Sociology

MATHEMATICS

- MTH 0123 Intermediate Algebra
- MTH 1213 College Algebra*****

MUSIC

- MUS 1001 Minor Applied Lessons (Piano, Voice)
- MUS 1011 Major Applied Lessons (Piano, Voice)

SCIENCE

- BIO 1414 Biology & Biology Lab
- BIO 1324 Microbiology & Microbiology Lab
- BIO 3014 Human Anatomy and Physiology & Anatomy Lab
- PHY 1434 Physical Science

SPORTS MANAGEMENT

- SMD 1013 Introduction to Sports Management

** = requires an ACT English sub-score of 19 (or 330 in the SAT) OR completion of College Reading and English Fundamentals with a grade of 70% or higher*

*** = requires completion of English Composition I with a grade of 70% or higher*

**** = requires completion of Spanish I with a grade of 70% or higher*

***** = requires completion of World History I with a grade of 70% or higher*

****** = requires completion of American Nation I with a grade of 70% or higher*

****** = requires an ACT Mathematics sub-score of 21 (or 530 in the SAT) OR completion of Intermediate Algebra with a grade of 70% or higher*

5. The student must earn a minimum grade of 70% in each concurrent course. If the student fails to achieve the 70% minimum in any concurrent course, the student should note that this course will most likely not be transferable to another institution. In addition, the student will not be eligible to reenroll in this program for the following semester without approval from the Champion academic office.
6. Students will be required to comply with all college policies and procedures.
7. Students will be required to participate in a designated orientation for concurrently enrolled students at the beginning of each semester.

8. Students are not recommended to enroll in more than twelve (12) hours of concurrent credit and are not recommended to enroll in more than two (2) concurrent credit courses per semester. Students wishing to enroll in a greater number of hours and/or courses must receive permission from the Champion academic office.

Ability-to-Benefit Student Policy

An ability-to-benefit student is one who may not meet all of CCC's regular admissions criteria but is admitted under conditional admittance. Students are given the opportunity and assistance to ensure success. Students are provided with remedial coursework, tutoring lab, and faculty assistance to prepare them for college level work. Students must earn a minimum of C in the remedial courses. Faculty members teaching remedial courses report to the VP of Academics if a student: 1. Has missed two or more classes; 2. Is falling below a C average; 3. Needs extra tutoring or assistance.

Readmission for Returning Students (10.25)

A returning student who previously attended Champion Christian College but withdrew during the previous fall or spring semester is required to re-apply for admission. This includes fulfilling the following: completion of one reference form and submission of official copies of any college transcripts that are not already on file at CCC. Upon completion of these steps, the application materials are reviewed, and the college administration will render a decision and notify the student of the outcome. If a student is readmitted after missing one or more consecutive semesters, their program requirements will be determined by the catalog at the time of their return.

Readmission after Dismissal

Students wishing to return to Champion Christian College after a suspension or an expulsion must complete the readmission requirements. Students can be readmitted back to CCC after a first suspension or dismissal. CCC's admission committee will reevaluate the student's application and decide on the student's readmission. Students who had an academic dismissal will be readmitted on probation and must meet the required GPA to avoid another dismissal. If a student is readmitted after missing one or more consecutive semesters, their program requirements will be determined by the catalog at the time of their return.

Transfer Student

If a student transferring from another college wants to receive credit for previous course work at other institutions, they must request official transcripts from these institutions to be sent to the registrar at CCC. Official transcripts should be sent in one of two forms:

1. Paper copy of transcript: Office of the Registrar, Champion Christian College, 600 Garland Ave., Hot Springs, AR 71913.

2. A secure electronic transcript sent from the other institutions directly to the office of the CCC registrar at ron.young@champion.edu.

Upon receipt of the above information, the academic office will evaluate these documents and notify the student of the outcome. Credits from other institutions must meet the college transfer-of-credit policies. Please note that certain courses provided by organizations other than those awarded directly by institutions of higher education (ex. EdX, Sophia) *must have the approval of the Academic Office in order to be accepted*.

Distance Education

Champion offers students the opportunity to complete each degree program emphasis or concentration fully online without a need to enroll in campus-based courses. At Champion, we do not minimize the list of courses offered, which gives our students a wide selection of topics to choose in forming their degree focus. Whether students enroll for continuing education units (C.E.U.s), a Certificate, or a full degree, Distance Education (online study) can be an effective path for the advancement of their career.

At the beginning of the student's college career at Champion, he/she should decide whether to pursue a program through campus courses, online courses, or a mixture. Academic and career advisors assist students in determining the best approach for their personal goals and schedules.

Recruiter Conduct and Admissions Support Policy

Independent recruiters are authorized to assist prospective applicants in understanding and completing the College's established admissions requirements. All recruitment activities must reflect institutional academic standards and comply with federal expectations for accuracy in advertising and recruitment communications. In accordance with Accreditation Standards 17.7 and 17.9, recruiters are required to present information that accurately represents the College's policies, programs, and practices, and must refrain from collecting, transmitting, or handling any student privacy information outside of approved institutional procedures. Recruiters function solely as facilitators during the admissions process. Once an applicant is formally admitted as a student, the recruiter's intermediary role concludes, and all subsequent official communication and administrative or academic processes occur directly between the student and Champion Christian College.

All independent recruiters must complete mandatory institutional training prior to assisting applicants directly. This training includes academic standards, privacy and data-handling procedures, ethical recruitment practices, accurate representation of institutional policies, and the procedural steps required for onboarding new students. Failure to complete the required training or to comply with the expectations outlined in this policy will result in the termination of the recruiter's authorization to assist applicants. The College reserves the right to discontinue collaboration with any recruiter whose actions compromise student privacy, misrepresent institutional practices, or otherwise violate accreditation-aligned standards of conduct.

Dual Language (DL)/F-1 Admissions Process

Applications are made for one of three categories of F-1 Nonimmigrant status entry: a New F-1 Visa, a Change of Status to F-1 Visa, or a Transfer from another institution into Champion for a student with an existing F-1 Visa. All applicants are required to submit standard personal information, passports, a high school transcript or certificate of completion, home-country information, banking information, and a financial support affidavit. Each of the three categories of entrants must provide a few different documents, and applicants are billed the appropriate processing fee(s).

New F-1 applicants: A Certificate of Eligibility (I-20) is issued, and the applicant makes a request for an F-1 Visa at the U.S. Embassy in their home country. A valid F-1 visa must be presented to Champion in order to register for classes.

Change of Status: The applicant must provide a copy of their current visa and the latest I-94 entry document or extension of the initial expiration date. If accepted, an I-20 is issued and the applicant makes a request to USCIS for a change of status to F-1. A valid I-797A approval for F-1 status must be presented to Champion in order to register for classes.

