2025 – 2026

CHAMPION
CHRISTIAN COLLEGE



Faculty & Staff Handbook

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Champion Christian College

CONTENTS

SECTION 1: Introduction	6
History of the College	7
Our Mission Statement	8
Ethical Standards and Values	8
Foundational Underpinnings	9
STATEMENT OF FAITH	9
CORE VALUES	10
PHILOSOPHY OF EDUCATION	11
Defining Our Teaching Task	12
Institutional Learning Outcomes	13
SECTION II: Personnel Policies	14
2025-2026 Departmental Employment Structure Chart	14
Classification of Employees	14
Employee Categories	15
Contract (Full-time)	16
Contract (Part-time)	16
No Contract (Part-time)	16
Employee Benefits	16
Immigration Law Compliance	16
Equal Employment Opportunity	17
Personnel Files	17
Hiring Procedures	18
Overtime	18
Code of Conduct	19
Title IX Sexual Harassment & Non-Discriminatory Grievance Policy	20

Non-discrimination Statement	47
Conflicts of Interest	48
Employee Dress Guidelines	48
Solicitation and Distribution	48
Workplace Violence Prevention	48
Drug and Alcohol Testing	49
Procedures for Addressing Grievances	50
Return of Property	52
SECTION III: Faculty Employment Procedures	53
Faculty Classification and Remuneration (10.13) (10.19)	54
Full-time	54
Part-time	54
Appointment and Retention (10.13)	54
Reassignment	55
Promotion and Tenure (9.10.l)	55
Advancement (10.13)	55
Dismissal of Faculty (10.13)	55
Work Policies	56
Job Description and Responsibilities of Part-Time and Full-Time Faculty (9.10 a) (9.10 c) (9.10p) (10.14)	57
Faculty Workload Requirements (9.10.p) (10.14)	57
Teaching Load Policy for Full Time and Part Time Faculty (10.13)	58
Office Hours for Part-Time and Full-time Faculty (9.10.e) (10.19)	58
Faculty Council and Officers (9.10b)	58
Academic Advising (9.10.d) (10.14)	59
Faculty Professional Development (PD) (9.10.n) (10.16)	59
Emergency Response	61

Faculty Evaluations (9.10 q) (10.9) 63
Academic Freedom (10.15) 64
Administration 65
College President 65
Executive Vice President 66
Vice President of Academic Affairs 67
College Registrar 68
Director of Assessment 68
College Librarian 69
Lead Faculty for Professional Studies and Church Ministries 70
PDSO 70
Vice President of Distance Education 71
Populi Director 72
Creative Director 72
Media Director 72
Director of Student Services 73
Director of Food Services 74
Campus Security Officer 74
Facilities Care Director 75
Athletic Director 76
Director of Admissions and Enrollment 76
Recruitment Director 77
Vice President of Finance 78
Director of Financial Aid 79
Director of Institutional Advancement 80
Grant Writer 80
SECTION IV: Classroom Policies and Procedures 81

Course Syllabus	81
Obtaining Supplies	82
Attendance	82
Student Handouts	83
Student Expectations	83
Reporting Emergencies	83
Returning or Reporting Test and Graded Materials	83
Midterms and Final Grades	83
Making Copies and Chapel Announcements	83
Guest Speakers in the Classroom	84
Textbooks	84
Grading Scale	84
Grade Appeal	85
Commencement Participation	86
Emergency Closings	86
SECTION V: Student Policies	88
Course Registration Procedures	88
Changes in Registration	88
Change of Program	88
Change of Status	88
Withdrawing from a Course	88
Withdrawal from College	88
Definition of a Credit Hour	89
Attendance	89
Classification of Students	90
Academic Honesty	91

Academic Probation	91
Academic Appeal	92
Audit a Class	92
Transfer of Credits	92
Make up Tests Policy	93
Grades	93
Grade Point Average (GPA)	94
Academic Honors	94
Grade Changes	94
Incomplete Grades	94
Make-Up Homework	94
Repeating a Course	95
Transcripts and Records	95
Spiritual Life	95

SECTION 1: Introduction

Welcome to Champion Christian College (CCC). We are pleased that you have chosen to serve in His ministry with us. The information provided in this handbook reflects the current policies, procedures, and practices of CCC and applies to all faculty and staff. The President, Board, and/or the Vice President of Academic Affairs are authorized to review, delete, or make changes to policies without prior notification.

Champion's goal is to provide a life training center based upon the calling of God, a resource for the pursuit of knowledge and wisdom, and prepare each student to successfully traverse the individualized pathway for which he/she is designed.

CCC maintains a Biblical view in the employment relationship. Colossians 4:1 admonishes masters (employers) to give that which is just and equal. Hence, it is the goal of CCC to provide such an atmosphere and to treat each employee as Christ treats us. Faculty is expected to maintain a respectful and obedient attitude as Ephesians 6:5-8 expresses. In keeping with these Biblical commands and to ensure that things be done decently and in order, we have designed this faculty handbook for your benefit and to ensure a successful working relationship.

CCC is committed to providing an environment that facilitates personal growth and service. When policies and procedures are clear and understandable, faculty and staff can then perform his/her duties efficiently. The faculty of CCC has many combined years of experience in education contributing to the faculty handbook's policies, procedures, and guidelines. This handbook has been prepared with the goal of helping to equip you for service.

History of the College

The vision for Champion Christian College was birthed both in Pastor Eric Capaci's mind and within the congregation of the Gospel Light Baptist Church, which he founded in 1992. In the fall of 2005, the vision became a reality as Champion Christian College originally began as Champion Baptist College with one- hundred four students and twenty-four faculty members. Most of the students came from other states and from independent Baptist churches.

The campus for both the church and college consisted of approximately fourteen acres in the heart of Hot Springs, Arkansas. Gospel Light's support of Champion was strong, and during the very first year a twohundred bed, state-of-the-art dormitory was built on the property. Within four years this dormitory was filled with vibrant students. Although the college experienced exponential growth, it was limited to the context of independent Baptist churches.

As Champion grew, the programs of study also increased. In 2010, following a serious study of the mission of the college and the educational needs of the students, the board determined to launch the pursuit of accreditation. At the same time there was a shift in the ministry philosophy of Gospel Light, and Champion determined that it would extend its scope of ministry to a broader group of Bible-based churches. However, these sudden changes were not embraced by several of the supporting churches and as a result there was a decline of over one-hundred students over the next four years.

In 2015, Champion determined to take a new grasp of its bold initiative to strengthen its educational programs and improve its response to student educational needs by taking the first steps in the pursuit of accreditation. With the support and goodwill of several local pastors and business professionals, the college became an independent non-profit corporation, changed its name to

Champion Christian College

Champion Christian College, elected a board of directors, and brought Dr. Francis Grubbs, a former president of CCC, back as provost. Dr. Grubbs, as a former college president or consultant at several colleges, had previous experience leading those institutions in their pursuit and acquisition of accreditation. With the board's support, the president and officers, as well as the faculty and staff, became fully engaged in taking the final steps to complete Champion's accreditation. Champion achieved candidate status with the Transnational Association of Christian Colleges and Schools (TRACS) in the fall of 2018 and was granted full accreditation in the fall of 2019. In 2023, after the first regular and extensive Self-Study review after the original approval, the College's accreditation was reaffirmed for another 10 years – to 2034.

Champion presently offers a two-year Associate of Arts degree in Professional Studies, a four-year Bachelor of Science degree in Professional Studies with a choice of five different concentrations— Business, Sports Management, Elementary Education, Secondary Education, and Criminal Justice - and a four-year Bachelor of Arts degree in Church Ministries with a choice of four different emphases— Pastoral Studies, Youth and Family Ministries, Intercultural Studies, and Music Ministry. Other programs are also being considered for introduction in the next few years.

It is a bold venture and challenge in very trying times, but as we observe the erosion of the foundation of our nation and culture, we believe our God is calling out a people to be trained and prepared to complete His mission in a post-Christian era. Champion Christian College is dedicated to educating and to training Christ-followers who will serve in local, cross-cultural, and international settings either in full-time ministry or in a variety of professional fields. We hope to strengthen their resolve to be faithful to their calling for the glory of God, in order to extend His kingdom, and to perform His will on earth as it is in heaven.