Transfer F-1: The applicant must provide a copy of their current I-20 and their F-1 Visa or I-797A approval for F-1. A transfer form is provided to accepted applicants for the purpose of having their I-20 transferred to Champion in SEVIS.

Once the applicant provides valid documentation, they are registered in classes, billed tuition, and their attendance is tracked for “registration” in SEVIS as being in “Continuing Attendance,” meaning the student is in active participation in their course of study.

International Transfer Students

Transfer applicants are required to provide a copy of their F-1 or I-797A approval document for F-1 status. In addition, the applicant provides a copy of their current I-20. Upon acceptance, the applicant submits their transfer form to their current school. The DSO completes the form, including listing the release date and whether the student is in or out of status. The form is sent to Champion’s DSO Office. If the student is out-of-status, the DSO contacts the transferring-out school and requests that the transfer not be completed in SEVIS. If the student is in status, the DSO Office watches SEVIS to process the transfer on the release date.

The transfer process and dates differ for each term due to the 152-day (five-month) grace period for being out of classes. A transfer student who misses the spring start date would be out of classes for a period that exceeds the 152-day grace period while waiting for the fall start date; in this scenario, transfer students are advised to hold their transfer until after March 30. Students who miss the fall start date are not in jeopardy of the 152-day period while waiting between August and January. (As of Spring 2026, a decision was made to conduct a short summer term for transfers that arrive after the spring add/drop date but before March 30, with the goal of preventing these gaps.)

Language Proficiency Requirement

International students are eligible to apply to any academic program offered by Champion Christian College. At this time, the majority of the College's degree programs—including the Associate of Arts, the Bachelor of Science (with all concentrations), and the Bachelor of Arts (with all emphases)—are delivered exclusively in English. Applicants seeking admission to these programs must demonstrate English proficiency through a minimum score of 75 on the TOEFL or a comparable score on another recognized language-proficiency examination such as the IELTS. Students who have completed the ACT with a minimum English score of 21, or who have earned a comparable score on the SAT, are not required to submit a TOEFL or another language-proficiency score.

Students who do not speak English but are fluent in Portuguese are not required to demonstrate English proficiency for admission into the Dual Language Track (DL) of the Bachelor of Arts in Christian Studies (formerly designated as Bachelor of Arts in Church Ministries). This track is a hybrid model that requires approximately 30% of the course to be attended in person during an intensive each semester. It may be completed fully in Portuguese or fully in English. The DL Track is prescriptive in nature and provides a defined sequence of courses that keeps students on a regular path toward completion of the B.A. in Christian Studies. International students who do not speak Portuguese must meet the English-language proficiency requirements described above in order to pursue any program or track offered in English. Additional information regarding the Dual Language Track is available in both English and Portuguese at <https://www.champion.edu/grau-em-ministerios-da-igreja-rota-de-lingua-dupla-portugues-ingles>.

Transition From Campus to Online Enrollment

Champion Christian College acknowledges that at any time during a semester or year, students enrolled in campus-based courses experience changes in life circumstances. In these situations, a student may desire to transition from campus-based courses to online enrollment. Distance Education requires a different discipline and mindset to be successful, and the transition should not be made in haste. In such cases, Champion desires to further assist students in the decision process so that time and money invested in their education is not lost and students do not incur setbacks. Therefore, before any such transition begins, the student must FIRST set up a meeting with the Director of Student Services and Vice President of Distance Education to discuss their intention and to gain needed insights for the decision. These two departments will guide the student along the path to this online transition according to the policy outlined in the Student Handbook.

Admission of Students with Felony Charges and/or Convictions

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

obligation to provide a safe campus, the Admissions Review Committee determines whether the student's past behavior should render him/her ineligible for admission consideration. This review is independent of the evaluation of the applicant's academic and other qualifications for admittance to Champion.

Academic Support Lab

The tutoring lab provides academic student support and tutoring. The lab staff will partner with students to ensure increased academic achievement. The lab is available to students during the school year by appointment. The lab staff will work one-on-one or in small groups (study halls) with students to enhance their reading comprehension and writing skills; to improve their study strategies; to increase their efficiency in taking clear and concise notes; to develop organizational skills; and to advance math concepts and computation abilities.

Academic tutoring is supplemental to instruction, and regular class attendance is essential. Instructors can refer students to the lab due to low test scores or due to a specific academic need. Students whose grade point average is below 2.0 at midterm will be required to attend the lab in the form of one-on-one tutoring sessions or in group study halls. To determine which approach is needed for a student (one-on-one or study hall), the academic leadership studies the situation to assess whether the student has a legitimate difficulty with a subject matter, or whether he/she has simply not been diligent in completing the assignments. In the latter case, students are generally directed to study halls for supervision and assistance.

Students may also self-identify their need for tutoring. Candidates for tutoring services should contact the Vice President of Academic Affairs for further guidance.

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. Should the student commit to living in the Champion dormitory, the student may not choose to move off campus after two weeks have passed from the semester move-in date. Should the student choose to live off campus within two weeks from the semester move-in date, he/she will be charged a prorated amount based on the semester move-in date and the date the student officially moved off campus. If a student fails to completely vacate the dorm room by the two-week mark from

the semester move-in date, he/she will continue to be charged a prorated amount until the student has completely vacated the dorm room.

If students have lived on campus in the Champion dormitory for at least two consecutive semesters (e.g., spring semester and fall semester), students may move from the Champion dormitory to an off-campus residence during the time between fall finals and the spring semester move-in date (should the student meet certain criteria as stated under “Occupation of Residence Halls”).

If a student determines living arrangements contrary to the initial decision made at registration, the student should immediately adjust his/her payment/billing plan through the Financial Office.

Special note: Both the students’ \$100 dorm deposit fee and \$25 application fee are nonrefundable.

Section IV: Faculty and Staff Policies (TRACS standard 9.8d)

Faculty Classification and Remuneration (10.13) (10.19)

Full-time

There are 2 categories of full-time faculty: those who work with a level of administrative responsibility other than academic teaching (12-month). Their remuneration varies depending on the responsibilities they hold, and frequently length of employment (ex. lead faculty, department head, etc.). Full-time faculty who concentrates solely on teaching a minimum of 12 credit hours each semester or equivalent on administrative tasks are employed with a salary of \$15,000 a year.

Part-time

Part-time Adjunct Faculty - \$600 per credit hour

Appointment and Retention (10.13)

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

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

Reassignment

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

Promotion and Tenure (9.10.l)

Promotions in rank are normally initiated by a supervising administrator but may be inquired about by faculty members. Champion Christian College has no provision for granting tenure to faculty members at this time.

Advancement (10.13)

Champion Christian College desires to promote employees to more responsible and higher paying positions where possible. A supervisor may consider promoting from within the department before hiring from outside; however, he or she may also seek qualified applicants outside the college based on the needs of the college. To complete a career advancement application, please visit our website at champion.edu. Employees applying for open positions are not guaranteed preferential treatment but will typically be considered based on management's selection of the most qualified candidate.