Our Mission Statement

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

Ethical Standards and Values

Champion Christian College (CCC) has adopted various core values and standards that are intended to secure the following objectives: accomplish its goal of excellence in Christian education, prepare its students to excel in their chosen field. Through these outcomes CCC aims to bring glory to the Lord Jesus Christ, Who is the source of all wisdom and knowledge. The administration, faculty, and staff are committed to achieving these objectives with our students.

To accomplish this, it is necessary to provide a safe social and spiritual environment that will enable spiritual growth, as well as educational excellence. It is expected that the administration, faculty,

staff, and student body will follow conservative and biblical principles, and will encourage proper Christian living at all times.

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

Foundational Underpinnings

The Old Testament Psalmist asked, “If the foundations are destroyed, what can the righteous do?” (Psalm 11:3 ESV) In our current world, 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 postChristian world.

Champion Christian College is committed to the truth as revealed in the Word of God communicated to us in the scriptures of the Old and New Testament. Furthermore, we reserve the right to discriminate against certain behavioral and lifestyle practices based on the principles of Scripture. All of our foundational educational underpinnings concerning truth, reality, values, and authority are rooted deeply in the biblical narrative. Our Statement of Faith, Core Values, and Philosophy of Education, as stated in the following pages, further develop these foundational commitments and delineate the elements of our educational practices.

STATEMENT OF FAITH

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

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

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

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

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

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

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

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

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

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

CORE VALUES

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

1. ***God is love***. He loves mankind with an unconditional and individual love; and He desires that we love and delight ourselves in Him, with all our heart, with all our soul, with all our mind, and with all our strength.

2. ***Life***. We value the individual life of a human being since its source is God, and its dimension is timeless—eternal. Thus, we must value others even as we value ourselves.
3. ***Redemption***. Redemption has been granted to mankind through the death of Jesus Christ and is available to every human being by placing his faith and trust in this same Christ, who was resurrected and is seated at the right hand of God.
4. ***Man's Stewardship***. The role for man, granted by God, is to have "dominion" over the physical earth and to be a steward/caretaker of it.
5. ***The Church's Mission***. Christ has given to the members of His body on earth the authority to continue and complete His own mission "to seek and save" lost ones, teaching them to be disciples of Jesus Christ.
6. ***God's Revelation***. God has revealed truth to human beings which they can never discover for themselves. We hold that this truth must be studied, learned, mastered, and applied properly to life situations; otherwise, man, either individually or in social groups, cannot be obedient to God's requirements.
7. ***Spiritual Formation***. Individuals who have placed their faith in Christ and have been spiritually conceived, like babies in the womb, must be given spiritual nourishment and care, developed through proper spiritual formation, which conforms them to the likeness of Jesus Christ.
8. ***Missional Living***. The person who has placed his faith in Christ and is being conformed to His likeness must make every decision of life based upon these three questions: How will this glorify my heavenly Father? How will it extend His kingdom? How can I perform the will of God on earth as
it is in Heaven?
9. ***Dependence upon God***. We hold with conviction that when a person who has placed his faith in Christ and is being conformed to His likeness makes decisions on the basis of the eighth core value, he can depend on his Father for every provision needed for life and ministry.
10. ***Prayer in Jesus' Name***. Those conceived and empowered by the Spirit of God to live the Christ-life can trust that whatsoever that person needs to perform his or her God-calling has been promised through the requisition of prayer in Jesus' name.

PHILOSOPHY OF EDUCATION

We believe that all true knowledge originates from God. He has revealed truth to man that man cannot discover for himself. It is understood from scripture that man's inability to comprehend truth is due to his defiance to God's will, which has led to interpretative incompetence. (2 Corinthians 2:10 -

16) 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. Man is dependent upon the Spirit of God to illuminate the revealed truth of God so that he can comprehend it.

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

We believe that the educational design of our curricula must foster transformational change within the lives of our students based on the biblical concept of renewing the mind. Thus, our theories of learning must not be limited to the impartation of knowledge to the student but should also develop 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 that values local cultural expressions around the world, while continuing to be grounded on biblical truth. 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.*

Institutional Learning Outcomes

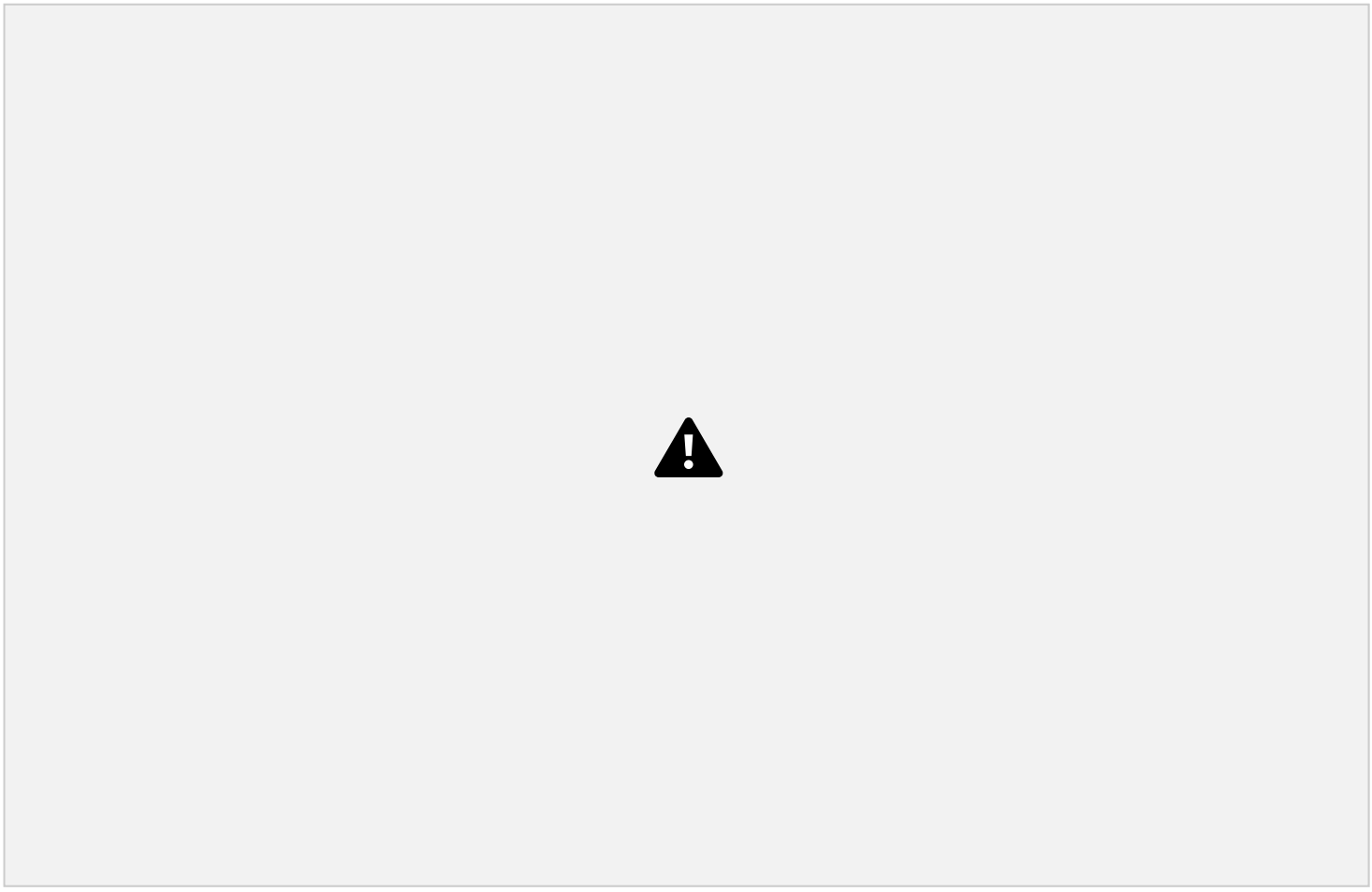
1. **Values:** CCC graduates will recognize core values as the basis for setting priorities and making each of life's decisions and choices.
2. **Worldview:** CCC is dedicated to promoting a biblical worldview, which is the basis for interpreting all knowledge.
3. **Comprehension and Communication Skills:** CCC trains its students in the ability to effectively comprehend, analyze, reflect, and respond to oral, visual, and written information and to communicate effectively through spoken, written, and other appropriate forms of expression.
4. **Professional Demeanor and Personal Ethics:** Champion Christian College will strive to usher prepared students with a biblical standard of ethical conduct into their vocational enterprises vested with appropriate knowledge, abilities, skills, and leadership acumen to achieve success.
5. **Critical Thinking and Informational Competence:** Students will be able to select, analyze, and assess the accuracy, credibility, reasonableness, and relevancy of questions, arguments, or issues and will be competent to determine the possibility of a solution.
6. **Social Awareness and Responsibility:** Graduates will enter their social enclave with a keen awareness of the social, moral, cultural, environmental, and biblical perspectives and will demonstrate personal responsibility in relation to each.

SECTION II: Personnel Policies

CCC 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 potential employee.

2025-2026 Departmental Employment Structure Chart



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 hours 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.
- **Employees on an introductory status** are newly hired employees who are being evaluated to determine whether further employment with CCC is appropriate. They 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 fulltime 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.
- **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 a basis of hourly wages.

Employee Categories

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
c. Coaches

No Contract (Part-time)

a. Hourly employees
b. Dining Services

Employee Benefits

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

Immigration Law Compliance

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

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

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 Vice President of Finance 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. Faculty members should also notify the Vice President of Academic Affairs of any such changes.

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 Vice President of Finance. 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.

Logo Use Policy

Champion Christian College desires to maintain a professional and recognizable identity across all college departments and materials. To do that employees must solely use the official logo files provided by the college during their onboarding process. These official Champion approved logos must be used accordingly without any alterations unless given specific approval by the Human Resources Manager. Additionally, if you are interested in providing a suggestion for a NEW Champion athletic logo, academic seal, college crest, etc. please contact the Creative Director or Human Resource Manager. If assistance is needed regarding logo use or design, employees should contact the Creative Director.

Hiring Procedures

Candidates interested in a staff or faculty position at Champion Christian College should contact the Vice President, 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.

Overtime

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 work needs or other project deadlines 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 non-exempt hourly employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off, 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

All employees are expected to uphold the highest standards of Christian behavior as well as the mission of Champion Christian College. CCC expects all employees to uphold its doctrines and standards set forth. They must uphold and set an example in the highest Christian virtue and personal decorum, serving as a Christian role model.

Employees 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. Those 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
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 Policy[1]

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 severe[2], 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.

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

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

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

2.1.7 Dating Violence means violence committed by a person—

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

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

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

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

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

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

2.1.9 Stalking means engaging in a Course of Conduct directed at a specific person that would cause a Reasonable Person to—

- fear for his or her safety or the safety of others; or
- suffer Substantial Emotional Distress.

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

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

It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence do not, alone, constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity.

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

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

(1) The Respondent's belief arose from the Respondent's own intoxication or recklessness;

(2) The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented; or

(3) The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:

- asleep or unconscious;
- unable to understand the fact, nature, or extent of the sexual; activity due to the influence of drugs, alcohol, or medication;
- unable to communicate due to a mental or physical condition.

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

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

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

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

2.3 Other Defined Terms within the Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing

locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

SECTION III: **Reporting Sexual Harassment and Preservation of Evidence**

3.1 Reporting to Champion Christian College

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

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

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

Pastor Josh Clark
Lead Faculty; Church Ministries
1.501.623.2272, EXT 402
josh.clark@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.

Additionally, Champion Christian College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, which protects the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data. As a rule, a student's academic record is confidential and will not be released to unauthorized persons without written approval from the student. Directory-type information, including name, photograph, degree, enrollment status, participation in recognized activities and sports, degrees, honors, scholarships, and awards is considered public information and may be made available unless the student requests nondisclosure for the enrollment period. A student has the right to file a complaint with the U.S. Department of Education concerning failures of the College to maintain the requirements of FERPA at https://studentprivacy.ed.gov/file-a-complaint.

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

B. **Employees**:

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

Champion Christian College complies with the EEOC. An employee of the College has the right to file a complaint against the institution. For general information about the laws EEOC enforces and filing a

charge, an employee may call 1-800-669-4000, 1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only), 1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only), or info@eeoc.gov. For any specific accusation against the College of employment discrimination, visit the EEOC Public Portal at https://publicportal.eeoc.gov/Portal/Login.aspx. An employee can also locate an EEOC jurisdictional office location listing by State at https://www.eeoc.gov/field-office.

(2) Arkansas Human Rights Commission (AHRC)

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

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

3.6 Time Limits on Reporting: There are no time limits on reporting Sexual Harassment to the Title IX Coordinator or Champion Christian College. If the Respondent is no longer subject to Champion Christian College's Education Program or Activity or significant time has passed, Champion Christian College will have limited ability to investigate, respond and/or provide disciplinary remedies and sanctions.

3.7 Champion Christian College Federal Reporting Obligations: Certain Champion Christian College employees, called Campus Security Authorities, have a duty to report certain incidents of misconduct to comply with the Clery Act. Campus Security Authorities are not required to report personally identifiable information for Clery Act purposes, but statistical information must be sent regarding the type of incident that occurred and its general location (*e.g., on or off-campus*) for publication in an annual report of crime statistics, called the Annual Security Report. Statistics published in the Annual Security Report help to provide the campus community with a clearer picture of the extent and nature of campus crime, but the statistics do not
personally identify Complainants or Respondents. Reports by Campus Security Authorities are not official
police reports and do not initiate criminal investigations.

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

but will provide sufficient information for Champion Christian College community members to make informed safety decisions in response to potential danger.

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

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

SECTION IV: **Initial Response to Reported Sexual Harassment**

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

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

SECTION V: **Formal Complaint**

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

5.1 Filing a Formal Complaint: A Formal Complaint must:

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

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

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

5.2 Dismissal of a Formal Complaint

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

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

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

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

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

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

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

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

SECTION VI: **Grievance Process**

The grievance process within this Policy is designed to treat Complainants and Respondents equitably by providing Remedies to a Complainant where a determination of responsibility for Sexual

Harassment has been made against the Respondent and by complying with this section before the imposition of any Disciplinary Sanctions against a Respondent.

6.1: General Grievance Process Information:

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

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

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

6.1.4 Medical Records: Champion Christian College will not access, consider, disclose, or otherwise use

party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Champion Christian College obtains that party's voluntary, written permission to do so for the grievance process within the Policy.

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

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

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

6.2 Notice of Allegations:

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

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

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

(A) Notice that the Respondent is presumed not responsible of the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
(B) Notice that the parties may have an advisor of their choice, who may be, but is not required to be an attorney, and that the advisor may inspect and review evidence as explained in section 6.4.4 of this Policy.
(C) Notice of the Champion Christian College's Code of Conduct provision that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

6.3 Investigation of Formal Complaint

Champion Christian College will conduct an investigation following a Formal Complaint and Notice of Allegations. During all meetings and interviews the parties may be accompanied by an

advisor of their choice, which can be, but is not required to be an attorney. During the investigation stage of the grievance process, the advisor's role is limited to assisting, advising, and/ or supporting a Complainant or Respondent. An advisor is not permitted to speak for or on behalf of a Complainant or Respondent, appear in lieu of a Complainant or Respondent during the investigation phase of the grievance process.

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

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

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

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

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

6.4 Live Hearing:

After the investigation, Champion Christian College will provide for a live hearing for all Formal Complaints of Sexual Harassment that have not been dismissed per section (include section for

dismissal here) or resolved by informal Resolution under section (include section for informal resolution here). At the request of either party, or at the discretion of the Title IX Coordinator, Champion Christian College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the other party or witness answering questions.

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

(1) Evidence from the investigation, including the evidence directly related to the allegations that was reviewed by the parties, regardless of whether it was incorporated into the report.

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

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

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

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

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

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

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

(1) Pre-Hearing Submission of Questions: The decision-maker may request the parties submit questions, in writing, prior to the hearing. This submission does not preclude the advisor from asking additional questions live during the hearing. The decision-maker may allow for the pre-hearing submission of questions regardless of whether a pre-hearing conference occurs.