Dismissal of Faculty (10.13)

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

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

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

Champion Christian College may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits. The

departing employee may voice suggestions, complaints, or questions at that time. The departing employee will be asked to sign a written authorization for the release of information requested for an employment reference.

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

Faculty Council and Officers (9.10b)

The Faculty Council may include all full and part-time instructional personnel as well as Librarians, the Vice President of Student Affairs, and the Registrar. The college administrators may be invited to attend meetings of the Council at the discretion of the President. The Faculty Council officers will consist of President, Vice-President, and Secretary, and shall be elected by the members of the Faculty Council each fall semester. The Council will meet during the week of registration to elect officers and determine when meetings will be held. After being elected, the Council President will preside at all meetings, unless absent; in which case the Vice- President shall preside. The Secretary will maintain concise minutes of meetings.

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

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

Work Policies

Work Schedules (9.10p)

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

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

Job Description and Responsibilities of Part-Time and Full-Time Faculty (9.10 a) (9.10 c) (9.10p) (10.14)

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

Faculty Workload Requirements (9.10.p) (10.14)

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

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

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

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

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

Office Hours for Part-Time and Full-time Faculty (9.10.e) (10.19)

Full-time faculty are responsible for posting and maintaining a schedule of regular office hours amounting to at least eight hours above their class time. Some of this time may be designated as “by appointment only.”

Part-time faculty members need to be accessible to the students in their classes before and/or after each class. They should also be available by appointment.

Both full-time and part-time faculty need to list their hours in their course syllabi and post these in the appropriate section of the course on Populi. Any major changes in schedule or content during the semester should be communicated to the Vice President of Academic Affairs and be made known to their classes.

In case of an emergency absence, notice of office hours to be missed or appointments that need to be canceled should be posted as soon as possible on the office door.

Academic Advising (9.10.d) (10.14)

Academic advising is essential and plays a key role in students’ academic success. All faculty members are spokespersons for the College program; thus, every instructor influences student program planning through his/her personal contacts. CCC faculty members are of paramount importance in academic advising.

Along with the Vice President of Academic Affairs and the Registrar, lead faculty are tasked with being knowledgeable of academic programs offered at Champion; this includes all concentrations and specializations. The Vice President of Academic Affairs, Registrar, and lead faculty serve as academic advisors and give positive directions to the students. Faculty members also serve as academic advisors. At the beginning of each semester, students meet with their assigned academic advisor to ensure that they are staying on track with their chosen program.

Professional Development

Champion Christian College aims to enhance the skills of our faculty. It is our mission to provide our faculty with the necessary tools to enhance each individual intellectually and spiritually. Professional development (PD) can be undertaken through in-service training at the start of each semester (6 – 8 hours each term), conferences, committee meetings, Champion courses offered by other instructors (at no cost), as well as external courses within or without the instructor’s field or by pursuing new academic degrees.

Full-time faculty is expected to complete a minimum of 30 hours and part-time faculty 15 hours of professional development each academic year.

Early Intervention

Early alert intervention is designed to identify students who exhibit behaviors that could possibly lead to academic difficulty, course/program failure, and attrition. A student identified by a faculty or staff member is referred to the Vice President of Academic Affairs (VPAA) who compiles the appropriate documentation and contacts the student to set up a meeting. The VPAA assesses the need, takes action, or refers the student to a specific resource.

At Champion Christian College, the faculty and staff guide campus and distance education students to use college resources, encourages them to be confident of their potential, and challenges them to meet and exceed their career and spiritual expectations. They guide students toward success by implementing strategies that engage them in classroom discussions, by supporting them in using campus resources, and by allowing them to step out of their comfort zone and to reach higher than they thought possible. Champion provides a safe, nurturing environment in which students can learn and grow.

Absence Policy (10.19)

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

1. Sick Leave: The Vice President of Academic Affairs should be notified as soon as possible of illness so that arrangements can be made for a replacement for the classes.
2. Personal Days: A faculty member must have prior approval from Vice President of Academic Affairs for a personal day. If a faculty member fails to communicate and/or receive prior approval from the Vice President of Academic Affairs, he/she will have a deduction from his/her pay on a prorated basis.
3. Professional Leave and Illness: Instructors are expected to teach their classes at the scheduled times. Classes will begin and end at the scheduled time. In case of illness or emergency, the instructor must notify the Vice President of Academic Affairs as soon as possible. If an instructor is absent due to attending a professional conference, it is his/her responsibility to make arrangements for classes to be covered during the absence. Instructor must notify the Vice President of Academic Affairs of the arrangements.

Faculty Course Evaluations (9.10 q) (10.9)

As part of our continuing effort to evaluate and improve the quality of our educational programs, we ask the students to complete a questionnaire about your class. The responses are accessible by the instructor from the appropriate Populi course page after 60% of students have completed the questionnaire. Along with the College's assessment process, the VP of Academic of Affairs reviews the course questionnaire in conjunction with the faculty member's self-evaluation for the individual courses taught during the term. The VPAA reports back to the faculty member if there is any matter of

concern (or of praise). Otherwise, the full evaluation is a composite of the course evaluations, self-evaluations, and the class observations undertaken by the Academic Office. This process helps address potential job task changes, identify the correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Copyright Infringement Policy

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 and student at Champion Christian College is required to comply with copyright law. 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.

Copyright Policy

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 with 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 the following: 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 upon 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 reuse under certain circumstances may be considered fair use. In order to avoid any copyright risk, CCC permits use of short quotes from works. Otherwise, permission procedures as set out in this policy should be followed and the advice of CCC'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 CCC 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 CCC'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 CCC'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 the 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 the IT Manager will immediately terminate network access and refer the matter to the President for further action.

CCC 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 individuals 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.

Intellectual, Property, and Copyright Ownership

Trademarks, patents, copyrights, and property created by an individual are known as intellectual property. In accordance with copyright laws of the United States, CCC shall own copyright under the following circumstances:

1. CCC has directed a faculty member to create a specific work.
2. The faculty member has voluntarily given copyright permission to the college.
3. Under the Copyright Act, CCC has contributed to a "joint work." This means that CCC has provided the facilities and other specialized services, or the faculty member is acting under contractual arrangements for commissioned works.

This guideline applies to all CCC faculty and staff members, students and other persons using the college's entities.

Academic Freedom (10.15)

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

Dispute Resolution with Students

Champion Christian College recognizes that disagreements are inevitable. The important thing is not the fact that disagreements exist, but the manner in which staff or faculty express and resolve them. CCC believes that the process for dealing with conflict given by Christ to believers (recorded in Matthew 18:15-20) also applies to managing interpersonal conflict. CCC thus requires faculty and staff with grievances to use the following procedures for dealing with their grievances. CCC will attempt to promptly resolve all disputes that are appropriate for handling under this policy.

All complaints against a faculty or staff member, grades disputes, or disciplinary action taken against a student must be in writing. A formal appeal to the President must have the following information:

- a) Nature of complaint or dispute
- b) Date of the alleged dispute or problem
- c) Names of individuals involved
- d) Copies of all relevant information

The President's office assumes a neutral role in order to resolve the conflict. The office is available for discussion of the matter with the employee. CCC will attempt to promptly resolve all disputes that are appropriate for handling under this policy.

Fraud, Waste, and Abuse Policy

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

Policy Statement

CCC promotes honesty and integrity as values and foundational beliefs. CCC works to earn the trust of the public, its students, and its employees. In order to fulfill this task, all employees must perform their duties to the highest degree of professionalism, honesty, and ethics, and in all ways doing that which honors the Christian faith. Therefore, all CCC employees should avoid situations that would be

considered fraudulent, wasteful or abusive of the College assets. CCC expects all employees to behave with all honesty and exercise biblical ethical judgment in all of their duties.

Definitions

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

Responsibility for Detection and Prevention

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

Discipline and Restitution

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

Investigation

1. If an allegation of fraud, waste or abuse is reported, the office of the Executive Vice President will begin an approach to resolving the concern. The Executive Vice President will investigate and coordinate with the appropriate people needed to carry out an accurate investigation. This may include legal counsel, financial professionals, and other experts.
2. The investigation may include interviewing colleagues, reviewing activities of the employee in question, examining all paper and electronic documents. This includes checking all College computers including email, offices and/or other work areas.
3. The Executive Vice President may in consultation with the College's legal counsel recommend the suspension of the employee during the investigation.

President's Decision

1. Upon completion of the investigation, the Executive Vice President will prepare a written report. This report will be shared with any person needed for consultation in order to determine appropriate discipline.
2. If the investigation determines that fraud, waste, or abuse has occurred, the report will include a recommendation of disciplinary action discussed. It may also include suggestion to help prevent future fraud. The report will be submitted to the President within 5 calendar days after the investigation has ended. The President will review the report and may make modifications. The President holds the final decision.

Classroom Policies and Procedures (10.19) (10.14)

Course Syllabus (9.10.e)

Each instructor is required to turn in a syllabus for each course taught. Syllabi need to be uploaded to the Populi course page before the course begins. They are subject to the approval of the administration. A standard template is provided to the instructor containing much of the verbiage needed applicable to all courses.

The syllabus must contain the following information:

1. Your contact information-provide students with your phone number, email address, and time to contact you.
2. Course Description –a one-paragraph description of your course
3. Prerequisites- list any prerequisites required for your class.
4. Resources-list of all textbooks and materials needed for the class. List textbook information in bibliography format.
5. Measurable Learning Outcomes-list all measurable objectives of what the student will be able to do after he/she finishes the course of study.
6. Course Requirements and Assignments- calendar of topics to be covered which includes major assignments and due dates.
7. Course Grading and Policies-Indicate how the student's grade will be calculated. Include attendance policy, policy for late assignments and policy for academic honesty.
8. Chart of Learning Outcomes – a table that correlates the course learning outcomes with their methods of assessment and measuring information, as well as with the program learning outcomes (PLOs) of the program of which the course is a part.

Obtaining Supplies (9.10.m)

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

Attendance (9.10.m)

Last Revised August 7, 2026

Faculty must take attendance at the beginning of each class period and record students by present, absent or tardy on Champion's LMS, Populi. Students who do not meet the attendance requirements will be marked by O/A in his/her transcript at the end of the course when the course is finalized.

Student Handouts

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

Student Expectations

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

Reporting Emergencies

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

Returning Tests and Graded Materials

Graded course work must be returned to students in a timely fashion. Grades should not be posted publicly. Student's grades must be added to the Populi gradebook by the assigned date in the semester calendar.

Midterm and Final Grades

Class grades will be pulled from Populi by the Registrar's office the Friday after midterms and final exams. Instructors are expected to report accurate and up-to-date grades on Populi.

Making Copies and Chapel Announcements

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

Guest Speakers in the Classroom

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

Textbooks (9.10.g)

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

Faculty needing to order textbook(s) for their courses must submit a request to the VPAA who will direct the instructor to the appropriate party from the textbook provider. However, each teacher is encouraged to register with the publisher to ask for a complimentary copy.

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

Grading Scale (9.10 I)

Refer to the grading scale on page 45.

Grade point average is computed by dividing the total number of grade points by the total number of hours attempted. The cumulative grade point average includes only courses taken at CCC.

Grade Appeal

While the bulk of the grades achieved by students is objectively earned through tests and quizzes, grades given to students at the discretion of the instructor for more subjective analysis of responses (ex. discussion questions, essays, etc.) may be appealed in writing to the instructor who distributed the grade, and to the Vice President of Academic Affairs within thirty days of the last day of the semester.

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 thirty days 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 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 formal complaint.
3. The Vice President of Academic Affairs will investigate the matter.

4. Once the matter has been investigated and all parties involved contacted to discuss the issue, the Vice President of Academic Affairs will respond in writing stating the outcome of the issue. All records are kept in the student's file in the office of the Registrar.

Commencement Participation

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

Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. Notification will also be provided through the messaging system of Champion's Learning Management System, Populi.

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

Section V: Student Affairs Policies (TRACS standard 9.8e)

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, set by the scriptures, on sexuality. 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 which 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
- Abuse of drugs
- Viewing or possessing pornography or other sexually explicit content
- Gambling
- Attending questionable venues

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

Appearance and Dress Code

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 modesty in ways that are distinct from the world and that reflect the God-ordained differences between men and women. These guidelines 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 Director of Student Services reserves the right to ask a student or guest to the College to change their attire, hairstyle, and accessories at any time if they deem 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 instruction covering appropriate attire for every occasion including formal, business casual, causal, and athletic events:

- Monday – Friday, On Campus – Weekly Class Periods
 - No shorts, tank tops, or flip flops for men or ladies
 - Leggings may not be worn as pants, unless partially covered by a long top or dress.
 - During class time or in chapel, students should not cover their heads and ears with hoodies or other similar attire that could conceal the use of earphones.
- Saturday – Sunday
 - Shorts may not be any shorter than the tip of the fingers when a student is standing straight with arms by their side.
 - Tank tops must be modest; for ladies, no undergarments may be showing.
 - Shirts and shoes are required anytime a student leaves the dorm floor.

Chapel

Chapel is a vital aspect in the spiritual growth of each student attending Champion Christian College. Chapel is held on Wednesdays at 10:00 a.m. Students are only allowed two absences per semester.