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

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

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

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

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

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

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

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

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

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

- A question is asked by an advisor

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

(C) Evidence and Questions Excluded:

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

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

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

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

an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

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

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

- Identification of the allegations potentially constituting Sexual Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of this Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions that Champion Christian College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to Champion Christian College's education program or activity will be provided by Champion Christian College[3] 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:

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

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

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

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

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

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

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

(5) Provide the written decision simultaneously to both parties

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

SECTION VIII: Informal Resolution Process

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

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

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

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

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

8.4 Informal Resolution Timeframe. Informal Resolutions of a Formal Complaint will be concluded within 45 days of notice to Champion Christian College that both parties wish to proceed with the Informal Resolution

process. Such notice that the parties wish to proceed with an Informal Resolution process will "pause" the counting of the timeframe to conclude the Grievance Process of this Policy, should the Informal Resolution process fail and the parties continue with the Grievance Process.

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

SECTION IX: Emergency Removal and Administrative Leave

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

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

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

SECTION X: Recordkeeping

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

SECTION X: Additional Conduct Violations Related to This Policy

Alleged violations of the terms in this section will be sent to the Director of Student Services for *student* Respondents or to the College President for *faculty & staff* Respondents, for investigation and

adjudication under the Champion Christian College Code of Conduct, as stated in either the College's Policy Manual, Student Handbook, or Faculty & Staff Handbook.

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

Revised: *8-26-25*

Appendix A – Champion Christian College's Sexuality Statement

Students

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

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

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

Administration, Faculty, and Staff

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

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

Champion Christian College

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.

Non-discrimination Statement

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

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.

Employee Dress Guidelines

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. Employees 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, 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 or 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 the Administration as soon as possible. This includes threats by staff/faculty members, as well as threats by visitors, or 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.

Employees 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 administration 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

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 staff policies, practices, rules, regulations, or disciplinary procedures have been applied improperly or unfairly to an employee,

2. Treatment considered unfair by a staff or faculty member, such as coercion, harassment, or intimidation,
3. Alleged discrimination because of a legally protected status such as race, color, gender, age, national 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 should notify the administration in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for employees with appropriate complaints. As used in this policy, the term "timely fashion," "reasonable time," and "promptly" will generally mean 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 as delineated on the departmental structure. 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's 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 an employee 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 an employee 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 staff/faculty member's file and kept securely in the human resource office.

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.

SECTION III: Faculty Employment Procedures

1. The position will be advertised in the local newspaper and other appropriate relevant media. Notification will also be given to the current staff and faculty through electronic correspondence.
2. Applications for employment are received and examined by the Vice President for Academic Affairs and the Lead Faculty.
3. References of potential candidates are checked.
4. Candidates are selected for interviewing.
5. The Vice President for Academic Affairs and the Lead Faculty make a recommendation to the Executive Vice President.
6. The President approves the faculty appointment.
7. A new faculty member is appointed to an academic rank that is justified by training and experience.

Faculty Classification and Remuneration (10.13) (10.19)

Full-time

There are 2 categories of full-time faculty:

a. Those who work with a level of administrative responsibility beyond a normal academic load (12 – 15 credits per semester). Their remuneration varies depending on the responsibilities they hold (ex. lead faculty, department head, etc.).
b. Full-time faculty who concentrates solely on teaching a minimum of 12 credit hours each semester or equivalent on administrative tasks are primarily engaged for a period of 9 months and paid with a salary of $15,000 disbursed along the 12 months of the year.

Part-time

Part-time Adjunct Faculty are paid $600 per credit hour. Certain adjustments (reductions) may be made if the course is being offered as directed studies to 1 or 2 students, or if the roster has less than 5 students. Adjunct faculty are paid during the term during which they teach in 7 installments, twice a month.

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 is 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. On the other hand, the Academic Office is careful to consult with the professor about availability and the potential of any such reassignment.

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's 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.

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 annual in-service.

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 Academic 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.

Faculty Council and Officers (9.10b)

The Faculty Council may include all full and part-time instructional personnel as well as Librarians, the Director of Student Services, and the Registrar. Other 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.

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 the planning of student programs 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.

Faculty Professional Development (PD) (9.10.n) (10.16)

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 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 ofillness 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.

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 individual.
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 a necessary.
8. CCC's administration is responsible for dispatching 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.

Fire Safety and Documentation

As defined by the Higher Education Opportunity Act, for the purposes of fire safety reporting, "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 a 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 maybe 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 person may reenter the building until emergency personnel give permission for doing 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 webbased data collection system for each housing facility.

Faculty 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, selfevaluations, 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.

The complete, detailed, and legally enforceable policy is found in Champion's Policy Manual. Specific public information regarding copyrights can also be obtained through the Copyright Clearance Center at www.copyright.com.

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:

1. Nature of complaint or dispute
2. Date of the alleged dispute or problem
3. Names of individuals involved
4. 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 a clear policy on Fraud, Waste, and Abuse. 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.

The policy defines each of these terms, addresses questions of responsibility, and establishes the process through which the administration follows up potential cases through investigation and appropriate actions. The complete, detailed, and legally enforceable policy is found in Champion's Policy Manual.

Job Descriptions and Responsibilities

Administration

College President

1. Execute the objectives and policies of the College Board of Trustees.
2. Serve as an ex-officio member of the College's Board of Trustees.
3. Plan, develop, implement, and execute the College's strategic plan and related outcomes that are aligned with the College's mission, vision, and spiritual beliefs.
4. Provide spiritual leadership for campus and student development.
5. Cultivate and strengthen the College's fundraising efforts.
6. Serve as the College's chief campus spokesperson.
7. Oversee the College's budgetary process and fiducial responsibilities.
8. Oversee all academic and administrative functions of the College including but not limited to operational procedures and activities governing students, faculty, and staff; fiscal matters; and campus development, planning, and execution.

9. Provide spiritual leadership for the development and implementation of high-quality educational programs and student-centered academic and support services to promote student success and spiritual growth.
10. Cultivate new strategic partnerships and strengthen existing relationships in support of the College's spiritual and academic mission.
11. Perform other duties as assigned by the College Board of Trustees.

Executive Vice President

The Executive Vice President (EVP) is the chief operating officer (COO) for the College and is responsible to the President for the creation and implementation of the College's priorities and the allocation of support resources approved by the Board of Trustees. The EVP works closely with the President, faculty, students, and administration to provide the highest quality of educational programs and student support services. The EVP is responsible for the day-to-day operations of the College.

Duties and Responsibilities

1. Facilitate and maintain the College's mission, vision, and spiritual beliefs.
2. Provide leadership and assistance to the Vice Presidents of Academics, Student Services, and Finance.
3. Provide leadership for strategic planning, assessment, and accreditation.
4. Provide direction to the Vice Presidents, directors, and officers of the College in planning, procuring, and expending budgetary resources.
5. Recruit, interview, and recommend personnel to be hired in all positions under his or her purview.
6. Facilitate an annual assessment and evaluation of all activities, programs, and personnel of the College.
7. Provide spiritual leadership for the development and implementation of high-quality educational programs and student-centered academic and support services to promote student success and spiritual growth.
8. Cultivate new strategic partnerships and strengthen existing relationships in support of the College's spiritual and academic mission.
9. Assist the President as requested and exercise the duties of the President in the event of his absence from campus.

10. Perform other duties as assigned by the President and the College Board of Trustees.

Vice President of Academic Affairs

The Vice President of Academic Affairs reports directly to the Executive Vice President and is a member of the Administrative Council. The VPAA serves as the Associate Chief Academic Officer and is responsible to the EVP for all the College's instructional and academic programs through leadership, planning, policies, budget development, and management in a holistic manner.

Duties And Responsibilities

1. Ensure the Academic Affairs division facilitates and maintains the mission of the College.
2. Oversee the management and administration of the policies, procedures, and regulations of the College in providing instructional and academic programs, including the following:
    - Curriculum evaluation and development
    - Academic support services
    - Library services
    - Institutional effectiveness
    - Registrar functions
3. Supervise the recruitment, hiring, orientation, and evaluation of both full-time and part-time Christian faculty.
4. Assist with the development of new academic programs and supervise all instructional activities while maintaining accreditation standards and Board policy.
5. Provide leadership and vision to strengthen and implement new and existing academic programs.
6. Collaborate with Student Affairs to promote student success, retention, and graduation.
7. Provide oversight of program review, program viability, student success initiatives, student learning outcomes, institutional effectiveness, and accreditation processes.
8. Supervise the publication of college schedule of classes, catalog, and academic information.
9. Assist the College in developing and implementing an enrollment management plan, including recruitment, retention, continuing education, and advancement.

10. Provide educational leadership to the College and assume responsibility for articulating the values of a Christian liberal arts education to students, faculty, the campus community, and the larger college constituency.

College Registrar

The College Registrar is the Chief Student Records Officer (CSRO) for the College and reports to the Vice President of Academic Affairs. The College Registrar provides daily operational management and academic leadership for the College's records office and its functions. The College Registrar works closely with faculty, student services, and staff to provide a coordinated approach to academic affairs and enrollment support services for the College, including institutional assessment and effectiveness in a holistic manner.

Duties and Responsibilities

1. Ensure the Records Office facilitates and maintains the mission of the College.
2. Oversee the registration process and ensure the integrity of student records including the issuance and certification of student grades, transcripts, and enrollment certifications.
3. Collaborate with the Vice President of Academic Affairs and Director of Student Services in the production of class schedules.
4. Supervise and manage student registration into classes, in compliance with academic policies.
5. Provide training and ensure compliance with applicable state and federal laws pertaining to student records, including college-wide FERPA compliance.
6. Coordinate the collection and maintenance of data and statistics for planning and reporting purposes, including institutional effectiveness, strategic goals, and assessment activities. 7. Collaborate with the Vice President of Academic Affairs and Director of Student Services to ensure compliance with accreditation requirements, graduation requirements, curriculum changes, and academic policies.
8. Coordinate with the Vice President of Academic Affairs regarding the graduation ceremony and degree conferral.

Director of Assessment

The Director of Assessment develops and implements a comprehensive assessment system as approved by the College Administration and the Board of Trustees. The Assessment Plan is the primary guide for the activities of the Director of Assessment. It involves key data research, as well as it analysis and interpretation, encompassing all areas of the institution. The Director of Assessment reports directly to the Vice President of Academic Affairs.

Duties and Responsibilities

1. Maintains a thorough review of every institutional publication (*Policy & Procedure Manual, Catalog, Handbooks, etc.*) since accurate publications serve to accentuate healthy assessment for the institution.
2. Establishes a framework and yearly calendar to efficiently guide publication and assessment development in concert with the departmental structure of Champion Christian College.
3. Coordinates a publication and assessment cycle that comprises gathering, analyzing, and reporting data that ensures consistency for all publication policies and assessment measurements.
4. Leads administrators, staff, and faculty in identifying potential updates with publication policies and integrating formative and summative modes of assessment.
5. Communicates both publication and assessment progress, needs, and changes to the College Administration and Board of Trustees.
6. Organizes and conducts meetings as necessary for the proper functioning and development of reliable publications and assessments.
7. Strategically works with the Vice President of Academic Affairs to affirm appropriate delegation of any responsibility that exceeds the allotted time frame of compensated hours so as to ensure completion of such responsibilities within assessments and publications.
8. Accomplishes other unforeseen duties that may be assigned by either the Executive Vice President or the Vice President of Academic Affairs.

College Librarian

The College Librarian reports directly to the Vice President of Academic Affairs and ensures the library and its holdings, facilities, and resources are aligned with the mission, goals, and objectives of the College. The College Librarian participates in the planning, implementation, and evaluation of learning resources that contribute to the educational growth of the College's students, faculty, and staff. The College Librarian is responsible for leadership, planning, policies, budget development, and management of the Francis Grubbs College Library in a holistic manner.

Duties And Responsibilities

1. Ensure the Library Department facilitates and maintains the mission of the College.

2. Direct and provide reference services to students, faculty, and staff using both print and electronic sources.
3. Implement the collection development process, including cataloging materials and access.
4. Collaborate with faculty and students on changes or acquisitions of library resources and subscriptions.
5. Keep faculty and staff informed of available library resources and suggestions for use.
6. Train and supervise library staff, including explaining circulation duties and policies.
7. Participate in College activities, including accreditation, program development, and strategic and assessment planning.
8. Maintain records and statistics and submit reports as needed.

Lead Faculty for Professional Studies and Church Ministries

In addition to the responsibilities of a full-time faculty member, the Lead Faculty member serves a liaison between the faculty and the Vice President of Academic Affairs.

Duties And Responsibilities

1. Assist in the supervision of instruction/instructors.
2. Provide advice to the instructors and to the Vice President of Academic Affairs about the College curriculum.
3. Advise the administration and board in the formulation of academic policies involving such matters as curriculum, admissions, academic advising, student services, and faculty welfare.

PDSO

The Primary Designated School Official reports to the Vice President of Academic Affairs and is responsible for providing specialized regulatory and advisory support to international students concerning student F-1 visas. The PDSO is involved with areas of special concern for the international student population of the College. The PDSO works independently as well as collaboratively with the other College departments to help international students fulfill their academic, professional, and spiritual goals.

Duties And Responsibilities

1. Maintains the Student and Exchange Visitor Information System (SEVIS) and all related certification requirements.
2. Monitors and maintains student F-1 visa status as well as student records in the SEVIS database and college files
3. Stays current with regulatory updates that affect international students on F-1 visas, both internal and external
4. Advises students in standard issues related to their F-1 visa status, including work permits, reinstatement, change of states, medical leaves, reduced load, etc.
5. Provides case management support to F-1 visa students experiencing cross-cultural, family, and other crises that may affect academic life
6. Serve as liaison with other institutions to which the F-1 visa international student wishes to transfer
7. Ensure effective communication with students and among departments in matters of specific concern to F-1 international students
8. Participates in professional development and college meetings and serves in strategic and implementation projects

Vice President of Distance Education

The Vice President of Distance Education (VP–DE) is the academic and operating officer (AOO) for the Distance Education program and is responsible to the President for all the functions and resources allocated to the program. The VP–DE works closely with the President, Chief Academic Officer, Registrar, Enrollment Management, Admissions, Student Services, faculty, students, and other administrators to provide the highest quality in Online Learning. The VP–DE is responsible for the day-to-day operations of the Distance Education program.

Duties And Responsibilities

1. Manages and grows the Distance Education (D.E) program while aligned with the College's mission, vision, and spiritual beliefs and the program's strategic plan.
2. Provides leadership and assistance to all administrators, faculty, and staff regarding D.E. policies and procedures
3. Cultivates existing and new strategic partnerships in support of the College's spiritual and academic mission
4. Recruits, interviews, and recommends personnel for positions associated with the D.E. program
5. Facilitate an annual quality assessment of all D.E. functions, course performance, and personnel

6. Provides educational training and updates to D.E. faculty and staff for instructional design and Learning Management System (LMS) uses
7. Provides D.E. input for the College's strategic planning, assessment, and accreditation processes
8. Provides leadership for the spiritual development of faculty and students in alignment with the College's faith statement and institutional objectives
9. Assist the President as requested
10. Perform other duties as assigned by the President and the College Board of Trustees

Populi Director

The Populi Director (PD) is responsible for the student, staff, and faculties' access to the central operating platform for the college and reporting for in-house and government usage. The PD works with several department to ensure that the students and teachers have the proper tools for an excellent educational experience through beneficial data access and reporting.

Duties And Responsibilities

1. Facilitates the creation and access to personnel email and Populi accounts
2. Provides relevant reports to teachers and coaches
3. Completes reporting for ADHE
4. Completes reporting for IPEDS
5. Assists in any data/Populi related issues as needed

Creative Director

The Creative Director is responsible for overseeing the design layout and visual impact of marketing materials, products, and promotional publications. Duties include meeting with college staff and faculty to determine visual needs for packaging or advertisements and coordinating with manufacturers to complete projects.