- Students must be on time to chapel.
- Students may not leave before the conclusion of chapel without administrative approval.
- Students must sign in **before** Chapel to validate attendance. Signature by proxy will not be permitted.
- Students will be considered absent for failing to sign-in.
- Students who are more than ten minutes late will be considered absent.
- All students are allowed five unexcused absences per semester.
- Non-resident students are required to attend one chapel a week.
- Written excuses for chapel must be submitted within one week of the absence.
- Accepted excuses include illness, death in the family, or any other excuse deemed appropriate by the Student Services Office.
- Chapel exemption form may be filled out if student requests the need or reason they cannot

attend chapel. Form will be accepted or denied by the student services office.

- Laptops, tablets, and cell phones should only be used as it pertains to the message.
- Refrain from being on social media during this time.
- Appropriate respect for speakers and others is expected.
- Headphones may not be used during chapel other than for as it pertains to the message.
- Exceeding five unexcused absences will result in:
 - Fewer allotted absences the following semester
 - Chapel Probation:
 - The student has fewer allotted absences.
 - The student may not be allowed to participate in various extracurricular clubs and intramural athletics.
 - The student may be assigned various labor duties.

Students missing chapel more than twice will meet with the Director of Student Services. If absences continue to happen, student will then meet with the College President.

Students are to secure permission from the Director of Student Services prior to missing chapel. Students will be permitted up to five excused absences from chapel per semester.

Note for Distance Education Students: The administration of Champion Christian College is considering ways to integrate chapel participation into the distance education program under development. Once a definitive method is chosen and implemented, distance education students will also be able to participate in the chapel programs virtually.

Residence Hall

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 live in consideration of others, to develop conflict resolution skills, to exercise leadership skills, and to live together harmoniously in proximity in a way that exhibits real Christian community. Students living on campus are likely to discover that residence life at Champion is truly a home away from home for our students. The room and board package includes fifteen meals per week. These meals are served in a full-service commercial cafeteria.

Living in a residence hall offers Champion students many benefits:

- Opportunities to grow spiritually.
- Opportunities to build solid friendships.
- Opportunities to grow in love and consideration of diversity.
- Opportunities 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.

Hours and Schedule

Curfew:

- The curfew is at midnight Sunday-Monday.
- 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 midnight unless on campus for work or approved special events.
- Any resident hall student may remain off campus past curfew but must sign-out using the After Hours Sign Out Sheet prior to curfew (12 a.m.). The Office of Student Services and the administration reserves the right to revoke this privilege on a case-by-case basis at any time.

Leaving Campus

Away Overnight:

- Residents staying off-campus overnight must sign out with the Student Services Office.
- Any abuse of this (not signing in/out, going places other than stated, etc.) may result in the requirement of administrative approval to leave campus.

Residence Halls Exiting Procedures

- An Exiting Checklist is available from the Director of Student Services' Office.
- Residents should remove all personal items from their room for a final inspection.
- Residents who fail final inspection may be fined a fee.
- Any personal items left in the residence hall will belong to the college.
- Items may not be left on campus with another student.
- Residents may place items in campus storage for a nominal fee.
- The student must submit his/her mailbox key.
- The student must submit his/her room key.
- The student must report to the financial office for a final meeting.
- If the student does not plan to return to school, he/she must have completely vacated the dorms by the date and time specified by the Office of Student Services. Failure to do so may result in a fine.

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. Should the student commit to living in the Champion dormitory, the student may not choose to move off campus after two weeks have passed from the semester move-in date. Should the student choose to live off campus within two weeks from the semester move-in date, he/she will be charged a prorated amount based on the semester move-in date and the date the student officially moved off campus. If a student fails to completely vacate the dorm room by the two-week mark from the semester move-in date, he/she will continue to be charged a prorated amount until the student has completely vacated the dorm room.

If students have lived on campus in the Champion dormitory for at least two consecutive semesters (e.g., spring semester and fall semester), students may move from the Champion dormitory to an off-campus residence during the time between fall finals and the spring semester move-in date (should the student meet certain criteria as stated under “Occupation of Residence Halls”).

If a student determines living arrangements contrary to the initial decision made at registration, the student should immediately adjust his/her payment/billing plan through the Financial Office.

Special note: Both the students’ \$100 dorm deposit fee and \$25 application fee are nonrefundable.

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.*

Checklist of Items

What to Bring:

- Small refrigerator (must not exceed 3.7 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
- Dart boards 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 free of charge)
- TVs and microwaves (in the lounge area on each floor)

Personal Items, Cleaning, and Inspections

- Video games which contain inappropriate themes, behavior, language, or music are not permitted. The privilege of possessing/playing video games may be forfeited by any student who abuses those privileges.
- Lit candles/open flames may not be inside the residence rooms.
- Coffee makers and mini refrigerators are the only appliances allowed in 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.

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.

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 Student Services Office.

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

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 10:30 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 key 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 VP of Student Services.
- All residence rooms (and any content therein) are subject to inspection at any time by 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.

Cellular Phones and Computer Usage

Cell phones or other electronic devices should not be accessed for personal use during classes or Chapel.

Students have access to use computers in the computer lab through a personal log-in password assigned by the college. Students should be careful not to give out this information for others' use.

Students may access approved social networks through the college's Internet server. The administration retains the right to access every individual social network account.

The administration reserves the right to inspect/confiscate/remove cell phones or electronic devices for violation of usage policy.

Couples/Dating/Mixed Groups

Any couple, defined as a pair of students, who at any time engage 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.

Orientation

For our new students at Champion Christian College, orientation activities commence their college experience. Students involved in orientation can learn higher education expectations and college culture, experience spiritual growth, accept personal responsibility and ownership, and seek out resources. The purpose of Champion's orientation program is fivefold:

- (1) to create a sense of ease for our students by familiarizing them with the physical campus.
- (2) to introduce the concept of interdependence in the context of meeting faculty, staff, and students.
- (3) to educate new students on college culture, policies, and procedures.
- (4) to train students in the location and usage of campus resources; and
- (5) to introduce new students to the student information system.

All students, new and returning, attend the student portion of orientation. It begins with a breakfast in which returning students, faculty, and staff informally meet and greet the new learners.

College Success

The subject of this class is SUCCESS! College Success focuses on developing behaviors that lead to college and degree completion and provides remedies for many of the issues students face. Students enrolled in this course learn many proven strategies for creating greater academic, professional, spiritual, and personal success. The topics covered are accepting personal responsibility, acquiring self-motivation, and gaining greater control over outcomes created both in college and in life. Understanding what is expected of college students and how to use this knowledge to enjoy success in relationships with peers, instructors, and college personnel is an important component of this course.

Vehicles and Transportation Policies (9.11g.x)

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.
- must be aware that vehicles are subject to inspection by the administration.