Duties And Responsibilities

1. Plans and oversees the development of advertisements, marketing, and merchandise.
2. Ensures designs and content reflect the brand image and mission consistently and positively
3. Supervises all work completed by the creative department
4. Works with staff and faculty to set project deadlines and content goals
5. Presents project information, including deadlines and budgets, to administration
6. Purchases products and merchandise after approval from administration

Media Director

The Media Director conducts market research on selected demographics and then creates intentional, data-driven digital content and campaigns. The Media Director also builds a digital experience for potential buyers.

Duties And Responsibilities

1. Conducts research on target markets,
2. Creates content targeted toward selected markets,
3. Determines the best media outlet mix for promotional strategies,
4. Monitors online and offline ad campaigns (e.g., on radio, TV, websites, magazines, and billboards),
5. Regularly reports advertising campaign results (including revenues and costs),
6. Optimizes advertising strategies for varying audiences and channels,
7. Designs and reviews advertising budgets in collaboration with the Vice President,
8. Negotiates with media channels to close competitive deals,
9. Prepares additional promotional projects to support new service launches,
10. Creates new campaigns to reach a broader audience,
11. Ensures a cohesive advertising message across campaigns,
12. Builds long-term relationships with media influencers to promote the Champion brand.

Director of Student Services

The Director of Student Services (DSS) is the chief student officer of the College and reports to the Executive Vice President of the College. The DSS is a member of the Administrative Council and is responsible for the creation and maintenance of a safe, healthy, supportive environment and culture that synthesizes the intellectual, physical, social, emotional, and spiritual development and diversity of our students in a holistic way.

Duties And Responsibilities

1. Ensure the Student Services division facilitates and maintains the mission of the College.
2. Oversee the management and administration of the policies, procedures, and regulations of the College in providing student support services including the following:
    - Campus safety
    - Student health
    - Student counseling and advising

- Food services
- Events and activities
- Student housing
- Student judicial affairs
- Enrollment management
- Student learning resources

3. Develop co-curricular services and activities to augment academic programs and advance the personal growth and development of students.
4. Ensure a student culture where diversity is embraced.
5. Assume responsibility for development, implementation, and evaluation of policies and regulations pertaining to student admissions, student life, student conduct, and student residencies.
6. Assume responsibility for compliance with applicable state and federal laws and submission of necessary reports, including the Clery Act, the annual Campus Security and Crime Report, etc.
7. Serve as the Title IX Officer for the College.
8. Supervise and manage financial aid services for students.
9. Serve as ambassador for the college to alumni, parents, students, neighbors, community leaders, and professional colleagues.

Director of Food Services

The Director of Food Services is responsible for managing food service operations within Champion Christian College and ensuring that the program meets not only institutional policies and procedures but also federal and state requirements.

Duties And Responsibilities

1. Oversees the day-to-day operations of the Food Services department,
2. Prepares food and beverages and serves all cafeteria meals,
3. Plans College menus, budgets for cafeteria needs, and purchases necessary food,
4. Ensures safety standards are maintained at every step of the program, including allergen protocols, sanitation procedures, cooking practices, cleanup, and food storage,
5. Responds to customer preferences and complaints to ensure a satisfactory dining experience,
6. Purchases and maintains equipment, including refrigerators, stoves, and microwaves,

7. Maintains records, including expense, meal counts, and personnel records,
8. Preside over food service employees, including cooks, food preparers, cashiers, and all other employees,

Campus Security Officer

Under the direction of the Vice President for Student Services, the Campus Security Officer is responsible for maintaining a safe and secure environment for Champion Christian College students, faculty, staff, visitors, and guests. The Campus Security Officer performs duties associated with public safety and policy enforcement in a holistic manner.

Duties and Responsibilities

1. Gain an understanding of and familiarity with the mission and policies of the College.
2. Collaborate with the Vice President for Student Services to ensure adherence to the College's security and safety policies.
3. Assist the Vice President for Student Services, Executive Vice President, and the President in the administration of security and safety-related operations.
4. Patrol and monitor campus buildings, including dormitories, parking areas, and security systems.
5. Provide recommendations for enhancement of campus security and safety.
6. Attend ongoing training, awareness, and seminars to improve campus security and safety.
7. Respond to emergency and disaster situations in a timely manner.
8. Provide routine documentation to support state and federal crime-reporting requirements.
9. Assume responsibility for nightly student check-in to the dormitories.
10. Assist dormitory staff and administration in conducting inspections and searches as needed.

Facilities Care Director

The Facilities Care Manager maintains and oversees the grounds, buildings, and equipment to ensure that the workspace is safe and functional. Duties include negotiating contracts with service providers, inspecting facilities to meet safety regulations, and coordinating renovations and updates.

Duties And Responsibilities

1. Delegates cleaning and maintenance tasks to team members

2. Monitors the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces
3. Performs routine maintenance on facilities and makes repairs as needed
4. Schedules routine inspections and emergency repairs with outside vendors
5. Ensures proper security measures for the workplace, including collaborating with security system vendors or a team of security professionals
6. Maintains day-to-day operations of facilities, such as delegating or completing maintenance orders
7. Prepares facilities for changing weather conditions
8. Collaborates with other team members on budgeting for facilities needs

Athletic Director

The Athletic Director reports to the Director of Student Services and is responsible for the oversight, promotion, and overall development of the College's athletic programs. The Athletic Director operates with the mentality that athletes are first and foremost Christians and pursues a goal of producing Christian student athletes.

Duties and Responsibilities

1. Ensure the Athletic Department facilitates and maintain the mission of the College.
2. Oversee the management and administration of the policies, procedures, and regulations of the College's Athletic Department
3. Assume responsibility for planning, organizing, and managing events, games, and practices.
4. Ensure student support services for athletes in pursuit of their educational goals.
5. Oversee and coordinate with the collegiate coaching staff, including planning, organizing, and development of the Athletics Department.
6. Supervise the maintenance and care of athletic facilities and equipment.
7. Assist all coaches in the recruitment process of quality Christian student athletes.
8. Assume responsibility for the record-keeping, budgeting, and resource management for the Athletics Department.
9. Ensure that all of the College's sports programs remain in compliance with league rules and institutional requirements.

10. Provide leadership to the Athletic Department in articulating the values and beliefs inherent in a Christian athletic department to students, faculty, the campus community, and the larger college constituency.

Director of Admissions and Enrollment

The Admissions Director is responsible to the President for the timely processing of recruited students to become enrolled. This includes necessary documentation, academic credentials, and spiritual analysis.

Duties And Responsibilities

1. Facilitates the process of admission for new students.
2. Provides information to students for a quick and seamless acceptance experience.
3. Conducts the process of documentation for individual applications to certify accuracy and thoroughness.
4. Serves as liaison between incoming students and the financial department to ensure they receive all financial assistance for which they qualify.
5. Facilitates clear communication between prospective students and the Registrar for collection and maintenance of documents.
6. Supervises the departmental staff in view of supporting the College's mission, vision, and spiritual beliefs.
7. Oversees the activities of the Department of Recruitment
8. Maintains digital and printed recruitment materials up to date.
9. Provides accurate assessment information for internal and external reports.
10. Maintains communication for a healthy relationship with all members of the coaching staff.

Recruitment Director

The Director of Recruitment helps assess, organize, and support the college-wide recruitment strategy at Champion Christian College. Specific focus is placed on marketing, recruiting, and relationship-building with targeted homeschool organizations and high schools. The Director is responsible for the organization of recruitment events, the creation and use of marketing materials, and the management of prospective student data.

Duties And Responsibilities

1. Coordinates and participates in college recruitment activities – local, out-of-state and overnight travel possible
2. Assists in the development of an annual recruitment calendar

3. Promotes a positive image of CCC while meeting with prospective students and applicable organizations
4. Coordinates with marketing to develop and order promotional items such as the College viewbook, recruitment mailings, signage for events, and other pieces necessary to the day-to-day functions of recruitment
5. Coordinates and conducts open house activities and tours of the college campus
6. Maintains confidentiality of all College, prospect, and student issues
7. Assists with developing, implementing, and evaluating the recruitment process with college staff and administration to apply continuous improvement strategies
8. Coordinates in the organization and implementation of new student orientation for all incoming students
9. Maintains records of recruitment activities
10. Organizes and facilitates Student Ambassadors training

Vice President of Finance

The Vice President of Finance serves as the chief financial officer (CFO) for the college and is a member of the Administrative Council. The VPF is responsible to the Executive Vice President for the completion of all operational financial activities, the planning of all budgets and projections, and the organization and management of a financial department committed to integrity, professionalism, and efficiency. In addition, the VPF oversees the departments of financial aid, fundraising, and grant writing.

Duties And Responsibilities

1. Is responsible for the receiving, managing, protecting, distributing, and accounting of all college funds; and develops and implements policies, procedures, and processes for each function,
2. Develops efficient and clearly defined systems to achieve each of the functions identified in the above statement, including a procurement system for requisitioning, ordering, invoicing, and paying for required items or services,
3. Oversees the preparation and timely filing of all local, state, and federal taxes and financial reports as required by the state and federal governments and accreditation agencies,
4. Prepares and presents monthly financial budget reports including income by fund account, expenditures by fund account, their relationships to the budget, and all receivables and liabilities,
5. Supervises each month-end and fiscal year-ending processes,

6. Establishes and maintains bank accounts with systems for depositing, reconciling, and reporting to the Executive Vice President,
7. Participates in the annual budget creation process, in concert with the President and the Executive Vice President, to provide guidance to the various divisions and departments of the college,
8. Establishes and maintains an annual auditing process and procedures, including recommending an auditor, providing materials as required by the auditor, and recommending approval or nonapproval of the audit along with the rationale for the recommendation,
9. Assesses the financial performance of the college and provides recommendations with regard to short-term and long-term operational goals, student revenue, budgets, and forecasts,
10. Establishes and maintains financial assistance and counseling for students to help them formulate a personal financial plan and budget to assure that they will be responsible for their school bills in a timely fashion (in concert with the Director of Student Services)

Director of Financial Aid

Provides leadership, accountability, and daily management of the Financial Aid Office. Create and maintain an attitude of quality customer service to students, families, and partners. Maintain regulatory compliance and protect the integrity of the financial aid services of the College.

Duties And Responsibilities:

1. Oversee full-service financial aid processing, including document collection, budgeting, awarding, FAFSA verification, and loan certification for college related programs.
2. Monitor student Satisfactory Academic Progress for all students.
3. Review financial aid eligibility for students and allocate funds to students accordingly.
4. Provide leadership and direction around processes related to the disbursement of funds.
5. Review return of title IV calculations.
6. Demonstrate attitude of quality “customer service” to students and families.
7. Maintain current knowledge of federal and institutional policies and procedures regulating student aid.
8. Present material related to financial aid and/or Champion Christian College to various audiences.
9. Manage processes to allow for efficient and accurate processing of financial aid.
10. Complete annual, quarterly, and monthly audits and reconciliations.
11. Maintain compliance with all regulations.

12. Policy and Planning Participation
13. Oversee the development and implementation of policies and procedures which ensure the successes of all functions of the financial aid awarding process including:
14. Preparing and delivering financial aid awards to students in an effective manner.
15. All aspects of financial aid processing including document collection, budgeting, awarding, FAFSA verification, and loan certification

Director of Institutional Advancement

The Advancement Officer reports directly to the President and is responsible for cultivating and soliciting gifts and donors to support the College's interests and mission. The Officer represents the College to a wide spectrum of constituents and potential donors in pursuit of securing resources for the College in a holistic and Christian manner.

Duties And Responsibilities

1. Support and maintain the Mission of the College.
2. Play a major role in procuring financial resources and gifts to support the College's educational endeavors.
3. Articulate the mission, needs, and aspirations of the College to its many constituent groups as well as to current and prospective corporate and philanthropic donors.
4. Lead and participate in development activities, including individual meetings with donors, prospects, and campus constituent groups.
5. Assume responsibility for all forms of private resource development including annual, capital, planned giving, and events.
6. Develop relevant and innovative fundraising messages for diverse demographic and geographic supporters.

Grant Writer

The Vice President of Finance reports to the Executive Vice President and works closely with the EVP in planning, budgeting, managing, and reporting the financial condition of the College. The VPF also serves as a member of the Administrative Council. Following is a list of general responsibilities for this office.

Duties And Responsibilities

1. Be responsible for the receiving, managing, protecting, distributing, and accounting of all College funds.
2. Develop and implement efficient and clearly defined policies, procedures, and processes to achieve each of the functions identified in the above statement, including a procurement system for requisitioning, ordering, invoicing, and paying for required items or services.
3. Oversee the preparation and timely filing of all local, state, and federal taxes and financial reports as required by the state and federal governments and accreditation agencies.
4. Prepare and present monthly financial budget reports including income by fund account, expenditures by fund account, their relationships to the budget, and all receivables and liabilities.
5. Supervise each month-end and fiscal year ending processes.
6. Establish and maintain bank accounts with systems for depositing, reconciling, and reporting to the Executive Vice President.
7. Participate in the annual budget creation process, in concert with the President and the Executive Vice President, to provide guidance to the various divisions and departments of the College.
8. Establish and maintain annual auditing processes and procedures, including recommending an auditor, providing materials as required by the auditor, and recommending approval or nonapproval of the audit along with the rationale for the recommendation.
9. Assess the financial performance of the College and provide recommendations with regard to short-term and long-term operational goals, student revenue, budgets, and forecasts.
10. The Director, in concert with the Director of Student Services, shall establish and maintain financial assistance and counseling for students to help them formulate a personal financial plan and budget to assure that they will be responsible for their school bills in a timely fashion.

SECTION IV: Classroom Policies and Procedures

Course Syllabus

Each instructor is required to turn in a syllabus for each course taught. The syllabus must be completed in consultation with the Vice President of Academic Affairs, and/or the Vice President of Distance Education for the online model, at the beginning of each semester. Syllabi are subject to the approval of the administration. Champion uses a template that serves to standardize the type of information and its location within the body of the syllabus.

In general, 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 listed with the appropriate point or percentage value.
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. Course Calendar or Schedule including the topics to be covered which includes major assignments and due dates.
9. Table correlating the Course Learning Outcomes with the Program Learning Outcomes (PLO) along with the form of assessment for each learning outcome and minimum percentage for successful completion.

Obtaining Supplies

Faculty members may request classroom supplies from the office of the Vice President for Academic Affairs.

Attendance

Faculty must take attendance at the beginning of each class period and record students by present, absent or tardy on 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.

Campus Courses: The minimum attendance requirement for on campus classes is around 80% of all classes. Practically, students are allowed 2 times as many 'unexcused' absences as the number of class meetings per week. For instance, a student enrolled in a Tuesday/Thursday class (twice a week) is permitted to have a maximum of 4 unexcused absences. Administrative absences are not

limited by this number but can only be granted by the Academic office on the basis of legitimate documentation.

Online Courses: Faculty members teaching online courses or campus courses that are cross listed with an online course must also maintain an attendance record for online students. A student's weekly attendance is demonstrated by the submission of assignments each week.

Hybrid Courses: Hybrid courses require the students' physical attendance for classes and tests as scheduled by the instructor under the supervision of the academic office. Attendance to these and other activities equally integral to the completion of the course is 100% mandatory. In-person classes may meet regularly (ex. once a week, biweekly, monthly) or have a period of several days of intensive classes during the semester. Failure to attend in-person classes places the student under the 80% attendance minimum and ultimately results in failing the course altogether.

The hybrid format allows greater flexibility for both teachers and students with the assistance of components accessible through Populi for the ongoing progress of the course. In order to demonstrate attendance during periods without in-person classes, students are responsible for submitting responses to the assignments each week. For a resource on hybrid parameters, including their applicability to F-1 students, see PennState's page: https://global.psu.edu/article/enrollment-requirements.

For more information see the next section: Student Policies.

Student Handouts

Required handouts such as the syllabus and final exam schedule must be made available during the first week of each semester, preferably no later than the first class period. Syllabi are to be uploaded to the course's Syllabus page on Populi

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 or Reporting Test and Graded Materials

Course work must be graded in a timely fashion. Tests, quizzes, or any other assignments given and received in print, should be made available to the student within a week. Grades for tests, quizzes, and any other assignments that are graded automatically or manually through Populi will immediately be accessible to the students. Grades should not be posted publicly.