Voter Registration

In compliance with the 1998 Higher Education Act Mandatory Good-Faith Effort for the National Voter Registration Act, Champion Christian College will make a good-faith effort to distribute a mail voter registration form to each student enrolled in a degree or certificate program and physically in attendance at the institution. CCC values the right of students, staff, and employees to freely vote their conscience for the candidates and issues they uphold. These forms are available through the office of the Director of Student Services.

STUDENT DUE PROCESS

SUSPENSION

If the Statement of Ethical Standards and/or Core Values is violated, Champion Christian College reserves the right to take disciplinary action against a student who violates Scriptural guidelines. This may result in one of three disciplinary outcomes: a suspension, a dismissal, or an expulsion.

A **suspension** is defined as a temporary disciplinary action placed upon the student in which the student is temporarily suspended from the College campus. A student qualifies for a suspension when the

following measures of "*Due Process*" have been taken in the systematic order below:

1. Upon either witnessing a student's violation of the Code of Conduct or receiving a report thereof, the Director of Student Services meets with the student. A *verbal* warning is given with an explanation of the violation of the Statement of Ethical Standards and/or Core Values, consequential fees are added to the student's billing, and written documentation of the meeting with the student is completed by the DSS and filed in the Registrar's Office.
2. If the incident is repeated OR if another such code of conduct violation is documented, at the discretion of the Director 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 either dismissal or 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. If the student is also an athlete, the Athletic Director will be present as well. The VPAA communicates the suspension to the student's faculty instructors so that they mark the student as "*absent*" from class during each day of the suspension. If the student is an athlete, the Athletic Director communicates 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 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. Upon receipt of this letter of appeal, the President will meet with the College Administration to review the appeal, and after wise and thorough consultation, the President will respond with a final decision, to 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 for three (3) consecutive days, with the first day of suspension beginning the day after the suspension began as documented by the DSS.
2. The student is not permitted to attend classes and is thus counted "*absent*" for each missed class, and if this causes the student to over-absence in one or more classes, consequently he or she will be withdrawn from the course(s).
3. If the student is also an 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 the student's return to the team, the Head Coach is to discipline the student at the coach's discretion for the first two (2) consecutive games.
4. The suspended student is not allowed to participate in any student activities on or off campus until the suspension 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. Upon either witnessing a student's violation to the Code of Conduct or receiving a report of such violation, the Director of Student Services arranges for the student to meet with the DSS, President, Executive Vice President, and any other personnel the President requests. Written documentation of the meeting with the student is completed by the DSS and filed in the Registrar's Office.
2. After the meeting, the President reviews the reports pertaining to the meeting, and if the President's decision is to dismiss the student from campus, the student 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 an athlete*) in the meeting with the student.
 - b. The VPAA communicates the dismissal 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 to report the status change on behalf of the student.
 - c. Additionally, if the student is an 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 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. Reapplying for admission is not a guarantee of acceptance.
2. Campus dismissal disqualifies the student from any appeal to the President.
3. The dismissal mandates removal from campus, which additionally includes forbiddance to attend off-campus student activities, home games for athletic events, and any other event or activity in 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 Residence Hall, he or she is required to completely vacate 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 the following: student fees, student tuition, or any prorated room and board costs for the Residence Hall.

EXPULSION

An **expulsion** is defined as a permanent disciplinary action placed upon the student. A student 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 with his Administrative Council to further assess the review 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 in 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 permanent with no option to re-enroll.
2. 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 event or activity in which the expelled student would be connected to Champion Christian College.
4. If the expelled student lives on campus in the Champion Residence Hall, he or she is required to vacate 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 the following: student fees, student tuition, or any prorated room and board costs for the Residence Hall.

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

A complaint may be initiated by a student when he/she feels that they have been treated unjustly. To file a complaint regarding CCC or any of its staff and faculty, students should follow the procedures below:

1. First attempt to resolve the issue informally. If the informal process does not resolve the issue, the student may file a grievance in regard to the student discipline or academic issue which he/she believes impedes academic studies, student life, or spiritual growth.
2. Submit a Student Complaint Form. Forms can be found in the office of Student Services. The form should be turned-in to the office of Student Services.
3. After receiving the complaint, the VP of Student Services will investigate the matter unless the complaint is against him/her. At that point, the Executive Vice President will be in charge of investigating the matter. The process may require contacting all parties involved including the student.
4. Once all the information has been gathered, the VP of Student Services will meet with the student and inform her/him of the outcome. Documentation of the results will be place in the student's file, located in the Registrar's office.

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

Transnational Association of Christian Colleges and Schools (TRACS):

The student may reach TRACS by mail at P. O. Box 328, Forest, VA 24551: by telephone at (434)-525-9539; or by E-mail at info@tracs.org. Complaint policy, filing instructions and forms can be found at the TRACS site: <https://tracs.org/resources/>.

Arkansas Department of Higher Education (ADHE)

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 Vice-President of Student Services.

Recruiting Policy (10.26)

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

Section VI: Financial Policies (TRACS standard 9.8f) (10.27)

Business Affairs*

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

To keep the Board of Trustees appropriately informed of the financial condition of the College, the President will provide a monthly financial report detailing year-to-date expenditures and revenues against the operating budget and a monthly analysis of operating revenues, expenditures, cash levels and budget transfers to the Finance Committee of the Board of Trustees. The Chairman of the Finance Committee will report to the Board of Trustees for approval of the financial statements.

The Board of Trustees will conduct an annual certified external audit of the financial statements of the College in accordance with generally accepted accounting principles and federal guidelines. The selected auditors will not be aligned with the College to ensure independence of the audit.

The fiscal year for the College shall begin on July 1 of each year and end on June 30 of the following year.

Refund Policy (10.22)

Refunds

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

Charges/Refunds (9.9o)

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

- Refunds will only be given to those with current accounts.
- All fees are non-refundable.
- If the student has paid for the entire academic year and then withdraws during the first semester, a refund for the second semester will be mailed to the student in January of the ensuing spring semester.
- The college administration may approve a student to move off-campus during a semester without further liability for room and board; however, any partial month remaining will not be prorated.

Last Revised August 7, 2026

Refund Schedule: (9.9o)

Fall and Spring Semester

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

Room and Board Refunds

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

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

Summer

Presently, Champion offers one summer term of approximately 6 weeks. No refunds are granted for the registration fee. The refund periods begin on the first day of Summer I session. Tuition charges and student service fees may be 100% refunded from days one to five. From days six to ten, refunds will be 50% of said charges. No refunds will be granted after day ten of the summer session.

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

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

Conflict of Interest Policy* (10.27)

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

replace any applicable state or federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

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

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

Procedures for Addressing Conflicts of Interest

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

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

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

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

College Budget Process and Procedures* (17.5)

The Board of Trustees has adopted the attached College Budget Process and Procedures in development of the final College Budget. These processes and procedures ensure all faculty and staff have input into the budget process.

1. Supervisors and Division Chairs solicit budget requests from faculty and staff with documentation listed.
2. Supervisors and Division Chairs present the consolidated budget requests with documentation to the senior administration.
3. The Board of Trustees Finance Committee reviews and recommends the proposed budget to the full Board of Trustees for their approval.

See attached: College Budget Process and Procedures (approved August 8, 2017)

Section VII: Facilities and Equipment Policies

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

Use of Facilities* (10.30)

Access to the College's facilities, including the gym, cafeteria, and classrooms, is a privilege granted by the College to the staff, faculty and students at Champion Christian College.

Security*

Security personnel, including a night guard, are on the premises. Accesses to all buildings on campus are key-coded, excluding Capachi's Café which is open to the public. Residential rooms are accessed with a private key. The close proximity of the Hot Springs Police Department (five blocks) and the Garland County Sheriff's Department (three blocks) offers quick response time to any emergencies.

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 the following: procedures for emergency notifications and timely warnings; missing persons protocol; sex offender registry procedures; sexual assault/violence against women; drug/alcohol awareness programs; reporting procedures for emergencies and criminal activities; crime statistics; and fire safety report. This report will be updated annually by October 1 and is available in the Office of the Director of Student Services.

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.

A parent or guardian will be notified when a student who is missing is less than 18 years of age and not emancipated. A parent or guardian will be notified in all other cases unless the student has previously notified the Director of Student Services in writing in advance that he or she prefers the parent or guardian not be notified.

When a student is thought by a reporting person to be missing, personnel from Student Services will gather essential information. The student's acquaintances, family, and friends may be interviewed. Appropriate campus staff will be contacted and their assistance requested to aid in searching for the student. The student's campus ID photo may be disseminated to assist in identifying the missing

student, and card access logs may be analyzed. Other campus computer resources may be checked for student logins or email usage.

Champion Christian College reserves the right to implement these procedures in less than 24 hours if circumstances warrant a faster implementation.

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.

Campus Sex Crimes Prevention Act

Champion Christian College complies with the Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386). This federal law provides for the tracking of convicted, registered sex offenders who are working, volunteering, or enrolled as a student at an institution of higher education. The act requires that a mandated, registered sex offender provide notice to the institution of education at which he/she works, volunteers, or is a student. It also requires institutions of higher education to issue a statement advising the campus community where to obtain information concerning the names and levels of registered sex offenders. To inquire about registered sex offenders at Champion Christian College, contact the Office of the Director of Student Services.

EMERGENCY RESPONSE

Champion Christian College's Emergency Response includes information about emergency guidelines and procedures; proactive initiatives; shelter in place and evacuation guidelines; and local and contingency planning. The College conducts emergency response exercises each year. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. CCC's Emergency Preparedness Plan includes the following steps:

1. In cases when the Emergency Preparedness Plan is enacted, students and personnel in the residence hall should proceed to the east end of the student parking lot and students in a Champion dormitory or office should go out the west door beyond the circle drive parking area.
2. During an evacuation, the evacuation coordinator will oversee all options and make all critical decision regarding life, safety, and property and determining if the incident is serious enough to invoke the CCC's emergency response plan.
3. The building liaisons are responsible for maintaining a roster of people with offices in the building and conducting a roll call at designated assembly areas. If a person is known to be or possibly may still be in the building, the building liaison will immediately notify the evacuation coordinator for assistance in vacating personnel or students from the building.

4. At the beginning of each semester, faculty and instructors will inform students of the designated assembly area for the building. In the event of invoking the Emergency Preparedness Plan, the faculty, administrator, and/or staff member will conduct a roll call at the designated assembly area. If any person is known to be or possibly may still be in the building liaison will immediately notify the evacuation coordinator for assistance in vacating personnel or students from the building.
5. A CCC's designee is responsible for greeting and directing municipal or contract responders to emergency locations and restricting access to unauthorized individuals.
6. If the situation warrants media coverage, the College President or his/her designee will coordinate all press releases and establish a press area away from the site.
7. The Maintenance and Facilities Manager is responsible for assessing the impact on utilities and shutting down utilities as necessary.
8. CCC's administration is responsible for dispatching an emergency medical response team as necessary in medical situations.
9. Once outside the building, all occupants should proceed to the designated assembly areas for a roll call. These areas should be 25 feet away from the building and should leave access for emergency personnel to enter the building.

Emergency Plans

Emergency notification to students and staff are through text messaging, email, and social media posting. Emergency alarms are located within the vicinity of the campus for weather-related warnings. Procedures for each type of emergency are distributed throughout the campus buildings.

Fire

Two fire drills are conducted each term with one practice drill and one surprise drill, in accordance with applicable local and state regulations. In the event of fire, any person may sound the fire alarm. Everyone should evacuate the building and move to safety. 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.

FIRE SAFETY AND DOCUMENTATION

As defined by the Higher Education Opportunity Act, for the purposes of fire safety reporting, a *fire* is "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner."

Hancock Hall owned by Champion Christian College is equipped with a fire safety system.

Portable electrical appliances, except those that have an open heating coil or open flame, are allowed in campus housing. Halogen lamps, candles, and incense are prohibited. Smoking is not allowed in any university building, including student housing facilities.

Housing staff members, including Resident Directors and resident assistants (RAs), will maintain an accurate listing of all students living in the building and the location of each person's room. Copies of the lists for all floors will also be provided to each RA in the building. Any resident of the building who has a disability that impairs mobility, vision, or hearing will be noted on the list. Individualized evacuation plans and/or responsible person will be designated for such situations.

When smoke or fire is noticed, the nearest alarm should be pulled and 911 should be called. When fire is suspected (alarm, smoke, etc.) or in the event of a bomb threat or other potentially life-threatening incident, the entire building must be evacuated. Elevators are not to be used with the possibility of fire exists. Resident Directors and RAs are responsible for notifying the residents of the need to leave the building. If the alarm is positively determined to be a false alarm, the evacuation may be halted, and residents may return to their rooms.

If a serious fire or other emergency seems to exist, Resident Directors and/or RAs will notify emergency personnel.

A location outside each housing facility is designated as the meeting place for residents from the hall. This designated meeting place is communicated by the Resident Director to residents at times throughout the year. Upon the arrival of emergency personnel and in the existence of an actual fire emergency, the Resident Director and RAs will immediately leave any alert or rescue efforts to the trained personnel. No one may reenter the building until emergency personnel give permission to do so.

Fire safety education and training programs will be provided to faculty and staff upon request to Student Development or Administrative Services. New student orientation and residence hall programs periodically provide fire safety education to students.