Midterms and Final Grades

Class grades will be pulled from Populi by the Academic Officer or by the Registrar the Friday after midterms and final exams. The teacher must report accurate and up-to-date grades on Populi.

Making Copies and Chapel Announcements

Faculty will be assigned a code for the copier. 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 must be approved by the administration. Faculty may submit an announcement to the college secretary or to the person responsible for College Chapel such as Director of Student Services.

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

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

Textbook requests (“Book Adoptions”) are submitted to a bookstore which provides the students with a copy as a rental for the duration of the term. Although each teacher may obtain a common (student) textbook along with the order, faculty members are encouraged to register with the publisher to ask for a complimentary copy. Teacher’s editions are frequently available for educators, and they provide supplemental materials to aid the instruction.

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

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. 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 expected of 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 nonworking 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 Policies

Course Registration Procedures

The schedule for course registration is listed in Populi and a copy may be obtained through the Academic Office. 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 not being registered for classes and therefore not being admitted to classes. Students should meet with their assigned advisors, or with the Academic Office if advisor is not reachable during the pre-registration period, before making final course choices.

Changes in Registration

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.

Change of Program

A student may choose a different academic program by meeting with 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 if applicable.

Withdrawing from a Course

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

Prior to making a decision to withdraw from classes, the student should talk to his/her instructors and/or a counselor to explore other options. There are times when withdrawal may be the best or only option. In those cases, you the student will need to meet with the Vice President of Academic Affairs or the Registrar and formally request withdrawal in writing.

Definition of a Credit Hour

Federal Definition of the Credit Hour: 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 t 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.

Online courses are also subject to similar guidelines. To clarify any questions concerning the amount and type of assignments for online courses, contact the Vice President of Distance Education.

Attendance

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. 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.

Excluding administrative absences, students whose total number of absences exceeds twice the amount of days in class per week will lose credit (receive an F) for the course. Students in distance education programs and 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 is needed from a medical clinic or, in the event a medical visit was not possible/necessary, a member of Champion's staff or faculty must attest via email or on a signed document 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 15 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 – 29 semester hours

Sophomore .. 30 – 59 semester hours

Junior ..... 60 – 89 semester hours

Senior ..... 90 + semester hours

A student who registers for 12 credit hours per semester will be considered a full-time student. Student athletes must be registered for a minimum of 12 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 from the Vice President of Academic Affairs.

Students transferring to Champion from other colleges are required to earn a minimum of 30 CCC credit hours in order to qualify for graduation from CCC. All other graduation requirements will also be in effect. This policy may be waived only after consultation with and approval from the Vice President of Academic Affairs.

Students may be allowed to obtain up to twelve correspondence/online credits toward a Champion degree. The school offering the correspondence/online courses and the courses themselves will need to be approved by the Vice President of Academic Affairs.

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.

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. Therefore, a student who does not show progress after two semesters and remains in Academic Probation will be suspended for the following semester.

For 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. Hence, academic probation begins that spring semester. If by 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 Appeal

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

To appeal:

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

All records are kept in the student's file in the office of the Registrar.

Audit a Class

The student may change from a credit to an audit status at the time indicated on the published schedule of classes each semester. An audit status, though not accepted by colleges and universities, gives the student the right to benefit from all instructional privileges associated with a course; however, it does not impose any attendance, homework, or testing responsibilities. An audited course will not be included on the student's official transcript.

Transfer of Credits

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

1. The institution where the coursework was completed. CCC will consider the accreditation status
   of the college or university, but not hold this factor as the sole determination for accepting credits
2. The coursework similarities to Champion's courses
3. The courses transferring for a specific major were completed with a letter grade of C or higher
4. Transferred courses must not be more than 10 years old at 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: 1) Request the previous institutions to send official transcripts to the Office of the Registrar at CCC; 2) Earn a minimum of 25% or 30 junior or senior CCC credit hours in order to qualify for a bachelor's degree; 3) Earn a minimum of fifteen hours in order to qualify for an associate degree.

All other graduation requirements will be also in effect. This policy may be waived after consultation and approval from the Vice President of Academic Affairs.

Make up Tests Policy

Students who miss class on the day of a test will have one week from the scheduled test day to make up the test. The teacher should make individual arrangements for students to make up a test. Students should be instructed to take their tests within one week of their return to class. Specify on your course syllabus that the penalty for failure to complete the make-up test within one week will result in 0%. If the teacher will not be available to proctor the exam and is not able to find a suitable proctor, he/she may request assistance in providing the testing setting for the student from the Academic Office.

Grades

Grades are used to inform the student of progress in the course and are related to mastery of content. Students with an unpaid account balance will not receive their diploma or official transcripts until the bill has been satisfied.

Grade Point Average (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 Honors

Students who meet the following GPA criteria may qualify to be named on the college dean's list or president's list for a given semester.

President's List—3.8-4.0
Dean's List—3.5-3.7

Grade Changes

Grade changes are initiated by the student with consultation of the instructor and must be approved by the Registrar. Grade changes will be permitted within a year of when the original grade was awarded.

Incomplete Grades

The following information applies to incomplete grades:

- Instructors submit grades at midterms and finals. CCC does not accept incomplete grades as a grade assigned to a student unless prior approval has been made by the instructor and student and has been approved by the Vice President for Academic Affairs.
- If a student fails to submit all the required work at the assigned time and date set by the instructor, the instructor has the right to accept or decline the work.

Make-Up Homework

It is the student's responsibility to contact their instructor at his or her office regarding make-up work. Each instructor provides information on the syllabus, given at the beginning of the course, on how and when to contact them. Faculty hours are also posted outside their office doors.

Repeating a Course

If a student chooses to repeat a course, both grades earned for the course will be reported on the student's transcript. However, only the latter grade shall be used in determining the GPA. Students who fail and/or drop a course may repeat the course twice. If a third attempt is necessary, the student must seek permission from the Vice President of Academic Affairs prior to re-enrolling in the course

Transcripts and Records

Students can request transcripts via Populi. A student can access unofficial transcripts at any time without any charge. Official transcripts have a cost of $10. and can be sent email or by mail.

Spiritual Life

Personal Devotions

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

Chapel

Chapel is a vital aspect in the spiritual growth of each student attending Champion Christian College. Chapel is held on Wednesdays from 10:00-10:45 a.m.

Students:

- must be on time to chapel.
- may not leave before the conclusion of chapel without administrative approval.
- must sign in **before** chapel to validate attendance. Signature by proxy will not be permitted.
- arriving late to chapel will require a sign in on the late sheet.

- will be considered absent for failing to sign-in.

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.

Church Attendance

It is encouraged for college students to attend the services of Gospel Light Baptist Church or another local church. Students enrolled in CCC who are members of a church in the area may certainly continue to attend their home church services. Students with church and/or ministry responsibilities are expected to be on time.

Spirituality

At Champion Christian College, we encourage students to view their spiritual experience as the essence of their existence and not to compartmentalize their spiritual experience. It is at the very core of who we are as a creation of God. Champion students can grow spiritually through actively participating in the evangelism efforts of Gospel Light Baptist Church. Students are encouraged to spend time each week to carry out the Great Commission, including presenting the Gospel to the lost, explaining the ordinance of baptism to the saved, and connecting the believer to the teaching of the Word through the local church. Students are also given the opportunity to participate in a variety of ministries during their tenure at

Champion. Through community service opportunities and small groups, students grow and mature in their leadership skills. Opportunities for community service and ministries are detailed in the Student Handbook which is distributed during orientation or can be obtained through Student Services, located on the second floor of Champion Building.

Worship extends from chapel services to the classroom, from the dining hall to the athletic field and to the surrounding community. The lives of Champion students are influenced by uplifting, inspiring chapel services each week. This is a time to come together as a student body and to allow the Holy Spirit to minister to individual hearts while creating an environment of unity. Through internalizing the messages from chapel, Sunday services, and small group times, students grow and deepen their faith.

Commencement Exercises

Undergraduates are required to attend the college commencement exercises unless prevented by their regular employment. Any other (rare) exceptions will need to be approved in advance by the Vice President for Academic Affairs.