A record of fires on campus is maintained in the Student Service office in the main Champion Building. It includes for each fire the nature of the fire, the date and time it occurred, and the general location of the fire. The most recent 60-day period is open to public inspection upon request during normal business hours. Older portions of the log will be made available within two business days of a request for public inspection. The log will be maintained for three years following the publication of the last annual report to which it applies. Statistics will be collected and reported annually in the Department of Education's web-based data collection system for each housing facility.

Crisis Communication Plan

CCC's Crisis Communication Plan provides policies and procedures for the coordination of communication between CCC's students, faculty, staff, and administration as well as communication between the college, the media, and the general public in the event of an emergency. The safety and security of CCC's students and staff are the top priority in establishing this plan. A

major piece of the crisis plan is to enact prevention measures in an effort to squelch or diminish a crisis event. One method of prevention is through community watch. As a student here at CCC, you are the “eyes and ears” of the institution. If something looks strange, suspicious, or out-of-place, immediately report it to the Campus Security Office.

Drug-Free Campus

It is the policy of the Board of Trustees of Champion Christian College that the learning environment be free of illegal drugs and other addictive substances. Under the leadership of the Board of Trustees, CCC contests the unlawful manufacture, distribution, possession, or use of controlled substances by any employee, student, or visitor. All members of the college community, which includes the administration, faculty, staff, students and guests, will abstain from the consumption/use of alcohol, narcotics, and/or other controlled substances as well as the misuse of prescription drugs.

CCC is concerned with the continued wellness of its students and employees. The Director of Student Services is charged with incorporating drug-free awareness programs into the learning process of CCC students. These programs inform students and staff of the dangers and penalties of drug abuse as well as the availability of drug counseling and rehabilitation services. For confidential counseling and referral regarding drug/alcohol abuse, students may contact the Director of Student Services at (501)-623-2272.

The college also recognizes that employees as well as students can be afflicted by alcohol and drug dependence. Employees may contact the Executive Vice President’s Office for referrals to treatment centers. Students and staff may also contact directly either Community Counseling Services at (501)-624-7111 or The Quapaw House at (501)-767-4491.

The college’s Drug and Alcohol Abuse policy is detailed in the Student Handbook which is distributed at orientation or can be obtained through Student Services. Violation of this policy could lead to suspension, expulsion, termination, and, within the context of criminal activity, referral to law enforcement agencies.

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.

Damages to Facilities/Equipment*

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

Accessibility Services (10.31)

Champion Christian College welcomes students with disabilities in conformity with the 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. In full compliance with the Americans with Disabilities Act, accessible facilities and services will be provided to students, staff, and visitors. The staff and faculty promote student independence, empowering ADA students to become self-advocates while supporting their access to college academic programs and student services. Students seeking accommodation services under ADA or Section 504 must meet with the Director of Student Services prior to the implementation of expected accommodations. Written verification from a licensed physical and/or mental health professional is required to qualify for accommodation services. Documentation provided to request academic accommodations must be less than three years old and must contain specific recommendations for accommodations appropriate to the diagnosed disability.

Americans with Disabilities Act of 1990 (10.31)

It is the intent of CCC to work toward full compliance with the Americans with Disabilities Act by providing accessible facilities and services to students, staff, and visitors and by equipping the instructional programs and support services with reasonable accommodations. Questions, concerns, and/or grievances should be referred to the Director of Student Services.

Section VIII: Board Policies (TRACS standard 9.8h)

Governance (TRACS standard 10.6)

The Board of Trustees shall have and exercise the complete oversight and management of the College and its property. The Board of Trustees shall have the ultimate institutional authority as set forth in the Board of Trustees Bylaws.

Organization, Criteria for Membership, and Officers

The Board shall be comprised of no fewer than five and no more than eleven voting members. Trustees will display a stewardship role for the College with a commitment to values of the institution, pledges to act in the best interests of the College and uphold the integrity of the Board of Trustees. Members of the Board of Trustees are selected for their experience and expertise in both Christian ministry and lay professional leadership, in conjunction with their commitment to the mission and objectives of the College. A Trustee's term of office shall be three years. Each member may serve two additional terms. After serving a total of three consecutive terms, an elected member must have a leave of at least one year from the Board. The officers of the Board of Trustees shall consist of a Chairman, Secretary, and Finance Chairman of the Board of Trustees elected by a majority at the last scheduled meeting for the next year.

President

The Board of Trustees of Champion Christian College delegates to the President the authority and responsibility for the operation and management of the College and further authorizes the President to make changes he or she deems it necessary for the good of the College within the framework of policies and by-laws approved by the Board of Trustees.

The President is accountable for the College's institutional programs, fiscal affairs, supervision of the administrative and instructional staff, and the operation of the physical plant. As such, the President provides executive leadership for strategic, operational, and long-range planning, program assessment and accountability, policy development, institutional effectiveness, institutional advancement, and for the on-going development, implementation, operation, and evaluation of college educational programs and services. The President will identify and recommend individuals for administrative positions to the Board of Trustees for employment.

The Board of Trustees will evaluate the College President prior to the end of each fiscal year. The Board will establish procedures and criteria in consultation with the President to facilitate the evaluation process. A written copy of the Board's evaluation will be provided to the President.

Duties (TRACS standard 10.32)

The Chairman shall have general supervision, direction, and control of the affairs and officers of the Board of Trustees. The Chairman shall have the general powers and duties of management usually

vested in the office of a chairman and have all other powers and duties as may be prescribed by the Board of Trustees.

The Co-Chairman, in the absence or disability of the Chairman, shall perform all the duties of the Chairman, and when so acting shall have all the powers of the Chairman. The Co-Chairman shall have all other powers and perform all other duties as prescribed by the Board of Trustees.

The Secretary shall keep a record of the proceedings of meetings of the Trustees, including the time and place, the names of those present at the meetings, and recording of any action items.

Frequency of Meetings

There will be four regular meetings each fiscal year on dates established by the Board of Trustees during the final meeting of the previous fiscal year. The meetings shall be held at such time and place as the Board of Trustees shall determine.

Member Selection Process

Members of the Board of Trustees shall be nominated and elected by the Board of Trustees of the corporation.

Orientation Process for New Members

New Board Members, upon election, will receive a Board Manual and attend a Board Member training orientation with the President of the College.

Board Self-Evaluation Process

The Board of Trustees will participate in an annual self-evaluation process including the approved Governing Board Survey. (See self-evaluation and survey included at the end of this manual.)

Conflict of Interest (TRACS standard 10.6)

The purpose of the conflict-of-interest policy is to protect the College's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Trustee of the College or might result in a possible excess benefit transaction. Financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the board decides that a conflict of interest exists. This policy is intended to supplement but not replace any applicable state or federal laws governing conflicts of interest applicable to nonprofit and charitable organizations. A voting member of the board who receives compensation, directly or indirectly, from the College for services, may not vote on matters pertaining to that member's compensation.

Board Approval of all Policies 10.13 (10.4)

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

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